

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 28th March at 3:30PM via ZOOM

1.0 Sederunt

Action

Present: Elizabeth McEwan (Chairperson)
Linda Cameron (Committee Member)
Christine Morris (Secretary)
Cathie Reid (Committee Member)
Barbara McCluskey (Committee Member)

In Attendance: Sean Douglas (Interim Director)
Samantha Cosgrove (Receptionist)
Scott McCready (Wylie Bisset representative) Item 8 only
Pauline Smith (Chief Executive Connect CT) Item 9 only

2.0 Apologies

2.1 Margaret Stewart (Committee Member)
Tracy Coutts (Committee Member)
Rodger Harley (Committee Member)
Clarice Spaine (Committee Member)
William Blunn (Committee Member)

3.0 Registration Of Interest

3.1 There was no registration of interest.

4.0 Minutes of previous meeting 28th February 2022

4.1 Minutes were proposed by Cathie Reid and seconded by Babs McCluskey

5.0 Matters arising from the previous meeting 28th February 2022

5.1 There were no matters arising.

6.0 Minutes of the Housing Services Sub-Committee of 9th December 2021

6.1 Minutes were approved by Babs McCluskey and seconded by Linda Cameron.

7.0 Minutes of the Staff, Learning and Development Sub Committee of 28th February 2022

7.1 Minutes were proposed by Christine Morris and seconded by Babs McCluskey.

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Scott McCready entered the meeting at this point to deliver his report

8.0 Internal Audit Outcome and Internal Audit Plan 2022/23 – Presented by Scott McCready, Wylie Bisset - Written Report by Housing Services Manager and Scott McCready, Wylie Bisset - Approved

8.1 The report was written and circulated prior to the meeting and was approved.

8.2 Committee were pleased with the audit outcome and the approved proposed audit plan for 2022/23.

Scott McCready left the meeting at this point. Pauline Smith entered the meeting at this point

9.0 Connect Community Trust Update – Verbal Report from Pauline Smith, Chief Executive, Connect CT - Approved

9.1 The verbal report was delivered at the meeting by Pauline Smith, Chief Executive of Connect CT. The report was approved.

9.2 Committee were in full support of the suggested projects and initiatives held in the Connie and provided by Connect CT.

9.3 Committee were advised of projects and initiatives scheduled for the year. This includes evening job and advice club, income advisor service resumes back in PHA office, young enterprise project begins at the old Haddows site and Reconnect have new premises and showroom in Caryntyne. The energy advisor positions currently being advertised and hope to be in position soon. Easter events at The Connie, plus other relevant events, will continue to also be promoted by PHA.

Pauline Smith left the meeting at this point

10.0 Former Tenant Arrears Write Off Report – Written Report by Housing Services Manager - Approved

10.1 The written report by the Housing Services Manager was circulated prior to the meeting and was approved.

10.2 Committee were asked to discuss and approve the proposed write-offs. Committee were satisfied appropriate action had been taken.

11.0 Former Tenant Credits Write Off Report – Written Report By Housing Services Manager - Approved

- 11.1 The written report by the Housing Services Manager was circulated prior to the meeting and was approved.
- 11.2 Committee were satisfied with proposed actions for the credits. They noted one tenant asked their credit refund go to charity and this was immediately donated to Cash for Kids on their behalf.

12.0 Former Tenant Rechargeable Repairs Write Off Report – Written Report By Technical Services Manager - Approved

- 12.1 The written report by the Technical Services Manager was circulated prior to the meeting and was approved.
- 12.2 Rechargeable repairs are always attempted to be recovered. Committee noted all the rechargeable repairs write offs proposed were for tenants who had passed away.

13.0 Insurance Renewal 2022/23– Written Report by Housing Services Manager - Approved

- 13.1 The written report by the Housing Services Manager was circulated prior to the meeting and was approved.
- 13.2 Both Director and Housing Services Manager had discussions with broker, Bruce Stevenson, regards increase in policy costs and reasons. These were considered and seemed sensible and justified.
- 13.3 The report presented and discussion also looked at claims versus costs. Committee agreed renewal was reasonable and acceptable.

