

1.0 Sederunt

Action

Present: Liz McEwan, (Chairperson)
Cathie Reid (Committee Member)
Christine Morris, (Secretary)
Clarice Spaine, (Committee Member)
Tracy Coutts, (Committee Member)
William Blunn, (Committee Member)

In Attendance: Patricia Gallagher, Director
Louise Kirkland, items 8 only
James McBride, Azets, Item 8 only

2.0 Apologies

2.1 Rodger Harley, (Committee Member)
Linda Cameron, (Committee Member)
Margaret Stewart, (Committee Member)
Tracy Coutts, (Committee Member)

3.0 Registration Of Interest

3.1 There were no registrations of interest noted.

4.0 Minutes of previous meeting of 28TH June 2021.

4.1 The previous minutes were approved by Babs McCluskey and seconded by Christine Morris.

5.0 Matters arising from previous meeting of 28th June 2021

5.1 Item 11: The Director advised that a successful SGM had been held and the model rules were approved without amendment.

6.0 Minutes of the previous meeting of 13th July 2021

6.1 The minutes of the previous meeting of 12th July 2021 were approved by Babs McCluskey and seconded by William Blunn.

7.0 Matters arising from previous meeting of 13th July 2021

7.1 It was noted that the agenda stated that the meeting was held on the 12th. However the correct date was the 13th July 2021.

James McBride from Azets, and Louise Kirkland, Senior Finance Officer, joined the meeting at this point.

8.0 Annual Audited Accounts - written report by Director and External Auditor, Azets - Approved

- 8.1 A written report by the Director and the External Auditors was circulated prior to the meeting and approved.
- 8.2 James McBride from Azets went through the financial statements via an online presentation. He confirmed that the regulations of the Scottish housing Regulator re the statement of financial controls had been met in full.
- 8.3 It was noted there were no issues of on-going concern.
- 8.4 The Management Committee advised that there were no significant issues to report that had arisen since the year end.
- 8.5 It was confirmed that the Auditor would be issuing a clean and unqualified audit report
- 8.6 The Management Committee agreed to the signing of the letter of representation
- 8.7 The Management Committee agreed to the signing of the annual accounts and the distribution of same to relevant parties.

James McBride from Azets, and Louise Kirkland, Senior Finance Officer, were thanked for their attendance and left the meeting at this point.

9.0 Business Planning Day – verbal report by Director - Approved

- 9.1 A verbal report by the Director was discussed at the meeting and approved.
- 9.2 The Director advised that a planning day to review the Business Plan had been arranged for Friday 10th September, facilitated by Jim Harvey, consultant, who will draft the business plan and options appraisal after the day.
- 9.3 It was noted that this would be an all day event and lunch would be provided.
- 9.4 The Management Committee approved the date and arrangements for the planning day.

10.0 Appointment of Internal Auditors – written report by Director - Approved.

- 10.1 A written report by the Director was circulated prior to the meeting and approved.
- 10.2 The Director advised that the recommended Auditors were the Associations current Auditors and the Association had been happy with their performance to date. The Director confirmed the proce for the Audit.
- 10.3 There were no further questions on the report and the Management Committee approved the appointment of Wylie Bisset as its Internal Auditor for the next 3 years.

11.0 AGM Arrangements – written report by Approved

- 11.1 A written report by the Director was circulated prior to the meeting and approved.
- 11.2 Christine Morris and Liz McEwan both confirmed that they wished to re-stand for election at the AGM. Babs McCluskey advised that she would step down in line with the rules and also wished to stand for re-election.
- 11.3 The Director advised that she would check with the Committee Members not present, who were required to stand down, that they also wished to re stand for election. D
- 11.4 All other arrangements for the event were approved.

