

# Minute of Management Committee Meeting held on Tuesday 30 May 2023 at 5pm in the Committee Room

## Provanhall Housing Association Limited



### 1 Sederunt

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	William Blunn	(Committee Member)
	Margaret Stewart	(Committee Member)
	James McGuire	(Committee Member)
	Tracy Coutts	(Committee Member)
Staff	Alan Hume	(Director)
	Heather Elder	(Minute Taker)
	Louise Kirkland	(Senior Finance Officer)
Observer	Veronica Fitzpatrick	(Member)
Observer	Deborah Anderson	(Member)
Observer	Ayodeji Olorunsogo	(Member)
Presenters	Jan Hay	(Connect Community Trust)
	Alex Cameron	(Quinn Internal Audit)

### 2 Apologies

Received from	Barbara McCluskey	(Committee Member)
	Clarice Spaine	(Committee Member)
Leave of absence	Elizabeth McEwan	(Committee Member)

### 3 Registrations of Interest

3.1 Declaration of interest received from Deborah Anderson in relation to Item 7.

### 4 Presentation from Jan Hay, CEO of Connect Community Trust

4.1 A brief presentation was given by Jan bringing the Management Committee (MC) up to date with the current service and financial position. Some difficult decisions have already been made and more are likely in the future. Some key areas that will be reviewed are the board, services, funding, branding and social media.

4.2 Jan then left the meeting.

4.3 PHA has provided funding in previous years and the MC will have further discussions in relation to funding for 2023/24 under Item 7.

## **5 Presentation from Alex Cameron (Engages as Consultant from Quinn Internal Audit) with findings from ARC verification and report**

- 5.1 Alex spoke to the MC and confirmed that he has validated the data PHA will be submitting in the ARC for 2022/23. All 38 questions have been validated and no additional recommendations.
- 5.2 Indicator 26 – PHA had been given guidance previously by the regulator, and reported to SHR. The Housing Services Manager has verified the data and confirmed with the Consultant this is indeed correct.
- 5.3 Alex confirmed PHA fits in well with our peers. He commended all staff and MC for the ongoing hard work and confirmed that the organisation is in strong position.
- 5.4 Alex advised the MC that he is independent and can be contacted directly by any committee member if they have any queries.
- 5.5 Alex confirmed he will likely be back in August to review the Assurance Statement.
- 5.6 Alex then left the meeting.

## **6 Year End Report from Louise Kirkland Senior Finance Officer**

- 6.1 The Senior Finance Officer (SFO) joined the meeting online to provide her 2022/23 year end presentation and quarterly accounts. MC reviewed the Management Accounts and confirmed underspends will be carried forward into the 2023/24 budget.
- 6.2 SFO confirmed that the current Auditor had increased their fees and PHA needed to remain with them at the time as we would have been unable to find another auditor in time for year-end submissions and the ARC. However, we are now free to consider whether we wish to remain with them or go out to tender. This can be discussed at future meetings. Noted there is limited scope to achieve budget savings by moving to a new auditor for 23/24.
- 6.3 The Chair asked why the bulk uplift contract had overspend (£30K). SFO confirmed that due to the nature of the previous contract, there was no way to accurately predict costs. Noted a lot of the costs arose in Q4 over the Christmas period.
- 6.4 Director confirmed that we now have a new contract in place and costs are fixed regardless of volume or number of uplifts.
- 6.5 SFO confirmed that PHA is in a very good financial position with good reserve funds.
- 6.6 A MC member wished to convey his thanks to PHA staff for not only managing to reduce the arrears figure, but doing so in the current financial climate.

- 6.7 The Treasury Reserve Deposit of £500,000 placed in November with RBS matured this month, providing £7,314 of interest after 6 months. SFO sought approval from MC to put these funds on reserve for another 6 months with RBS, should the rates be the same or higher than 2.95% previously quoted. MC gave approval.
- 6.8 Nationwide accounts were opened at the beginning of May, following applications submitted in November. SFO sought approval from the MC to invest £500,000 in the 35 day notice account, and up to £1.5 million in the instant access business savings account should the rates be preferential when compared with Bank of Scotland. MC approved providing the rates are favourable.
- 6.9 The Chair asked if there was any merit in using current savings to pay off current borrowings for recent development spend. SFO advised she had completed a review. PHA has sufficient funds for the next five years, but cumulative cash falls below at end of year five. SFO recommended the savings are kept for now, especially due to volatile financial conditions and likely interest paid will offset to a degree interest charged to make a more favourable net position.
- 6.10 SFO took committee through the 5 year plan. There was no comments or questions.
- 6.11 SFO left the meeting.

## **7 ARC Submission**

- 7.1 The Director took the MC through the ARC return stats. MC found this very useful and commended the staff on their efforts in producing the report and positive feedback from external Consultant. The Director will sign and submit tomorrow (31/05/23).

## **8 Minutes of previous meeting**

- 8.1 Minutes proposed by Christine Morris and seconded by Margaret Stewart.

## **9 Matters arising**

- 9.1 No matters arising from previous meeting

## **10 H&S Action Plan Update**

- 10.1 Paper circulated prior to meeting from the Director.
- 10.2 The MC noted the report and had no questions with all actions in place.

## **11 H&S Policy for Approval**

- 11.1 Paper circulated prior to meeting from the Director. Proposed by William Blunn and seconded by Margaret Stewart.

## **12 Housing Services Manager Recruitment – Verbal update from Director**

- 12.1 Following the recruitment campaign the Director confirmed that the new HSM is Stephen Baxter who starts on 19/06/2023.

## **13 MC Meeting Times and Attendance**

- 13.1 Paper circulated prior to meeting from the Director.
- 13.2 The Director confirmed the average MC attendance for 2022/23 was 74%. MC were reminded to submit apologies if unable to attend and that they can request leave of absence if they require a break from attendance without being disqualified for future attendance.
- 13.3 A member had requested a vote of future MC meeting times. The three options being put to a vote are a) all meetings at 3pm, b) rotation between 3pm and 5pm each month and c) all meetings at 5pm. Members were reminded that reasonable expenses may be claimed for child or other care costs for the time needed to attend. Also, should option b) be selected, members would still be required to attend all meetings.
- 13.4 A vote was taken. Option a) received 0 votes. Option b) received 1 vote. Option c) received 7 votes. Option c) was therefore carried and all future MC meetings will commence at 5pm.
- 13.5 A MC member advised that due to family commitments they are unable to attend meetings at 5pm and therefore was resigning after today's meeting. The Chair thanked him for his years of service and contribution to the community.

## **14 Standing Orders for Approval**

- 14.1 Paper circulated prior to meeting from the Director.
- 14.2 The Director asked if there was any questions before seeking approval. The MC had no questions and the Standing Orders were proposed by Linda Cameron and seconded by Margaret Stewart.
- 14.3 Heather Elder, Corporate Services Assistant to print of a copy of Standing Orders and supply to new MC members.

## **15 Confidential Item**

- 15.1 The confidential item was approved by the MC and is available as an appendix.

## **16 SFHA Update**

- 16.1 The Director gave a verbal update.
- 16.2 The Director confirmed no staff or MC will be attending the SFHA Annual Conference this year.

## **17 EHRA Update**

- 17.1 The Director gave a verbal update.
- 17.2 The Director confirmed the continuation of joint training.

## **18 EVH Update**

- 18.1 The Director confirmed there is nothing to update.

## **19 EDI Update**

- 19.1 The Director confirmed there is nothing to update.

## **20 Correspondence Received**

- 20.1 The Director advised an email had been received from Donna McGill, Community Connector and Lecturer at Glasgow Kelvin College. As part of engaging with the local community, she has made it one of her priorities (for the coming year) to try to engage more with local housing associations and their management committees.
- 20.2 She requested of the Association would extend an invite for her to attend one of MC meetings, to find out more about the extent of our role in the community and let the Association know more about the role of Community Connector for Thriving Places, in Easterhouse.
- 20.3 MC said they would be more than happy for her to attend and therefore the Director will extend an invitation.

## **21 A.O.C.B**

- 19.1 Membership for Numbers 796; 797 & 798 were approved. Certificate signed by Linda Cameron (Chairperson) and Christine Morris (Secretary). The certificate was stamped and will be posted out to the member.
- 19.2 Confirmation that the Audit Sub-Committee was incorporated as part of this meeting.

## **22 Review of the meeting**

- 22.1 A Member commented that they enjoyed going through the organisations finances. It is good to see that the Association is in a very healthy financial position.
- 23.3 A number of MC members said that the current situation with Connect is quite sad, as they remember how good a community asset they used to be. They very much hope that they can turn the corner.
- 23.4 A MC Member wanted to again reiterate how positive the ARC, Audit and Financial position are. They are not to be underestimated and he is aware that

some other Associations are running with far higher tenant arrears. He asked that the Director extends his thanks to staff for the clear hard work they have been putting in in order to achieve these results.

**24 Date of Next Meeting**

19.1 The next Management Committee Meeting is scheduled for Monday 29 June at 5pm.

There being no further business the meeting was brought to a close at 17:50



Signed by (Chairperson)

Date 26 June 2023