

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 28th October 2019, at 4.15pm 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)
Cathie Reid, (Committee Member)
Rodger Harley, (Committee Member)
Christine Morris, (Secretary)
Clarice Spaine, (Committee Member)
Tracy Coutts, (Committee Member)
Margaret Stewart, (Committee Member)

In Attendance: Patricia Gallagher, Director

2.0 Apologies

2.1 Sandra Wilson, (Committee Member)
Linda Cameron, (Co-optee)

3.0 Registration Of Interest

3.1 There were no registrations of interest.

4.0 Approval of Co-optee

4.1 It was noted that Linda Cameron has made a request to re-join the Management Committee. It was noted that she would be able to join as a co-optee.

4.2 Approval was given for the above.

5.0 Minutes of previous meeting of 23 September 2019

5.1 The minutes from the previous meeting of 23 September 2019 were approved by Rodger Harley and seconded by Babs McCluskey.

6.0 Matters arising from previous meeting of 26 August 2019

6.1 Item 13.2: In response to a request from a committee member, the Director advised that a revised list of sub-committee memberships would be issued. D

6.2 30.3: The Director advised that the Connect CT and Connie open day have been postponed until 23rd November.

6.3 30.5: The Director advised that a lot of donations were received for the food bank and were delivered on 24th October. A letter of thanks was received.

7.0 Minutes of previous meeting of 18 September 2019

7.1 The minutes of the Management Committee meeting of 18 September 2019 were approved by Babs McCluskey and seconded by Clarice

Spaine.

8.0 Matters arising from previous meeting of 18th September 2019

8.1 There were no matters arising from the Management Committee meeting held on 11th July 2019.

9.0 Minutes of Technical Services Sub Committee meeting of 19th August 2019

9.1 The minutes of the Technical Services Sub Committee meeting of 19th August 2019 were approved by Rodger Harley and seconded by Tracy Coutts.

10.0 Minutes of Housing Services Sub Committee meeting of 2nd September 2019

10.1 The minutes of the Housing Services Sub Committee meeting of 2nd September 2019 were approved by Babs McCluskey and seconded by Christine Morris.

11.0 Minutes of Staff Learning and Development Sub Committee meeting of 28 May 2019

11.1 The minutes of the Staff, Learning and Development Sub Committee meeting of 28th May 2019 were approved by Babs McCluskey and seconded by Rodger Harley.

12.0 Health and Safety declarations – Written Report By Director - Approved

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

12.2 All relevant annual health and safety statements and declarations were duly signed.

13.0 Business Plan, Appendix 3 – Written Report By Director - Approved

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

13.2 The Management Committee advised that they found the report self-explanatory and appropriate.

14.0 Freedom of Information and EIR policy and procedure - Written Report By Director - Approved

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

14.2 The Management Committee advised that they found it a very comprehensible policy and in response to a question from a Management Committee member the Director confirmed it was available on the Staff noticeboard.

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14.3 There were no further queries on the report and the policy was approved for immediate implementation.

15.0 Annual Assurance Statement – Written Report By Director – Approved

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

15.2 Approval was also given to the points for action plan devised from the work of the assurance statements working group.

15.3 Approval was given to sign the statement, submit it to the regulator and to post it on the website. It was also agreed to put it into the next Newsletter.

15.4 The Director advised that regular updates would be given on the action plan. The first one being in January 2020. D

16.0 SHAPS – Detailed guide and review of payments – Written Report By Director – Approved

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

16.2 The Director and Chairperson both gave updates on the information sessions they had attended re this.

16.3 The Director further advised that the management team would be meeting with the Senior Finance Officer to review the 30 year projections in light of this change, and other on going issues. The Management Committee requested that a report with costs/savings etc. Be presented to the next Management Committee meeting for them to consider the options in relation to the pension scheme. D

17.0 Wider Role Planning Report – Written Report By Director - Approved

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

17.2 The Management Committee advised that they felt the plan gave a good variety of projects and were glad to see more being planned for the area. All noted budgets were also approved. The Director advised that regular updates on each project would be provided to the Management Committee as they are available.

18.0 Approval to Enforce Decree –Written report by Housing Services Manager - Approved

18.1 A written report by the Housing Services Manager was circulated prior to the meeting and approved after a short discussion. TSM

18.2 There were no further comments on this report.

19.0 Xmas Arrangements – Written Report By Director - Approved

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

19.2 There were no further comments on this report.

20.0 Balcurvie Road Action Group update – Verbal Report By Director - Approved

20.1 A verbal report by the Director was given at the meeting and was approved.

20.2 There were no further comments on this report.

21.0 Approval of Share Application And Use of Seal - Approved – Written Report By Director.

21.1 A verbal report by the Director was given at the meeting.

21.2 The Director advised of SHARE application received and approval was given for signing and sealing of the same (SHARE no 655 to 661).

22.0 Health And Safety report – Written Report By Director - Noted

22.1 A written report by the Director was circulated prior to the meeting and was noted.

22.2 It was agreed that a full Management Committee walkabout would take place on 30th October.

22.3 There were no further queries in relation to this report

23.0 Publications / Training And Invitations - Written Report by Director - Noted

23.1 A written report by the Director was circulated prior to the meeting and was noted.

23.2 Anyone interested in anything on the report was advised to notify the Director.

24.0 SFHA update – Written Report By Director – Noted

24.1 A verbal report by the Director was noted.

24.2 There were no further queries in relation to this report.

25.0 EHRA update - Written Report By Director - Noted

25.1 A written report by the Director was circulated prior to the meeting and was noted.

25.2 There were no further queries in relation to this report.

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26.0 EVH Update – Written Report by Director - Noted

26.1 A written report by the Director was circulated prior to the meeting and noted.

26.2 It was also noted that the Director and the Chairperson will be

27.0 Correspondence Received - Verbal Report By Director - Noted

27.1 It was noted that no correspondence has been received.

28.0 A.O.C.B

28.1 The Director tabled the completed FCA return for approval and signing. This was approved and undertaken.

28.2 The Director advised that the annual OSCR return has been submitted.

29.0 Review of Meeting

29.1 Management Committee advised that there had been a lot of paperwork for this meeting, but all had been comprehensive and meeting

30.0 Date and Time of Next Meeting –

30.1 The next meeting will be held on Monday 25th November 2019 at 4.15pm in the offices of the Association.

Signed By Chairperson:

Date: