

**1.0 Sederunt**

**Action**

Present: Cathie Reid, (Committee Member)  
Linda Cameron, ( Committee Member )  
Clarice Spaine, (Committee Member)  
Barbara McCluskey, (Committee Member)  
Tracy Coutts, (Committee Member)  
Liz McEwan, (Chairperson)  
Margaret Stewart (Committee Member)

In Attendance: Patricia Gallagher, Director  
Mark Quigley – Technical Services Manager, Item 8 only.

**2.0 Apologies**

2.1 William Blunn, (Committee Member)  
Rodger Harley, (Committee Member)  
Pauline Docherty (Committee Member)  
Christine Morris, , (Secretary)

**3.0 Registration Of Interest**

3.1 There were no registrations of interest.

**4.0 Minutes of previous meeting of 16<sup>th</sup> September 2020**

4.1 The minutes from the previous meeting of 16 September 2020 were approved by Babs McCluskey and seconded by Linda Cameron.

**5.0 Matters arising from previous meeting of 16 September 2020**

5.1 There were no matters arising from the previous minutes.

**6.0 Minutes of previous meeting of 21st September 2020**

6.1 The minutes from the previous meeting of 21 September 2020 were approved by Linda Cameron and seconded by Tracy Coutts.

**7.0 Matters arising from previous meeting of 21 September 2020**

7.1 There were no matters arising from the previous minutes.

Mark Quigley, Technical Services Manager joined the meeting at this point.

**8.0 Technical Services Performance Reports – Q1 – Written Report By Technical Services Manager - Approved**

- 8.1 A written report by the Director was circulated prior to the meeting and approved.
- 8.2 In relation to the ARC performance reports the Technical Services Manager advised that performance recorded is lower than last year as he has applied a different interpretation than his predecessor, which he believes is more accurate in relation to the guidance. It was noted that performance remains strong.
- 8.3 The higher number of emergency repairs was also noted as being due to the COVID situation and previously agreed change in definition of central heating repairs.
- 8.4 In relation to number of Gas central heating failures, the Technical Services Manager advised that the number is currently sitting at 7.
- 8.5 Reduced expenditure in the year to date was noted. It was further noted that this may change due to ongoing catch up repairs. This applied to void and cyclical expenditure also.
- 8.6 In relation to a question from a Committee Member, the Technical Services Manager advised that the new fire detection systems had to have at least one mains connected appliance and others could have lithium batteries. The technical Services Manager also advised that the timescale for completing this work may be extended. Awaiting confirmation from the Scottish Government.
- 8.7 There were no further queries on these reports and Mark was thanked for his attendance and left the meeting at this point.

**9.0 Development Update – Written Report By Director and the Development Consultant - Approved**

- 9.1 A written report by the Director was circulated prior to the meeting and approved.
- 9.2 In relation to Phase 13 the Management Committee noted the current timescales re delays and the potential claims due to COVID. The Management Committee advised that they would not be making any payments in relation to this contract that they were not liable for. Director advised that Management Committee that any claims where there was liability, and GCC funding was available, may not be 100% covered by GCC funding.
- 9.3 Re Phase 14. Management Committee decided not to pursue this further at the present time. Management Committee further D/DC

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agreed that once financial position is better known re COVID impact, it may look at what other options are available.

9.4 The Director will update the Development Consultant. D

**10.0 Quarterly update on Annual Assurance Statement- written report by Director (Attached)- Approved**

10.1 A written report by the Director was circulated prior to the meeting and approved

10.2 Actions taken to date were noted and approved.

10.3 The Director gave an overview of the process involved in the Annual assurance statement and discussion took place on the outstanding action points. It was agreed to add this as an agenda item to the meeting to be held in relation to point 11 on this agenda. MC

**11.0 Special Management Committee Finance Meeting – Q1 and Q2 accounts – verbal report by Director - Approved**

11.1 A verbal report by the Director was given at the meeting and approved.

11.2 It was agreed that a separate meeting will be held to go through the Q1 and Q2 reports. It was agreed to hold this meeting via zoom on 9<sup>th</sup> November 2020 at 3pm. D/MC

**12.0 Draft Payments of Expenses to Governing Body Members – Written Report By Director - Approved**

12.1 A written report by the Director was circulated prior to the meeting and approved

12.2 The Director highlighted that the only main change in the policy was to raise the payment for childcare or care of any dependents to the national minimum wage rate –with a maximum amount still in place.

