

Minute of Management Committee Meeting held at 5.00pm on Monday 27 October 2025 at the Office and Online (Teams)

Provanhall Housing Association Limited

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| Members Present | Linda Cameron | (Chairperson) |
| | Tom Irving | (Vice Chairperson) |
| | Ayodeji Olorunsogo | (Committee Member) Online |
| | Daniel Hughes | (Committee Member) Online |
| | Claire Mckay | (Committee Member) |
| | David Carse | (Committee Member) |
| | Deborah Anderson | (Committee Member) |
| | Gabriel Agbola | (Committee Member) |
| Staff | Alan Hume | (Chief Executive) |
| | Mark Tedford | (Operations Manager) |
| | Heather Elder | (Corporate & Governance Officer - Minute Taker) |
| Apologies | Calum O'Donnell | (Committee Member) (Leave of Absence) |
| | Elizabeth McEwan | (Secretary) |

Registrations of Interest

CE, OM & CGO for Item 1.9

1 Items for Decision

** CE, OM & CGO left the meeting.

1.9 Chairpersons report (Brought forward agenda item)

1.9.1 This is a confidential statement and available to MC members separately.

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1.9.3 The Chairperson proposed that the MC adopt the name of Board of Management and that the CE is retitled as Chief Executive – this was unanimously supported by all other Board Members.

1.9.4 An evaluation of the CE salary was recommended by EVH after being commissioned by the Board. The Board subsequently approved the reviewed salary with new pay grade of SM11 to 13

** CE, OM & CGO re-joined the meeting.

1.1 Previous Meeting Minutes

- 1.1.2 A member who was unable to attend the September meetings sought clarification on the accounts. The CE confirmed areas for improvement, the Association received a clean audit outcome.
- 1.1.3 An action plan has been agreed to strengthen financial processes.
- 1.1.4 Training will be arranged for Committee members, and recruitment is underway for a Finance Manager to further enhance capacity.
- 1.1.5 The CE will re-send the audit response and action plan to the member for reference. Minutes were **Proposed by Gabriel Agbola and Seconded by Linda Cameron.**
- 1.1.1 Minute of MC Meeting 17 September 2025. Circulated prior to meeting. Minutes were **Proposed by Deborah Anderson and Seconded by Gabriel Agbola.**
- 1.1.2 Minute of Special MC Meeting 13 October 2025. Circulated prior to meeting. Minutes were **Proposed by Linda Cameron and Seconded by Gabriel Agbola.**

1.2 Annual Assurance Statement

- 1.2.1 The CE confirmed that Alex Cameron of Quinn Internal Audits carried out an extensive review of the Associations self-assessment process and associated working files provided by management. It's always a good idea to have someone external verify.
- 1.2.2 There was a couple of minor items, such as succession plan for Board members which had been deferred but the CE will present to Board in due course.
- 1.2.3 The report confirms that the association is Compliant. Board asked to approve the attached Annual Assurance Statement for 2025 and for the Chairpersons electronic signature to be attached prior to submission to SHR.
- 1.2.5 MC had no questions or comments and **Approved.**

1.2 Electric Vehicle Salary Sacrifice Policy

- 1.3.1 Paper circulated prior to the meeting.
- 1.3.2 The CE confirmed that as part of making PHA a great place to work, we need to have incentives for staff. There is scope within EVH terms and conditions and the Entitlement Payments and Benefits policy to do so.
- 1.3.3 Staff retention and promoting a healthy working life is financially cost effective from reduced recruitment and staff absence

- 1.3.4 Through the scheme, employees agree to a reduction in salary in exchange for a leased electric car provided via the Association's approved supplier, Octopus Electric Vehicles. The scheme is very low risk to the association.
- 1.3.5 The Vice Chairperson asked if it was something staff are interested in. The CE confirmed staff are interested.
- 1.3.6 A member asked if it is classed as a company vehicle. The CE confirmed the leased Electric Vehicle (EV) is treated as a company car by HMRC.
- 1.3.7 A member asked what happens if the staff member is made redundant or retires. The CE confirmed any staff member who joins the scheme will be required to enter into a 12 week notice period to terminate their employment. That means if the vehicle is returned early, PHA has sufficient time to deduct any remaining payments/penalties required from their salaries.
- 1.3.8 A member asked if we should be seeking legal advice on behalf of staff. The CE confirmed getting legal advice is cost prohibitive but can do so if MC insist. Ultimately staff can obtain their own advice if need be.
- 1.3.9 The Chairperson asked if there is a cap on the cost of the vehicle. The CE said there is no cap, however PHA will urge caution.
- 1.3.10 PHA used to have an electric car and car charger at the office which was available to staff and the public through co-wheels. However the car was seldom used and both the car and charger were removed at the end of the contract. The GCSO is looking into getting a new charger installed. Whoever uses it would pay for it, like any other public charger.
- 1.3.11 A member stated they really liked the green initiative and thinks it's a really good idea.
- 1.3.12 MC had no further questions or comments and **Approved the policy.**

1.4 Standing Orders Update

- 1.4.1 Paper circulated prior to the meeting.
- 1.4.2 The CE confirmed all changes had been tracked and it was a general update to reflect the organisations recent structure changes.
- 1.4.3 MC had no questions or comments and **Approved.**

1.5 Staff Health Cash Plan

- 1.5.1 Paper circulated prior to the meeting.