12.0 Initial Return to Work arrangements – written report by Director – Approved

- 12.1 A written report by the Director was circulated prior to the meeting and approved.
- 12.2 Discussion took place on the practicalities of the hybrid working. The Management Committee advised that they did not want there to be any impact on Tenants etc. calling at the office and asked if Staff would be covering all areas if others were working at home. The Director advised that this would be arranged. D
- 12.3 The Director advised that Staff would need to attend the office for an events e.g. training as required.

12.4 It was noted that no date was yet in place for the return to work. It was further noted that any plan agreed would be run for an initial 3 month period and a tenant feedback survey would be undertaken at the end of that period to inform future hybrid working. D

13.0 Draft Openness, Accountability and Confidentiality policy – written report by Director – Approved

13.1 A written report by the Director was given at the meeting and approved.

13.2 There were no further comments on the policy and it was approved for immediate implementation.

14.0 Equality and Diversity Action Plan Outcomes – written report by Director - Approved

14.1 A written report by the Director was given at the meeting and approved.

14.2 The Director advised the Management Committee of the new Equalities guidance that had been produced this week and advised that this would inform the action plan going forward.

15.0 Customer Satisfaction Action Plan Update – Written report by Director - Approved

15.1 A written report by the Director was given at the meeting and approved.

15.2 The Director advised that a planning meeting for the next Tenant Satisfaction Survey had been held this week, and Management Team had discussed the relevant areas of this action plan. The Director advised that a draft of the next survey will be presented to the Management Committee for approval. D

15.3 There were no further queries on this report.

16.0 Membership Target – Written report by Director - Approved

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

16.2 .It was agreed that the Association should aim for a target of minimum 10% increase in Membership and a minimum decrease D

of 10% should numbers fall due to end of membership at end of tenancies.

17.0 Risk Review – 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 that this report adequately covered all current risks and there were no further queries raised in relation to this report.

18.0 Approval of membership applications- verbal report by Director

18.1 A verbal report by the Director was circulated prior to the meeting and approved. D

18.2 Approval was given to membership Application numbers:215-227

19.0 Q1 complaints report – written report by Director - Noted

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

19.2 The Director advised that the average days to complete complaints information will be provided at the next meeting.

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

20.0 Quarterly FOI report – written report by Director - Noted

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

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

21.0 SFHA update - verbal Report By Director – Noted

21.1 A verbal report by the Director was noted.

21.2 It was noted that all email correspondence received had been forwarded to the Management Committee.

21.3 There were no requests received for any further updates on any of the SFHA communications.

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 It was noted that there are still no dates for any of the events being planned.
- 22.3 There were no further questions on the EHRA 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
- 23.2 There were no further questions on the EVH report.

24.0 Correspondence Received

- 24.1 It was noted that no correspondence had been received.

25.0 A.O.C.B.

- 25.1 Loan Portfolio return - Approved
A copy of the Loan Portfolio return was shown on screen and approved for submission by the Management Committee. It was noted that the return had been circulated with the papers but it had been omitted as an item on the agenda. There were no queries raised re this report.
- 25.2 Treasury Management Policy review rescheduled - Approved
- 25.3 Living Wage Employer – Approved
The Director advised that we have been contacted by Living Wage to ask if we wish to continue our membership, This was approved.
- 25.4 Cyber Essentials – Noted
The Director advised that Management Committee that the Associations cyber essentials accreditation had been renewed.
- 25.5 Phase 13 Play park - Noted
The Director updated the meeting on issues that have arisen with the standard of the play park at Phase 13, that have delayed its handover. The Director advised that updates will be given on this as available at future meetings.

26.0 Review of Meeting

- The Management Committee advised that they felt the pace of the meeting had gone well and a lot had been covered. They felt it had been a good meeting.

**Provanhall Housing Association Limited – Minute of Management Committee Meeting
held on Monday 30 August 2021, at 3.30pm held via Zoom**

27.0 Date And Time Of Next Meeting – 15th September 2021 – post AGM

A handwritten signature in black ink, appearing to be 'E. M. E.', written in a cursive style.

Signed By Chairperson:

Date: 28/09/2021