

**Minute of Board Meeting held at 4.15pm on Monday 15 December 2025  
at the Office.**

**Provanhall Housing Association Limited**

**Quorate – Yes**

Members Present	Linda Cameron Tom Irving Elizabeth McEwan Claire Mckay Deborah Anderson Gabriel Agbola	(Chairperson) (Vice Chairperson) (Secretary) (Board Member) (Board Member) (Board Member)
Staff	Alan Hume Mark Tedford Lorraine Sommerville Heather Elder	(Chief Executive) (Operations Manager) (Finance Manager) (Corporate & Governance Officer - Minute Taker)
<b>Apologies</b>	David Carse Daniel Hughes Ayodeji Olorunsogo	(Board Member) (Board Member) (Board Member)

**Registrations of Interest**

None

**1 Items for Decision**

**1.1 Previous Meeting Minutes**

- 1.1.1 Minute of Board Meeting 24 November 2025. Circulated prior to meeting. Minutes were **Proposed by Linda Cameron and Seconded by Deborah Anderson.**
- 1.1.2 Minute of HR, Audit & Finance Sub-Committee Meeting 24 November 2025. Circulated prior to meeting. Minutes were **Proposed by Tom Irving and Seconded by Linda Cameron.**
- 1.1.3 Minute of Operations Sub-Committee Meeting 27 October 2025. Circulated prior to meeting. Minutes were **Proposed by Linda Cameron and Seconded by Deborah Anderson.**

**1.2 Financial Regulations**

- 1.2.1 Paper circulated prior to the meeting.
- 1.2.2 CE confirmed update was in relation to Finance structure (now a Finance Manager) and increase to some invoice authorisation limits.

1.2.3 The board had no questions or comments and **Approved**.

### **1.3 Rent Increase Proposal 2026/27**

1.3.1 Paper circulated prior to the meeting.

1.3.2 A member asked what reserves we have. The CE confirmed that is in the final accounts published at the AGM. PHA is in a good financial position, but the rent increase is still required as per our Business Plan. PHA has to ensure we have at least 9 months worth of running costs available in our accounts (cover things like staff wages, reactive repairs & gas contract costs). **This is a confidential statement and available to Board members separately.**

1.3.3 A member asked if the vote from tenants was for CPI + 2% then would that simply mean more reserves. CE confirmed it would. CPI + 1% is what's required to meet the business plan, anything higher than that would increase our reserves.

1.3.4 A member stated that tenants are likely to vote for CPI + 1%. Some members advised that in the past we have received quite a few votes for the higher option as they recognise the value for money their social rent provides in comparison to private rents.

1.3.5 CE confirmed benchmarking shows PHA is still one of the cheapest RSL's within Easterhouse.

1.3.6 The board had no further questions or comments and **Approved rent consultation with tenants for CPI + 1% (4.8%) and CPI + 2% (5.8%).**

### **1.4 EVH Approved Variations**

1.4.1 Paper circulated prior to the meeting.

1.4.2 CE advised that further to the last meeting, a meeting has been held with staff regarding EVH approved variations. All staff agreed the amendment to Bereavement Leave should be adopted. All staff also wish for the current set up with Annual Leave & Public Holiday allocation to remain unchanged.

1.4.3 Reduction to 31.5 Full-Time Equivalent (FTE). CE confirmed efficiencies have been identified and studies into reduced working hours have shown improved productivity and employee well-being. Considered different methods, including floating hours, however it is felt the staff team is just too small to allow that to work. Therefore, we checked footfall and call records which confirmed a Friday afternoon is inherently the quietest. The proposal is to trial closing at 12.30pm each Friday and the board are asked for their thoughts.

- 1.4.4 The Chairperson feels it would be good working practice and a great staff benefit all of which helps to make PHA an attractive place to work.
- 1.4.5 A member asked if we would consult with tenants at the end of the trial period. CE advised PHA is the second smallest RSL in HER and yet we have been open 5 days a week since Covid restrictions allowed. Many others close at various points in the week or are by appointment only. The cost implications for PHA due to staff turnover means it is more cost effective to have benefits in place to retain attract and retain staff.
- 1.4.6 A member stated workforces are looking for a better work life balance and this would help.
- 1.4.7 The Chairperson feels it is a really good way the Board can demonstrate their appreciation for all of the hard work staff put in.
- 1.4.8 OM stated we currently have a reception open 5 days a week. We are extremely accessible, and whilst we need to retain that, PHA can't offer agile working and this is an alternative option.
- 1.4.9 The board had no further questions or comments and **Approved closing the office at 12:30pm each Friday for a trial period of 6 months starting 1 January 2026.**

