

**Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 29 March 2021, at 3.30pm held via Zoom**

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**1.0 Sederunt**

**Action**

Present: Linda Cameron, ( Committee Member)  
Clarice Spaine, (Committee Member)  
Barbara McCluskey, (Committee Member)  
Liz McEwan, (Chairperson)  
William Blunn (Committee Member)  
Cathie Reid ( Committee Member)  
Margaret Stewart, (Committee Member)

In Attendance: Patricia Gallagher, Director  
Alison A'Hara, Committee Member, Calvay HA, observer  
William Paterson, Tenant, Observer

**2.0 Apologies**

2.1 Tracy Coutts, (Committee Member)  
Christine Morris, , (Secretary)  
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 22<sup>nd</sup> February 2021**

4.1 The minutes from the previous meeting of 22<sup>nd</sup> February 2021 were approved by Babs McCluskey and seconded by Clarice Spaine.

**5.0 Matters arising from previous meeting of 22<sup>nd</sup> February 2021**

5.1 Item 14.3: the Director advised that the garden layouts in Phase 13 had been done incorrectly but have all since been rectified. It was also noted that the unfinished pavement and lamppost issues in Drochil Street have been raised with GCC who are aware of the issue.

**6.0 Minutes Of The Housing Services Development Sub Committee meeting of 8<sup>th</sup> March 2021**

6.1 The minutes of the Housing Services Sub Committee meeting of 8<sup>th</sup> March 2021 were approved by LindaCameron and seconded by Babs McCluskey.

**7.0 Minutes Of The Technical Services Development Sub Committee meeting of 11<sup>th</sup> February 2021**

7.1 The minutes of the Housing Services Sub Committee meeting of 11<sup>th</sup> February 2021 were approved by Linda Cameron and seconded by Margaret Stewart.

**8.0 Risk Management policy – written report by Director (Attached)**

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

8.2 It was noted that the risk register will be reviewed again along with the business plan later in the year. At that time the risk appetite will also be reviewed.

8.3 There were no further comments on this report.

**9.0 F/T Arrears Write Off Report – Written Report by Housing Services Manager (Attached)**

9.1 A written report by the Housing Services Manager was circulated prior to the meeting and approved.

9.2 In response to a question from a Committee Member the Director advised that Staff did undertake extensive prevention and management work with tenants in relation to their arrears during their tenancies. It was also noted that the area can still be pursued after write off if information becomes available to enable this.

**10.0 F/T Credits Write Off Report – Written Report By Housing Services Manager (attached)**

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

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

**11.0 Insurance renewal 2021/22– written report by Director (Attached)**

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

11.2 The Director advised that the increase in costs had been reviewed by the Senior Finance Officer and there were no concerns re the higher than expected increase in costs.

11.3 The Management Committee advised that they had thought the cost increase may have been higher given remote working.

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

**12.0 Quarterly Annual Assurance Update- Written Report By Director - Approved**

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

12.2 The Director advised that as all points on this were now complete, a quarterly update was no longer required and the review will be undertaken annually at the time when the statement is due to be submitted to the Regulator. This was agreed.

12.3 It was also noted that the outcomes of the recent Management Committee appraisals will be reported against the regulatory standards.

**13.0 AGM Arrangements – written report by Director (Attached)**

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

13.2 There were no further queries on this report.

**14.0 Approval of membership applications- verbal report by Director**

14.1 It was noted that there were no membership applications for approval this month.

**15.0 Work plan for 2021/22 – verbal report and presentation by the Director - Approved**

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

16.2 The Management Committee commented that they felt this was a clear and comprehensive programme of work for the year and that they did not have any other areas of work to be added to it.

**16.0 Governance Allocation Approval– Written Report By Housing Services Manager - Approved**

- 16.1 A written report by the Housing Services Manager was circulated prior to the meeting and approved.
- 16.2 The Director confirmed that the allocation was being made in line with the Allocation Policy.

