

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 28th May 2019, at 3.00pm in the office of Provanhall Housing Association, 34 Conisborough Road, Provanhall, GLASGOW G34 9QG

1.0 Sederunt

Action

Present: Elizabeth McEwan (Chairperson)
Barbara McCluskey, (Committee Member)
Linda Cameron, (Committee Member)
Cathie Reid, (Committee Member)
Margaret Stewart, (Committee Member)
Rodger Harley, (Committee Member)

In Attendance: Patricia Gallagher, Director

2.0 Apologies

2.1 William Blunn, (Committee Member)
Rosemarie Docherty (Committee Member) Special Leave
Clarice Spaine, (Committee Member) Special Leave
Christine Morris, (Secretary)
Tracy Coutts, (Committee Member)

3.0 Registration Of Interest

3.1 There were no registrations of interest.

4.0 Minutes of previous meeting of 29 April 2019

4.1 The minutes from the previous meeting of 28 April 2019 were approved by Linda Cameron and seconded by Barbara McCluskey.

5.0 Matters arising from previous meeting of 29 April 2019

5.1 There were no matters arising from the previous minutes.

D

6.0 Minutes of Housing Services Sub Committee Meeting of 21 March 2019.

6.1 The minutes from the previous Housing Services Sub Committee meeting of 21 March 2019 were approved by Cathie Reid and seconded by Barbara McCluskey

7.0 Minutes of Housing Services Sub Committee Meeting of 3 September 2018.

7.1 The minutes from the previous Housing Services Sub Committee meeting of 3 September 2018 were approved by Cathie Reid and seconded by Barbara McCluskey

8.0 Minutes of Housing Services Sub Committee Meeting of 4 June 2018

8.1 The minutes from the previous Housing Services Sub Committee meeting of 4 June 2018 were approved by Cathie Reid and seconded by Barbara McCluskey

9.0 Minutes of Technical Services Sub Committee Meeting of 18 February 2019.

- 9.1 The minutes from the previous Technical Services Sub Committee meeting of 18 February 2019 were approved by Linda Cameron and seconded by Liz McEwan.

10.0 Minutes of Technical Services Sub Committee Meeting of 13 May 2019.

- 10.1 The minutes from the previous Technical Services Sub Committee meeting of 18 February 2019 were approved by Linda Cameron and seconded by Liz McEwan.

11.0 Minutes of Staff, Learning and Development Sub Committee Meeting of 1 October 2018.

- 11.1 The minutes from the previous Staff, Learning and Development Sub Committee meeting of 1 October 2018 were approved by Margaret Stewart and seconded by Linda Cameron.

12.0 Minutes of Staff, Learning and Development Sub Committee Meeting of 29 October 2018.

- 12.1 The minutes from the previous Staff, Learning and Development Sub Committee meeting of 29 October 2018 were approved by Margaret Stewart and seconded by Linda Cameron.

13.0 Draft ARC report – Written Report Director – Approved

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

- 13.2 The Director took the committee through the report and advised that the donation to related parties would need to be changed to £32,227. This amendment was approved.

D/C

- 13.3 There were no further comments or queries on this report and approval was given to submit it to the Regulator.

14.0 Draft ESSH – Written Report By Director and Technical Services Manager - Approved

- 14.1 A written report by the Director and Technical Services Manager circulated prior to the meeting and approved.

- 14.2 The Director went through the report with the Committee.

- 14.3 There were no further comments or queries on this report and approval was given to submit it to the Regulator.

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15.0 Draft SDFP report - Written Report By Technical Services Manager - Approved

- 15.1 A written report by the Director and Technical Services Manager circulated

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prior to the meeting and approved.

15.2 Discussion took place on the funding requests re development plans and opportunities.

15.3 There were no further comments or queries on this report and approval was given to submit it to GCC. TSM

16.0 Quarterly Management Accounts to end March 2019 - Written Report By Director - Delayed D/SFO

16.1 It was noted that due to the timing of the Senior Finance Officer taking up her post, and the work to be done for the external audit, the Final quarterly management account for this financial year will not be available until the next Management Committee meeting.

16.2 This was noted by the Management Committee.

17.0 Equalities Action Plan 2018-20 update - Written Report By Director - Approved

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

17.2 The Director took the Management Committee through the report.

17.3 There were no further comments or queries on this report and actions to date were approved.

18.0 Long Term Investment report – Written Report by Director – Approved

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

18.2 After considering the report and the available options, the Management Committee approved the recommendations.

19.0 Balcurvie Road Action group update – Verbal Report by Director – Approved

19.1 The Director gave an update on the Balcurvie Road action group and advised of the week of action that would be taking place in week beginning 2nd June 2019.

19.2 The Director advised that the Association would have no actual direct involvement in these activities but would visit the site frequently during the week in a supporting role.

19.3 Director also advised that an outcomes report should be prepared after the event and that this will be brought to the Management Committee once it is available. D

20.0 Approval of Share Application And Use of Seal –Verbal report by Director - Approved

- 20.1 A verbal report by the Director was given at the meeting.
- 20.2 The Director advised of two SHARE application received and approval was given for signing and sealing of the same (SHARE no 640, 641 and 642).

21.0 Health and Safety Report Written by Director

- 21.1 A written report by the Director was circulated prior to the meeting and was noted.
- 21.2 There were no further actions required from this report.

22.0 Publication/ Training and Invitation - Written Report

- 22.1 A written report by the Director was circulated prior to the meeting and was noted.
- 22.2 Any Management Committee member who required any other information in relation to this report was asked to advise the Director.

23.0 SFHA Update – Verbal Report by Director

- 23.1 A verbal report by the Director was given at the meeting.
- 23.2 There were no further comments or queries regarding the work of SFHA.

24.0 EHRA update Written Report By Director

- 24.1 A written report by the Director was circulated prior to the meeting and approved.
- 24.2 There were no further comments or queries regarding the work of EHRA.

25.0 EVA update – Written Report By Director

- 25.1 A written report by the Director was circulated prior to the meeting and approved.
- 25.2 Any Management Committee member who required any other information in relation to this report was asked to advise the Director.

26.0 Correspondence Received

- 22.1 No Correspondence received.

27.0 A.O.C.B

- 27.1 An invitation was received from Kibble to attend a launch of an SVQ4 in Tenancy and Citizenship. Director, Chairperson and one other D

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Management Committee member will attend.

- 27.2 Policy Reviews: the Director advised that the Management Committee induction and Management Committee succession plan policies were due for renewal. However, it was proposed that the Association delays these reviews until after the away day, where these topics will be being discussed. Management Committee approved this recommendation. D
- 27.3 Director advised the Management Committee that SHARE have advertised vacancies on its Executive Committee. She advised any Management Committee member interested in this role to contact her. MC
- 27.4 In response to an issue brought to the attention of the Chairperson, the Chair reminded all Management Committee members that part of their role in governing the Association is taking ownership of our policies and decisions made. In light of this, the Chairperson suggested some governance training and Management Committee members present were in agreement with this. The Chairperson advised that it would be organised for a time when all Management Committee members could attend. D/C

28.0 Review of Meeting

- 28.1 The Management Committee advised that they thought the meeting had run well, and had been concluded in good time.

29.0 Date and Time of Next Meeting - 24th June 2019 at 3pm.

Signed By Chairperson:

Date: