

Minute of Management Committee Meeting held on Monday 27 February at 3pm in the Committee Room

Provanhall Housing Association Limited



1.0 Sederunt

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	William Blunn	(Committee Member)
	Barbara McCluskey	(Committee Member)
	Elizabeth McEwan	(Committee Member)
	Margaret Stewart	(Committee Member)
	Clarice Spaine	(Committee Member)

2.0 Apologies

Received from	Tracy Coutts	(Committee Member)
	Rodger Harley	(Committee Member)
	James McGuire	(Committee Member)

3.0 Registrations of Interest

3.1 No declarations made

4.0 Minutes of previous meeting

4.1 Minutes corrected to show Margaret Stewart in attendance, proposed by Barbara McCluskey and seconded by Clarice Spaine.

5 Matters arising

5.1 No matters arising from previous meeting

6 Budget and Financial Update

6.1 Paper circulated prior to meeting from the Senior Finance Officer containing Quarterly Accounts to 31 December 2022, Operating Expense Analysis, Statement of Financial Position and Treasury Management Update.

6.2 The Director took the MC through the report and notes.

7 CCTV Policy

- 7.1 A report was circulated by the Director prior to the meeting outlining the new policy in regards to CCTV in Provanhall's premises and for use by tenants. The policy was approved by the MC.

8 Recruitment and Selection Policy

- 8.1 A report was circulated by the Director prior to the meeting outlining the new policy for Recruitment and Selection. The policy was approved by the MC

9 Housing Services Sub-Committee Minute

- 9.1 Paper circulated prior to meeting from the Director, Approved by Clarice and seconded by Linda

10 Absence Management Policy

- 10.1 Paper circulated prior to meeting from the Director detailing changes introduced by EVH including trigger points for managing absence. This was approved by the MC.

11 Training Matrix

- 11.1 Paper circulated prior to meeting from the Director; detailing planned training for all staff and committee dependant on job role. This was welcomed by MC and approved.

12 SFHA Update

- 12.1 Verbal update provided on training opportunities, Housing Management Conference and recent publications.

13 EHRA Update

- 13.1 Verbal update provided on recent future planning day attended by members on 14 February 2023

14 EVH Update

- 14.1 Verbal update provided on training opportunities and recent publications.

15 EDI Update

- 15.1 Recent Unconscious Bias course was considered really useful and well attended by MC and Staff team.

16 Correspondence Received

- 16.1 No correspondence received.

17 AOCB

- 17.1 Membership for Numbers 791, 792, 793 approved
- 17.2 Meeting attendance – noted some MC members are struggling to attend before 5pm due to work and family commitments; however a member noted they would struggle if meetings were at 5pm. Proposed that meetings will have a Zoom invite and to trial 5pm meeting at next MC meeting pending results from a member survey.
- 17.3 COVID leave – tow staff members still have accrued leave. MC agreed that a final extension to 1 December 2023 will be made and if not taken this will be forfeited.
- 17.4 There being no further business the meeting was brought to a close.

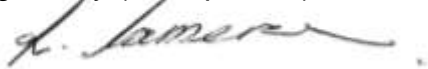
18 Review of the meeting

- 18.1 Committee found the meeting to be very informative and papers well laid out and understandable. There was a lot of business to get through.

19 Date of Next Meeting

- 19.1 The next Management Committee Meeting is scheduled for Monday 27 March at 5pm.

Signed by (Chairperson)



Date 27 March 2023

