

**1.0 Sederunt**

**Action**

Present: Linda Cameron, ( Committee Member)  
Liz McEwan, (Chairperson)  
Cathie Reid ( Committee Member)  
Christine Morris, (Secretary)  
Barbara McCluskey, (Committee Member)  
Tracy Coutts, (Committee Member)

In Attendance: Patricia Gallagher, Director  
Louise Kirkland, items 8 and Items 11 only  
John Lyon, Calvay HA (Observer)

**2.0 Apologies**

2.1 Rodger Harley, (Committee Member)

**3.0 Registration Of Interest**

3.1 There were no registrations of interest noted.

**4.0 Minutes of previous meeting of 24<sup>th</sup> May 2021.**

4.1 The previous minutes were approved by Linda Cameron and seconded by Christine Morris.

**5.0 Matters arising from previous meeting of 24<sup>th</sup> May 2021**

5.1 The following matters arising from the last meeting were noted:

15.2: the Director update on the response from the SHR. She advised that no clear guidance had been given and as such, at the present time, it is likely that the SGM/AGM will need to be physically held.

**6.0 Minutes of the Technical Services Sub Committee meeting of 17<sup>th</sup> May 2021**

6.1 The minutes of the Technical Services Sub Committee meeting of 17<sup>th</sup> May 2021 were approved by Linda Cameron and seconded by Liz McEwan.

**7.0 Minutes of the Housing Services Sub Committee meeting of 14<sup>th</sup> June 2021**

7.1 The minutes of the Technical Services Sub Committee meeting of 17<sup>th</sup> May 2021 were approved by Babs McCluskey and seconded by Christine Morris.

The Senior Finance officer joined the meeting at this point. It was agreed that Item 11 will be brought forward on the agenda to allow the Senior Finance officer to leave after completion of her reports.

**8.0 Quarterly Management Accounts – to end Q4 – written report by Director and Senior Finance Officer - Approved**

- 8.1 A written report by the Director and the Senior Finance officer was circulated prior to the meeting and approved.
- 8.2 The Senior Finance Officer went through the accounts on screen and highlighted the salient points.
- 8.3 The Senior Finance Officer advised the meeting that there may be some slight adjustments made to the accounts after the Final Audit is complete. She confirmed that a full final audited set of accounts would be presented to the Management Committee by the Auditors at the August meeting.
- 8.4 The Senior Finance Officer advised that the surplus was higher than budgeted, as was expected due to reduced overheads – primarily due to remote working and delays in planned and cyclical maintenance. It was also noted that although Staff costs were as was expected, they were higher than the budget as NI contributions had been omitted from the budget in error. She also confirmed that the SHAPS deficit liability was still to be confirmed and an adjustment will be made for this in final audited accounts.
- 8.5 The Senior Finance Officer also confirmed that the ratios were all good and that the Association has met all of its covenants.
- 8.6 There were no further comments on the accounts.

**9.0 Five Year Financial Projections (FYFP) return – written report by Director and the Senior Finance Officer- Approved (Agenda item 11)**

- 9.1 A written report by the Director and the Senior Finance Officer was circulated prior to the meeting and approved.
- 9.2 The Senior Finance Officer explained the purpose of the report and went through the contents of it with the Management Committee.
- 9.3 There were no questions raised on the report and the Management Committee approved it for submission to the Regulator

D/SFO

The Senior Finance officer was thanked for her attendance and left the meeting at this point.

**10.0 Model Complaints Handling policy procedures– written report by Director - Approved. (Agenda Item 9)**

- 10.1 A written report by the Director was circulated prior to the meeting and approved.
- 10.2 The Director advised that this policy was based on the SPSO model and that all Staff had attended training on it recently. She further advised that the new model should have been in place by the end of May, However the delay did not have any detriment to an complainants as the process remains relatively unchanged.
- 10.3 There were no comments on this report and it was approved for immediate implementation. D