- 1.5.2 A member asked if this was procured. The CE confirmed it was under the procurement threshold given the value.
- 1.5.3 The CE confirmed this is to replace for the previous Westfield Health cash plan, which was terminated due to the high renewal cost.
- 1.5.4 MC had no further questions or comments and **Approved.**

1.6 Office Early Closure Christmas Eve

- 1.6.1 The CE confirmed MC have granted a half day to any staff in and working on Christmas Eve, meaning the office closes at 12.30pm.
- 1.6.2 A member asked if this was not an operational decision for the CE to take. The CE confirmed that EVH sets the public holidays and therefore any other days granted require MC approval.
- 1.6.3 A general discussion took place around whether this should be increased to grant staff the full day. Including acknowledging that in some religions, Christmas Eve is more important than Christmas day.
- 1.6.4 **The MC all came to the agreement that staff should be granted the whole of Christmas Eve off and therefore the office will close at 4.30pm on 23 December 2025.**

1.7 Approval of FCA Return

- 1.7.1 Paper circulated prior to the meeting.
- 1.7.2 A member asked who Geraldine Whitley was. The GCSO confirmed they were a co-opted member from March 2024 to April 2025. However that meant they straddled two financial years and therefore needed to be included in this year's return.
- 1.7.3 The CE sought approval to attach the Secretary's electronic signature and submit to the FCA.
- 1.7.3 MC had no questions or comments and **Approved the Secretary's electronic signature to be added and submission to the FCA.**

1.8 Hybrid Working Policy

- 1.8.1 Paper circulated prior to the meeting.
- 1.8.2 The CE advised the updated Hybrid Working policy is to enable the re-introduction of hybrid working, including Working From Home (WFH) from 1 November 2025.

- 1.8.3 A member noted it is very detailed with lots of stipulations.
- 1.8.4 The Chairperson asked why WFH could only be a Tuesday or a Thursday. The CE advised that Monday is generally busier after the weekend. A Wednesday is the day where we have staff meetings or training, and a Friday is a catch up day for things to be completed prior to the weekend.
- 1.8.5 A member asked whether part-time worker legislation affects the Association's policy on working from home. The Chief Executive confirmed that the policy is based on staff being present in the office for 80% of their contracted hours. This requirement applies consistently across different working patterns, and therefore does not conflict with part-time worker legislation.
- 1.8.6 A member asked if PHA pays expenses for WFH. The CE confirmed PHA will not pay any expenses for working from home for associated costs such as heating and broadband connection. But will consider reasonable expenses in connection with remote working in-line with the Entitlements Payments & Benefits policy.
- 1.8.7 A member asked if an addition should be made to the policy stating staff need to make sure their home insurance allows for WFH. The CE agreed and confirmed this would be added to the policy. The GCSO confirmed they will complete this task.
- 1.8.8 A member asked about equipment. The CE confirmed the staff need to ensure they have an adequate work station that complies with any Display Screen Equipment (DSE) assessment. However PHA can provide a monitor for example.
- 1.8.9 Board had no further questions or comments and **Approved the policy.**

1.9 Chairperson Report

- 1.9.1 See brought forward item at beginning of meeting.

2. Items for Discussion

2.1 H&S Report

- 2.1.1 Paper circulated prior to the meeting.
- 2.1.2 MC had no questions and **Noted.**

2.2 Complaints, FOI & DSAR Analysis 2025/26

- 2.2.1 Paper circulated prior to the meeting.
- 2.2.2 A member asked if the complaints about a contractor were for the same contractor. The OM confirmed they are for the multi-trade contractor who have had some teething problems, but are keen to work with us and are improving.

2.2.3 Board had no further comments or questions and **Noted.**

2.3 KPI Update

2.3.1 A member advised this item was not in the pack. The OM apologised and confirmed it would be circulated after the meeting. The GCO confirmed they will complete this task.

2.3.2 The OM confirmed there is an improving trend in days to let which is good. Allocations is on target. ASB remains low. All gas and electric checks are all compliant.

2.3.3 It was agreed the OM will add targets for all items where appropriate. Will also add if it is an internal or ARC indicator.

2.3.4 The OM suggested that the KPI report is now brought to the Quarterly Operations Sub-committee rather than the monthly Management Committee. The MC agreed and the KPI report will now be presented quarterly to the Operations Sub-committee going forward.

2.3.2 MC had no further questions or comments and **Noted.**

2.4 MC Christmas Lunch

2.4.1 The GCSO asked if Board were interested in have a Christmas lunch, given we have a training event in November. Board agreed they are happy to just have a small get together in the office. CGO will contact Board through the WhatsApp group to try and accommodate Board members who work.

2.5 Accounting Function

2.5.1 Verbal update from the CE. We have hired a new Finance Manager subject to references. A further update will be provided at the next Board meeting as we would hope to have a confirmed start date by then.

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 None

3.4 SFHA update

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

3.5 Membership

3.5.1 Membership applications 872, 873, 874, 875 & 876 received and **Approved.**

3.6 2026 Meeting Dates

3.6.1 A member who is the convenor for the HR, Audit & Sub-Committee is unable to attend some of the proposed meeting dates. It was agreed he would supply the dates he cannot make and we will have another look at our meeting dates.

3.7 Correspondence Received

3.7.1 None

3.8 A.O.C.B.

3.8.1 None

3.9 Review of Meeting

3.9.1 MC felt everyone contributed. Feel the mix of tenant and non-tenant members means the variety of questions being asked is really good. Great to have a wide range of expertise.

3.10 Date of Next Meeting

3.10.1 The next Management Committee Meeting will be on Monday 24 November at 5pm.

There being no further business the meeting was brought to a close at 6.45pm

Signed by (Chairperson)



Date 24 November 2025