## **2. Items for Discussion**

### **2.1 Repairs & Void Contract OJEU Tender**

- 2.1.1 Paper circulated prior to the meeting.
- 2.1.2 OM confirmed results of the tender will be brought to the February Board meeting. OM will also reach out to members closer to the time of the tender opening to see who is available to attend.
- 2.1.3 A member asked if there had been much interest yet. OM said there was approx. 22 registered interests.
- 2.1.4 The board had no further comments or questions and **Noted.**

### **2.2 Board Induction Comparison**

- 2.2.1 Paper circulated prior to the meeting.
- 2.2.2 CE advised SFHA produced a model Board Induction pack. CGO carried out a review compared to PHA's process and compiled this comparison report.
- 2.2.3 CE will work with CGO to implement proposed changes.
- 2.2.4 The board had no further comments or questions and **Noted.**

## **2.3 SHN Damp & Mould Q2 Report**

- 2.3.1 Paper circulated prior to the meeting.
- 2.3.2 PHA stats not included, however Board get PHA's Damp and Mould stats separately. PHA will look to participate in future SHN reports.
- 2.3.3 A member said there might be funding available for damp and mould monitoring. CE confirmed we have equipment in our office and a few tenanted properties which have proved useful.
- 2.3.4 The board had no questions or comments and **Noted**.

## **2.4 Capital Expenditure Report**

- 2.4.1 Paper circulated prior to the meeting.
- 2.4.2 FM confirmed in the process of verifying Q2 accounts. Possibly some over provision and therefore could be some savings within overheads. Will go through all items, but so far happy with the accounts. FM will spend time with OM to look at spend for coming few years.
- 2.4.3 The Chairperson recently attended a 'Making Sense of Finance' session put on through EVH. Said it was very good. The slides have been uploaded to the portal for all board members to access. Suggested PHA approaches the presenter to provide a session to board. CE said it might make sense to do across EHRA. CE to investigate arranging this as well as training from Azets.
- 2.4.4 The board had no further questions or comments and **Noted**.

\*\* Gabriel Agbola joined the meeting at 16:58pm

## **3.1 EDI update**

- 3.1.1 All updates published on the Board portal. Board requested to read and keep themselves informed. **Noted**.

## **3.2 EVH update**

- 3.2.1 All updates published on the Board portal. Board requested to read and keep themselves informed. **Noted**.

## **3.3 EHRA update**

- 3.3.1 The Chairperson confirmed she attended a recent EHRA meeting and a discussion took place around attendance of meetings and the future of EHRA. It was agreed that whilst better buy in is required, EHRA should continue.
- 3.3.2 They are no longer having a Gala day. Instead planning on working with a local college (Kelvin College) to have an open day and speak to local youths and find out what their aspirations are.

- 3.3.3 Waiting on a date for the Hustings. Chairperson & David Bookbinder from GWSF will chair the event.
- 3.3.4 A member advised Paul Sweeney attended a recent event and seemed very open to listening and engaging with RSL's. Perhaps he or similar could attend future EHRA meetings.
- 3.3.5 This is a confidential statement and available to Board members separately.
- 3.3.6 This is a confidential statement and available to Board members separately.

#### **3.4 SFHA update**

- 3.4.1 All updates published on the Board portal. Board requested to read and keep themselves informed. **Noted.**

#### **3.5 Membership**

- 3.5.1 None.

#### **3.6 Correspondence Received**

- 3.6.1 Letter from Glasgow North East Toy Campaign (GNETC) seeking funding towards their Christmas Toy appeal. OM reached out to our contractors and has so far collected £1,300. This will be donated shortly.
- 3.6.2 SFHA Membership Cost 2026/27. Membership fee for 2026/27 for Provanhall Housing Association Ltd, will be £7,115. This represents a small increase from last year's fee of £6,827. Board unanimously voted to **Approve the 2026/27 fee.**

#### **3.7 A.O.C.B.**

- 3.7.1 Board member Calum O'Donnell resigned from the Board on 14 December 2025. The Board thanked Calum and wishes him all the very best. Board recruitment will begin in the new year, and we will be introducing a Suitability for Board form.
- 3.7.2 Cash for kids. PHA applied for Cash for Kids funding for 273 kids. We were successful in receiving £3k which is funding for 60 kids (£50 each). The Board discussed and approved topping this up by a further £5,190 so that all 273 kids could receive £30 each. This was **Approved.**
- 3.7.3 The Chairperson said she had heard really good feedback about this years Panto. GCO confirmed PHA had purchased tickets and all had been distributed to tenants with kids under 16.

#### **3.8 Review of Meeting**

- 3.8.1 The board felt the meeting went well and again thanked all of the staff for their continued hard work this year. The CE thanked the board for their continued support and looking forward to what we can achieve in 2026.

### **3.9 Date of Next Meeting**

3.9.1 The next Board Meeting is Monday 26 January 2026 at 5pm.

There being no further business the meeting was brought to a close at 5.28pm

A handwritten signature in black ink, appearing to read "J. Jameson".

Signed by (Chairperson)

Date 26 January 2026