**11.0 Draft Model Rules – written report by Director and BTO Solicitors Approved (Agenda Item 10)**

- 11.1 A written report by the Director was circulated prior to the meeting and approved.
- 11.2 The Management Committee went through each item in the report and approved was given to each of the proposals/changes as follows:
- 11.2.1 Rule 18: Changes not required
  - 11.2.2 Rules 20 – 29 – Noted and Approved for inclusion
  - 11.2.3 Rule 37.3 – Approved for inclusion
  - 11.2.4 Rule 37.8 – Noted and agreed
  - 11.2.5 Rule 39 – 44 - All noted and agreed for inclusion
  - 11.2.6 Rule 45 - Please amend wording to that proposed by BTO.
  - 11.2.7 Rules 48-58 – Noted and agreed.
  - 11.2.8 Rules 59.1 - 59.10 - Noted and agreed.
  - 11.2.9 Rules 81-89 - Noted and agreed
  - 11.2.10 Operational Additions:
    - Geographical area – not to be added
    - Appointed Committee Members – to be included
    - Staff as Committee members – not to be included

**Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 28 June 2021, at 3.30pm held via Zoom**

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Prohibition on Committee members who are related – to be included

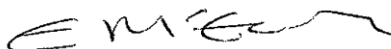
Payment of Committee members – not to be included.

- 11.3 The Director advised that the Management Committee responses shall be advised to our Solicitor for inclusion in a report for the SGM. D
- 12.0 Special Management Committee meeting for Policy approvals – written report by Director – Approved**
- 12.1 A written report by the Director was circulated prior to the meeting and approved. D
- 12.2 It was noted that this meeting was being requested primarily due to new policies from SFHA and other new policies having been devised by the Association
- 13.0 Approval of membership applications- verbal report by Director – Noted**
- 13.1 A verbal report by the Director was given at the meeting and noted
- 13.2 The Director advised that there were no applications for approval this month. HSM
- 13.2 It was noted that processing of membership applications had ceased due to issues with collecting money from tenants, however the Housing Services Officers had collated lists of interested Tenants and will recommence full Membership procedures again asap.
- 14.0 Q4 ARC performance report – written report by Director - Noted**
- 14.1 A written report by Director was given at the meeting and noted.
- 14.2 The Director went through the report in details, highlighting performance against targets and related COVID issues.
- 14.3 The Management Committee discussed the performance and advised that they were very happy with outcomes achieved during the pandemic and wished their appreciation to again be forwarded to Staff. D

- 14.4 The Management Committee also advised that they are very interested in seeing benchmarking data once ARC data has been released to see how the Association has performed in relation to other RSLs during this time. It was agreed that a benchmarking report be produced once the data is available. D
- 15.0 SFHA update – Verbal report by Director - Noted**
- 15.1 A verbal report by the Director was circulated prior to the meeting and noted.
- 15.2 There were no further queries in relation to this report.
- 16.0 EHRA update – written report by Director - Noted**
- 16.1 A written report by the Director was circulated prior to the meeting and noted.
- 16.2 There were no further issues discussed in relation to this report.
- 17.0 EVH update – written report by Director - Noted**
- 17.1 A written report by the Director was circulated prior to the meeting and noted.
- 17.2 The Director advised that if any Management Committee member wished any further information on anything within the EVH report, they should contact her in the first instance. MC
- 18.0 Correspondence Received**
- 18.1 Scottish Social housing Charter Review Meetings D  
The Director advised of correspondence received on the dates for zoom meeting for this review. Management Committee confirmed that they had received the email on same that had ben forwarded.
- 18.2 Letter from SHR on Assurance Statements  
The Director advised the meeting of the contents of a letter received from the SHR. This was noted.
- 19.0 AOCB**
- 19.1 There was no AOCB raised
- 20.0 Review of Meeting**
- 20.1 Members advised that they felt that a lot had been covered in the meeting and that the pace of the meeting had gone well.

**21.0 Date And Time Of Next Meeting**

21.1 The next meeting will be held on Monday 12<sup>th</sup> July 2021 at 3.30pm  
It will be held via Zoom.

A handwritten signature in black ink, appearing to be 'EM' followed by a stylized flourish.

Signed By Chairperson:

Date: 30/08/2021