**17.0 Buy Backs – verbal report by Director - Ratified**

- 17.1 A verbal report by Director was circulated prior to the meeting and ratified.
- 17.2 The Director advised that following approval from the Chairperson, discussions had taken place with two owners in the area re buying their properties. The properties are a 3apt and a 5 apt.
- 17.3 The Director advised that the Senior Finance Officer has reviewed the financial impact of the purchases, taking the 30 year life cycle costings and initial investment works into account, and has confirmed that the purchases would result in a positive yield for the Association.
- 17.4 The Director advised that the offers were at the informal stage and that she would report back on the outcomes at the next meeting. D
- 17.5 There were no further queries in relation to this report.

**18.0 EHRA Benchmarking report– written report by Director**

- 18.1 A written report by the Director was circulated prior to the meeting and noted.
- 18.2 The Director advised that this report will be discussed at the Management Team meeting and areas where our performance is poorer than other EHRA groups will be reviewed in line with the other EHRA members policy and practices.

**19.0 Q3 ARC Performance Report – written report by Director**

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

19.2 The Management Committee advised that they felt that the performance achieved, given the circumstances, was very good and they asked for thanks to be passed on to Staff.

19.3 There were no further queries on this report.

**20.0 EHRA Management Committee Shadowing – verbal report by Director - Noted**

20.1 A verbal report by Director was circulated prior to the meeting and noted.

20.2 The Director asked that any Committee Member who wishes to attend a Committee Meeting of one of the other EHRA members, as an observer, to let her know. D/MC

**21.0 SFHA update - verbal Report By Director - noted**

21.1 A verbal report by Director was circulated prior to the meeting and noted.

21.2 It was noted that some Staff and Cttee. had attended a session led by SFHA with the Communities Minister that was based on the housing to 2040 document.

**22.0 EHRA update – written report by Director - Noted**

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

22.2 There were no further queries on this report.

**23.0 EVH update – written report by Director - Noted**

23.1 A written report by the Director was circulated prior to the meeting and noted. The Director highlighted two main points in the report:

23.1.1: Pay Deal

The Director advised that the report confirmed that a pay deal for 2021 and 2022 had been agreed as follows: uplift of 0.8% in April 2021 and a formula-based uplift in April 2022. The April 2022 formula is based on October CPI + 0.1% with a minimum award of 1% and a ceiling of 2.5%.

23.1.2: AGM

Noted this is being held on Monday 16<sup>th</sup> April 2021 at 6pm via zoom. It was noted that papers have been sent to the Associations named EVH reps.

**24.0 Correspondence Received**

The following correspondence received was noted:

24.1 Letter from Michael Cameron, Chief Executive of Scottish Housing Regulator.

The Director advised of a letter received that confirmed the dates for the annual returns for this year after the adjustments made for COVID 19 last year.

24.2 Coronavirus Advice for Governing Bodies

Noted that the above publication has been received. Director will circulate a copy to all.

**25.0 A.O.C.B.**

25.1 Rechargeable repairs write-offs report for approval

A written report by the Technical services Manger was tabled at the meeting. The Director went through the report on the screen. All write offs were approved.

25.2 Training Session

Director reminded all of training on 'Knowing the Codes' taking place tomorrow at 2pm.

25.3 Management Committee Recruitment Policy

Director advised that the above policy was due for review. She requested permission to delay this until after the Management Committee appraisal report has been concluded so that this can inform the policy.

25.4 Nationwide Bank

The Director confirmed, following a query from a Committee Member that Nationwide bank was part of Virgin Money Group. This was in relation to the long-term investment accounts. Management Committee Members advised that they did not have any concerns re this.

25.5 GCC Funding

The Director advised that the Association has received £2548.00 funding as part of an EHRA bid. The funding is to provide COVID relief.

**26.0 Review Of Meeting**

- 26.1 Members advised that they felt the meeting had gone really well. Observers stated that they thought the Committee had received a lot of good, informative information and the meeting had been well paced and relaxed.

**27.0 Date And Time Of Next Meeting**

- 27.1 The next meeting will be held on Monday 26<sup>th</sup> April 2021 at 3.30pm. It will be held via Zoom.



Signed By Chairperson:

Date: 26/04/2021