14.0 Staff Appraisal Report – Written Report by Housing Services Manager - Approved

- 14.1 The written report by the Housing Services Manager was circulated prior to the meeting and was approved.
- 14.2 Committee fully support the outcomes and personal and professional development of staff.

15.0 Approval of Membership Applications- Verbal Report by Housing Services Manager - Approved

- 15.1 A verbal report was presented at the meeting and approved.

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- 15.2 Approval was given to membership application numbers: 762 – 766 inclusive. Recept
- 16.0 Recruitment Update – Verbal Report by Chair of Recruitment Sub Group - Noted**
- 16.1 Verbal report was given at the meeting and noted.
- 16.2 The new Director will take up post on April 14th 2022.
- 17.0 EHRA Benchmarking Report 2020-2021 – Written Report by Housing Services Manager - Noted**
- 17.1 The written report by the Housing Services Manager was circulated prior to the meeting and noted.
- 17.2 The report contained benchmarking for EHRA Landlords and Scottish Landlords. Committee were satisfied with the performance of PHA vs EHRA vs Scottish Average.
- 18.0 Q3 ARC Performance Report – Written Report by Housing Services Manager - Noted**
- 18.1 The written report by the Housing Services Manager was circulated prior to the meeting and noted.
- 18.2 Committee noted performance figures reported and thanked staff for their efforts.
- 18.3 Committee noted reporting of information to the regulator and quarterly monitoring of targets.
- 19.0 SFHA update - Verbal Report By Housing Services Manager - Noted**
- 19.1 The update was verbally presented by the Housing Services Manager and noted by Committee. the MC.
- 19.2 SFHA looking to fill board vacancy from Glasgow constituency. Ideally from a current Committee member. MC
- 20.0 EHRA update – Written Report by Housing Services Manager - Noted**
- 20.1 The written report by the Housing Services Manager was circulated prior to the meeting and noted.

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20.2 Discussion took place on launch of EHRA Covid Report, which was a great success. Also highlighted next EHRA Council Election Hustings Event, April 26th 2022 at 2pm – 4pm at the Blairtummock HA Community Centre. This will also be promoted by PHA.

20.3 EHRA Committee training in equality and diversity was postponed and the new date is May 17th 2022 at 2pm via zoom. Some Committee members have confirmed their attendance.

21.0 EVH Update – Written report by Housing Services Manager - Noted

21.1 The written report by the Housing Services Manager was circulated prior to the meeting and noted.

21.2 No update yet on pay negotiations with the union.

22.0 Correspondence received

22.1 There has been no correspondence received.

23.0 A.O.C.B.

23.1 MC appraisals: Discussed and approved these will be held until new Director is in position. Dir

23.2 Standing Orders Policy: Approved to be delayed and reviewed once new Director is in position. Dir

23.3 Fire Risk Assessment: Being carried out on site at PHA offices by an external auditor on March 30th 2022. Technical Services Manager to co-ordinate. TSM

23.4 SHARE membership list: Tabled at meeting re update on removal of 42 members after missing 5 consecutive AGM's. This was approved. Prior to 2022 AGM, active encouragement and promotion of attendance or proxy voters for those at a 4 year absence, this is 28 tenants. Recep

23.5 Clyde Valley: After 25 years of service, contractor confirmed today no capacity for ground maintenance into 2022/23. Contractor can continue wheelie bin management service. HSM will contact EHRA landlords and others for potential interested contractors. Due to short notice and moving into growing season, provision of this service is a priority. Discussed and approved one year 2022/23 contract for relevant estate management services in advance of tendering where required for 2023/24 services onward. HSM

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24.0 Review of meeting

24.1 Committee were happy with the content of the meeting and noted a lot was going on currently and the meeting very good and very informative.

25.0 Date and Time of Next Meeting

25.1 Monday 25th April 2022 at 6pm



Signed By Chairperson:

Date: 22/04/22