

**Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 27<sup>th</sup> July 2020, at 3pm held via Zoom**

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**1.0 Sederunt**

**Action**

Present: Cathie Reid, (Committee Member)  
Linda Cameron, (Co-optee)  
Margaret Stewart, (Secretary)  
Clarice Spaine, (Committee Member)  
Barbara McCluskey, (Committee Member)

In Attendance: Patricia Gallagher, Director

**2.0 Apologies**

2.1 Christine Morris, (Committee Member)  
Tracy Coutts, (Committee Member)  
Rodger Harley , (Committee Member)  
Elizabeth McEwan (Chairperson)

**3.0 Registration Of Interest**

3.1 There were no registrations of interest.

**4.0 Minutes of previous meeting of 6<sup>th</sup> July 2020**

4.1 The minutes from the previous meeting of 18 May 2020 were approved by Cathie Reid and seconded by Linda Cameron.

**5.0 Matters arising from previous meeting of 6<sup>th</sup> July 2020**

5.1 There were no matters arising from the previous minutes.

**6.0 Annual Return on The Charter - Written Report By Director - Approved**

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

6.2 The Director went through the ARC return and discussed the outcomes.

6.3 THE Director highlighted the change to the SHQS completion figures from last year and explained this to the meeting.

6.4 In response to a question from a Committee Member re delays to Phase 13 and stock projections at end of next financial year, the Director advised a note was not necessary on this as we can only respond with the information we have at the present time, and as this is still accurate to date, the return is technically correct.

6.5 The members approved the return for submission to the Regulator. It was noted that the Chairperson had advised the Director of her approval of the return also.

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**7.0 Annual Loan Portfolio Statement – Written Report by Director and Senior Finance Officer- Approved**

- 7.1 A written report by the Director and Senior Finance Officer was circulated prior to the meeting and approved.
- 7.2 The Director went through the return in detail with the Committee Members.
- 7.3 There were no specific queries on this report and it was approved for submission to the Regulator. It was noted that the Chairperson had advised the Director of her approval of the return also. D

**8.0 Draft Sustainability Policy – Written Report by Director– Approved**

- 8.1 A written report by the Director was circulated prior to the meeting and approved.
- 8.2 The Director advised of some of the specific local projects that the Association was looking to get involved in that would fit with the aims of this policy.
- 8.3 There were no further queries and this policy was approved for implementation. D

**9.0 Q1 Quarterly Complaints Report – Written by Director - Noted**

- 9.1 A written report by the Director was circulated prior to the meeting and approved.
- 9.2 The Director reminded the Management Committee that complaints training was delayed for Staff due to lockdown but will be held nearer the end of the year. D
- 9.3 There were no specific queries raised in relation to this report.

**10.0 SFHA Report – Verbal Report by Director – Noted**

- 10.1 A verbal report by the Director was circulated prior to the meeting and noted.
- 10.2 The Director advised of SFHA new partnership with the Homelessness Network. Reference was made to emails that the Director had circulated to all re digital Newsletter and message from the Chief Executive. D

**11.0 EHRA Update – Written Report By Director - Noted**

- 11.1 A written report by the Director was circulated prior to the meeting and noted.
- 11.2 In relation to an update from a Committee Member it was agreed to invite David Linden MP to a meeting of the Committee once lockdown is over. D

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**12.0 EVH Update – Written Report By Director - Noted**

- 12.1 A written report by the Director was circulated prior to the meeting and was approved.
- 12.2 The Director advised of a letter from EVH re the agreed wage deal. In response to a question from a Committee Member the Director agreed to circulate the letter by email for the Management Committee to consider next month. D

**14.0 Correspondence – Verbal Report By Director- Noted**

- 18.1 The Director noted that no correspondence had been received.

**15.0 AOCB**

- 19.1 Csh 4 Kids Appeal D  
It was agreed to donate £50 from the Association.
- 19.2 PAIH Advert D  
The Director advised that she has asked for a quarter page advert in their annual report. This was noted.
- 19.3 Phase 13 Update D  
Director advised that just before the meeting she had spoken to the Association's Development Agent who had advised that some of the properties may be available for handover soon. Dates for this still to be confirmed. Management Committee members advised that they were pleased to see progress on the site. It was noted that a full report on Phase 13 and Phase 14 is due for the next Management Committee meeting.
- 19.4 SHR Consultation D  
Director advised that a consultation has been received and will be circulated for comment. It was agreed to join in any EHRA response being prepared.
- 19.6 Poverty Alliance Training D  
A committee member who had attended the training session on talking about poverty in the media gave feedback on the session and advised that it may be a good session to hold for the full committee when training is no longer being done remotely. This was agreed by members present.
- 19.7 Date of Future meetings D  
It was agreed that the next meeting may be moved to accommodate Committee Members working patterns. As such the date of the next meeting will be advised.

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**20.0 Review of meeting**

20.1 Members commented on the shorter agenda and it was advised this was due to two meetings having been held in July. Members felt it was well paced and a lot of information was covered.

**21.0 Date and time of next Meeting**

21.1 The next meeting will be held on Monday 31<sup>ST</sup> August 2020 at 3pm via Zoom – to be confirmed as per 19.7 above.



Signed By Chairperson:

Date: 31/08/20