

**1.0 Sederunt**

**Action**

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

In Attendance: Patricia Gallagher, Director  
Holly Mclver, Scott Moncrieff, Item 6 only  
Louise Kirkland, Senior Finance officer, item 6 only

**2.0 Apologies**

2.1 Margaret Stewart (Committee Member)  
Rodger Harley , (Committee Member)

**3.0 Registration Of Interest**

3.1 There were no registrations of interest.

**4.0 Minutes of previous meeting of 27<sup>th</sup> July 2020**

4.1 The minutes from the previous meeting of 27 July 2020 were approved by Cathie Reid and seconded by Linda Cameron.

**5.0 Matters arising from previous meeting of 27<sup>th</sup> July 2020**

5.1 There were no matters arising from the previous minutes.

**6.0 Annual Audited Accounts – Presentation by Holly Mclver, Scott Moncrieff and written report by Director - Approved**

6.1 A written report by the Director was circulated prior to the meeting and a presentation was given by Holly Mclver of Scott Moncrieff , the Association's external Auditor, were approved.

6.2 Holly went through the Audit process in detail and asked for thanks to be passed on to Staff for their assistance and prompt responses.

6.3 Holly then went through the final accounts with the Management Committee and discussed the variances from last year, new accountancy methods and pensions liabilities declarations. She confirmed that no breaches of laws or regulations and no fraud were found.

**Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 31<sup>st</sup> August 2020, at 3pm held via Zoom**

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- 6.4 In response to a question from a Committee Member Holly advised that any impacts from COVID would not be evident until the end of next year's account have been completed. Louise Kirkland advised that this would be highlighted in quarterly accounts throughout the year that would be presented to the Management Committee. D/SFO
- 6.5 In response to a question from a Committee Member, Louise Kirkland advised that no additional costs for the new build due to the delays had been requested to date but any claim made would be notified to the Management Committee. D/SFO
- 6.6 Approval was given to sign and return the letter of representation to Scott Moncrieff. D/C
- 6.7 Approval was given for electronic signatures to be used on the audited accounts. Approval was given for use by Secretary, Chairperson and Babs McCluskey, Committee Member. D
- 6.8 The Management Committee approved the submission of the audit report, audited accounts and response to the Management letter to the Scottish Housing Regulator D/SFO
- 7.0 Draft Bloods, Body Fluid and Sharps procedure – Written Report By Director - Approved**
- 7.1 A written report by the Director was circulated prior to the meeting and approved.
- 7.2 The Director advised that this policy was being reviewed in line with the review timescale, and no significant changes had been made.
- 7.3 Committee members commented that it was a clear policy and felt it ensured that, in this area, they met their health and safety duties to Staff. D
- 8.0 Senior Finance Officer change of hours – Written Report by Director– Approved**
- 8.1 A written report by the Director was circulated prior to the meeting and approved.
- 8.2 The Director reminded the Management Committee that when the Senior Finance Officer's post was established, it was noted that hours may need to be reviewed, as this was a new post.
- 8.3 The Director advised that she has reviewed workloads and timescales with the Senior Finance Officer and is in agreement D

with this request. Approval was also given for payment and TOIL carry forward requests from the Senior Finance Officer for additional hours worked on the external audit.

**9.0 Housing Services 1/4ly performance Reports– Written Report By Housing Services Manager - Approved**

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

9.2 It was noted in the Former Tenant arrears report that some of the balances were noted as having been cleared but amounts were still recorded in the final balance. Housing Services Manager to be asked to clarify. HSM

9.3 There were no further queries on this report.

**10.0 GCC Temporary Furnished Flats – written report by Housing Services Manager - Approved**

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

10.2 The report recommended the 'flipping' of two of the four current temporary lets to homeless applicants to full allocations. D

10.3 The Management Committee approved this recommendation and the refusal of the two other temporary lets for the reasons stated.

**11.0 AGM arrangements – Written Report By Director - Approved**

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

11.2 All committee members present who were due to stand down advised that they wished to stand for re-election. Director to contact those not present to confirm their intentions. D

**12.0 Change of Waiting List & Allocations Software - Written Report By Housing Services Manager - Ratified**

12.1 A written report by the Housing Services Manager was circulated prior to the meeting and was ratified.

12.2 Management Committee members commented on the cost savings of the new system and value for money this would bring to the Association.

**13.0 Confirmation of the Rules - Written Report By Secretary -Noted**

- 13.1 A written report by the Secretary was circulated prior to the meeting and noted.
- 13.2 It was noted that the agenda should read that this report was from the Secretary and not the Director.
- 13.3 Confirmation of compliance with the rules as required prior to the AGM was noted.

**14.0 Health And Safety report – Written Report By Director - Noted**

- 14.1 A written report by the Secretary was circulated prior to the meeting and noted.
- 14.2 It was further noted that these arrangements may change as Government guidance is updated. Changes for Staff return to work will be notified to the Management Committee. D

**15.0 SFHA update - Verbal Report By Director - Noted**

- 15.1 A verbal report was given by the Director and noted.
- 15.2 The Director advised that the Chief Executive of the SFHA has been invited to an EHRA meeting in the next few months.
- 15.3 It was noted that publications from SFHA will continue to be circulated to Management Committee members.

**16.0 EHRA update – Written Report By Director - Noted** D

- 16.1 A written report by the Director was circulated prior to the meeting and noted.
- 16.2 There were no further queries raised in relation to this report.

**17.0 EVH update - Written Report By Director – Noted and donation approved**

- 17.1 A written report by the Director was circulated prior to the meeting and noted. D
- 17.2 In relation to EVH update on CHAS, the Management Committee agreed to donate £50. D

**18.0 Correspondence received**

- 18.1 **Section 5 Lets:** The Director referred to a letter received from HSM GCC re Section 5 referrals. She advised it was asking the Management Committee to agree to give GCC 90% of voids, after transfers, to Section 5 referrals. The Management Committee voiced concerns about the Councils ability to manage this and to have the adequate resources in place to support applicants and therefore did not approve it at the present time. They requested that the Housing Services Manger advise GCC that we will provide as much assistance as possible at the present time, and that he assesses with GCC their resource provision for managing this increased level of Section 5s. Housing Services Manger to report to the Management Committee as appropriate.

**19.0 A.O.C.B.**

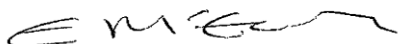
- 19.1 **Membership Applications:**  
The Director advised of SHARE application received and approval was given for signing and sealing of the same (SHARE no 685 to 703 ).
- 19.2 Platform Community Chest: Management Committee agreed to donate £50 to Platform for community events.

**20.0 Review of meeting**

- 20.1 Committee Members stated that they felt it had been an informative meeting and was run well via zoom.

**21.0 Date and time of next Meeting**

- 21.1 The next meeting will be held on Wednesday 16<sup>th</sup> September 2020 immediately after the AGM via Zoom



Signed By Chairperson:

Date: 21 September 2020.