

Minute of Management Committee Meeting held on Monday 16 December 2024 at Provan Hall

Provanhall Housing Association Limited

Sederunt

Members Present	Linda Cameron	(Chairperson)
	Deborah Anderson	(Vice Chairperson)
	Christine Morris	(Secretary)
	Moira Bayne	(Committee Member)
	Daniel Hughes	(Committee Member)
	Gabriel Agbola	(Committee Member)
	Claire Mckay	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member)
	Elizabeth McEwan	(Committee Member)
Calum O'Donnell	(Committee Member)	
Staff	Alan Hume	(Director)
	Graeme McKee	(Housing Services Manager)
	Mark Tedford	(Repairs and Asset Manager)
	Andrew Dickson	(Finance Officer)
	Heather Elder	(Corporate Services Assistant- Minute Taker)

Apologies None

Registrations of Interest

None

1 Items for Decision

1.1 Previous Meeting Minutes.

1.1.1 Minute of MC Meeting 25 November 2024. Paper circulated prior to meeting from the Director. **Proposed by Claire Mckay and Seconded by Deborah Anderson.**

1.1.2 Minute of Hosing Sub-Committee Meeting 25 November 2024. Paper circulated prior to meeting from the Director. **Proposed by Claire Mckay and Seconded by Daniel Hughes.**

1.2 Governing Body Assessment Report.

1.2.1 Paper circulated prior to meeting from the Director.

1.2.2 The Director confirmed individual learning plans have been received from Share and this progressed in the New Year.

1.2.3 MC had no questions and **Approved.**

1.3 Rent Increase 2025/26

1.3.1 Paper circulated on the day from the Housing Services Manager.

1.3.2 192 responses from tenants (return rate of 36.64%). Of the responses, 69% voted for a 7% rent increase.

1.3.3 7% of tenants indicated they do not feel their rent is affordable. Of which 65% are in receipt of benefits to help with their housing costs. Last year 18% of tenants did not consider their rent affordable. The HSM will contact all tenants to signpost for assistance.

1.3.4 19 tenants have also expressed interest in joining a scrutiny panel. Follow-up calls will be made to discuss this further.

1.3.5 Some tenants voted for close cleaning to be cut back in the event that services have to be reduced. This is followed by the Money Advice service, Connie donation, and Garden services.

1.3.6 11 tenants identified issues with repairs, which are being addressed by the team and registered as a complaint as required.

1.3.7 We received six compliments, which have also been registered.

1.3.8 One tenant raised a stage-one complaint about the increase and the HSM will meet with them to discuss as requested.

1.3.9 All tenants who responded were entered into a prize draw and one tenant was chosen at random for the £100 cash prize.

1.3.10 MS forms was definitely the preferred method for tenants to participate in the consultation.

1.3.11 MC Approved a 7% rent and Factored Owners Management Fee (plus any insurance liability uplift for factored owners) increase for 2025/26. **Approved.**

2. Items for Discussion

2.1 H&S Update

2.1.1 Paper circulated prior to meeting from the Director.

2.1.2 The Director informed MC of an incident in the office. The matter was reported to the Police, who are progressing. As a result, cameras will be installed in the reception area.

2.1.3 MC had no questions. **MC noted this.**

2.2 Tenant Safety Report

2.2.1 Paper circulated prior to meeting from the Director.

2.2.2 MC had no questions. **MC noted this.**

2.3 This is a confidential item and available to MC members separately.

2.4 SHR Engagement Update Report

2.4.1 Letter received from SHR Manager, which was circulated to MC for consideration, and the content noted.

3 Items for Noting

3.1 EDI update

3.1.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **MC noted this**

3.2 Share update

3.2.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **MC noted this**

3.3 EVH update

3.3.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **MC noted this**

3.4 EHRA update

3.4.1 None

3.5 SFHA update

3.5.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **MC noted this**

3.6 Correspondence Received

3.6.1 None received. **MC noted this**

3.7 A.O.C.B.

3.7.1 Membership applications 853 & 854 received and **approved.**

3.7.2 The Director will issue details to MC regarding possible night out in January.

3.7.3 The Director confirmed that the Risk Register and Business plan review have been postponed to the next MC.

3.7.4 The Director confirmed the IT tender is out as current supplier finishes at the end of February 2025. The new IT system is due to go live w/c 13 January 2025.

3.7.5 The Chairperson welcomed Mark Tedford, the new Repairs and Asset Manager. Also wanted to say a massive thank you to all the MC for their time and hard work this year.

3.7.6 A member asked that the MC's thanks is passed to all the staff. They are aware of the incredibly busy year it has been and their hard work is very much appreciated.

3.8 Quarterly H&S Office Walkabout

3.8.1 The CSA asked if a MC member is available this week to attend the office and carry out the quarterly office H&S walkabout. Deborah Anderson will attend the office tomorrow morning.

3.9 Review of Meeting

3.9.1 MC said it was a good meeting and happy with all of the information provided.

3.10 Date of Next Meeting

3.10.1 The next Management Committee Meeting will be on Monday 27 January 2025 at 5pm.



Signed by (Chairperson)

Date 27 January 2025