

Minute of Board Meeting held at 5.22pm on Monday 24 November 2025 at the Office and Online (Teams)

Provanhall Housing Association Limited

Quorate – Yes

Members Present	Linda Cameron	(Chairperson)
	Tom Irving	(Vice Chairperson)
	Ayodeji Olorunsogo	(Board Member)
	Daniel Hughes	(Board Member) Online
	Claire McKay	(Board Member) Online
	Deborah Anderson	(Board Member)
	Gabriel Agbola	(Board Member)
	Calum O'Donnell	(Board Member) Online
Staff	Alan Hume	(Chief Executive)
	Heather Elder	(Governance & Corporate Services Officer - Minute Taker)
Presenter	Alex Cameron	Quinn Internal Audit (Internal Auditor)
Apologies	Elizabeth McEwan	(Secretary)
	David Carse	(Board Member)

Registrations of Interest

None

1 Items for Decision

2.2 Annual Assurance Statement Review (Brought forward agenda item)

2.2.1 Paper circulated prior to the meeting.

2.2.2 Alex Cameron (AC) of Quinn Internal Audit attended the meeting in person to present the Annual Assurance Statement (AAS) review report and discuss his recommendations.

2.2.3 AC confirmed a considerable amount of proof is required to compile the AAS and submit to the SHR. AC looks at the framework and confirmed he gave PHA a Compliant rating with 3 minor recommendations.

2.2.4 AC noted the internal audit on planned maintenance earlier in the year had highlighted the costed five year program. This was primarily due to a lack of throughput at the time of audit due to the main window replacement contract not as yet started. A compliant record is maintained by the OM.

*** Calum O'Donnell joined the meeting at 5.27pm.

2.2.6 The Chairperson asked if PHA needed to apply contract penalties, should they be included in reports. AC confirmed that contract penalties are inherently difficult to

enforce. However, should PHA do so, then yes, they would be included in the report but only at that time, not as a standard item.

- 2.2.7 AC recommended updating the Procurement Policy to include Public Contracts Scotland, who were used for the new gas service contract.
- 2.2.8 Tenant feedback, there is a Tenant Participation Plan in place which the OM will revisit with the Housing Services Team.
- 2.2.9 There has been a steady decline in recommendations in the three years he has been doing our AAS review. He has seen a great improvement and wanted to specifically note how good the governance is, minutes, board meeting packs. Good policies and audit services have been re-procured. PHA should continue to refine and thanked all staff involved in the AAS process.
- 2.2.10 The board thanked AC for all of his hard work and for attending the meeting. His feedback is greatly appreciated.

*** AC left the meeting at 5.38pm

1.1 Previous Meeting Minutes

- 1.1.1 Minute of Board Meeting 27 October 2025. Circulated prior to meeting. Minutes were **Proposed by Tom Irving and Seconded by Linda Cameron.**

1.2 2026/27 Rent Increase Proposal

- 1.2.1 The CE confirmed this has been postponed as we need the Q2 accounts to be approved this evening before a paper could be compiled.
- 1.2.2 The board agreed and the GCSO will issue a meeting invite tomorrow.

1.3 Diary of Board & Sub-Committee Meeting Dates 2026

- 1.3.1 Paper circulated prior to the meeting.
- 1.3.2 The GCSO confirmed the meeting dates had been reviewed in line with some key submission dates for SHR or FCA. As a result, it is proposed that for both June and October, we have the meeting one week earlier. This allows time for board to review and approve or request changes prior to submission. It also allows time to schedule a special meeting if required prior to any submission.
- 1.3.3 The board had no questions or comments and **Approved.**

2. Items for Discussion

2.1 H&S Report

- 2.1.1 Paper circulated prior to the meeting.

2.1.2 The board had no questions and **Noted.**

2.2 Annual Assurance Statement Review

2.2.1 See brought forward item above.

2.3 SHN Annual Report for PHA 2024/25

2.3.1 Paper circulated prior to the meeting.

2.3.2 The CE said he hoped the board found this useful and it is really good to see how others in the sector are performing.

2.3.3 The board had no questions or comments and **Noted.**

2.4 Tenant Safety Dashboard

2.4.1 Paper circulated prior to the meeting.

2.4.2 The CE confirmed all of our properties are compliant and nothing specific to highlight.

2.4.3 The board had no questions or comments and **Noted.**

2.5 Internal Management Action Plan (IMAP)

2.5.1 Paper circulated prior to the meeting.

2.5.2 The CE confirmed the updated IMAP was provided at the recent board and staff training event on 15 November 2025 and thanked all those who attended. There were a few board members who were unable to attend and therefore not seen the updated version, so included in the board pack to ensure everyone has seen it.

2.5.3 The CE confirmed there has been a huge amount of work done and we have achieved around 80% to date and thanked all of the board for their support and hard work.

2.5.4 The board had no questions or comments and **Noted.**

3 Items for Noting

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 there is a full EHRA meeting next week. She will let the board members know the meeting details in case any of them are available to attend.

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 A letter was received from Easterhouse Sports Centre thanking the board for the recent £5k donation which assisted them with the purchase of a minibus.

3.7 A.O.C.B.

- 3.7.1 None

3.8 Review of Meeting

- 3.8.1 A member said they found the presentation from AC particularly useful. Thanked all of the staff for their continued hard work.

3.9 Date of Next Meeting

- 3.9.1 The next Board Meeting will be a Special meeting on Monday 1 December 2025 at 4.30pm followed by the scheduled meeting on Monday 15 December at 5pm.

There being no further business the meeting was brought to a close at 5.50pm

Signed by (Chairperson)



Date 15 December 2025