12.3 The Management Committee noted the changes and approved the policy for immediate implementation.

**13.0 TOIL policy – Written Report By Director - Approved**

13.1 A written report by the Director was circulated prior to the meeting and approved.

13.2 The Director reminded the Management Committee that TOIL was suspended at present due to the COVID situation. However, all policies had to be kept up to date so that all is in place for when the policy is reinstated.

**14.0 Health and Safety statements annual review - Verbal Report By Director - Approved**

14.1 A verbal report was given by the Director and approved

14.2 The Director advised that the health and safety statements had to be reviewed and signed annually by the Management Committee. The Director proposed doing this by email. D

14.3 This approach was approved.

**15.0 Approval of membership applications- verbal report by Director - Approval**

15.1 Approval was given to Share application no's 710-716

15.2 Approval was given for SHARE certificates to be signed and seal to be used on same. Sec

**16.0 FYFP annual return – written report by Director and Senior Finance Officer - Ratified**

16.1 A written report by the Director was circulated prior to the meeting and was ratified.

16.2 There were no further queries on this report.

**17.0 Q1 and Q2 complaints report – written report by - Noted**

17.1 A written report by the Director was circulated prior to the meeting and approved.

17.2 There were no further queries on this report.

**18.0 FOI quarterly return – written report by Director - Noted**

18.1 A written report by the Director was circulated prior to the meeting and approved.

18.2 The Director advised that all of the FOI requests had come from the one source.

**19.0 SFHA update - Verbal Report By Director – Noted**

19.1 The Director advised of the SFHA showcase that had been held to launch the EHRA video. Noted that link to this will be circulated to all once available. D

19.2 It was also noted that Linda Cameron, Committee member, had spoken at an International Housing Conference hosted by SFHA. Again, link to this will be circulated once available. D

**20.0 EHRA update – written report by Director - Noted**

20.1 A written report by the Director was circulated prior to the meeting and noted.

20.2 Babs McCluskey advised that she has not been receiving papers recently and asked for them to be posted. Director advised that this will be requested. D

**21.0 EVH update - Written Report By Director – Noted and donation approved**

21.1 A written report by the Director was circulated prior to the meeting and noted.

21.2 There were no queries in relation to the monthly report.

21.3 The Director read out an email from EVH in relation to the pay award. After discussion the Management Committee asked the Director to advise EVH that it was happy to support a pay award of RPI plus the 0.01%, with no minimum requirements to be applied.

**22.0 Post AGM membership cancellations – written report by Director - Noted**

22.1 A written report by the Director was circulated prior to the meeting and noted.

22.2 There were no further questions in relation to this report.

**23.0 Correspondence received**

23.1 There was no correspondence to note.

**24.0 A.O.C.B.**

- 19.1 Meeting with former Technical Services Manager: It was agreed to invite the former technical Services Manager to a meeting on 9<sup>th</sup> November for a formal farewell due to retirement. MC
- 19.2 Christmas Arrangements: Management Committee approved half day for Staff on 24<sup>th</sup> December and for Staff to have xmas lunch (virtually) on 18<sup>th</sup> December. Management Committee also approved vouchers for local pensioners and to support anything Connect CT would be doing for the youth clubs – if required.
- 19.4 Voids: Following a discussion on void standards and recent complaints, the Management Committee approved the investigation into paint packs and the running of a small pilot to see how these work out. A full report to be presented to the Management Committee at a later date. D/TSM
- 19.5 AGM vouchers: A query was raised in relation to who received vouchers after the AGM. The Director advised they were only sent to attendees. Director to check if proxies were advised that they would receive them. D
- 19.6 Potential New Committee Member: In response to information from a Committee Member, the Director advised that she will contact a tenant who has shown an interest in joining the Management Committee. D

**25.0 Review of meeting**

25.1 Positive feedback was received on the meeting and Committee Members said they had found the presentation by the Technical Services Manager very clear and concise.

**26.0 Date and time of next Meeting**

26.1 The next meeting will be held on Monday 9th November 2020 at 3pm.

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held on Monday 26 October 2020, at 3pm held via Zoom**

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Signed By Chairperson:

A handwritten signature in black ink, appearing to read 'EMIGAN' with a stylized flourish at the end.

Date: 23 November 2020