

# Minute of Management Committee Meeting held on Monday 18 December 2023 at 5pm at the Office

## Provanhall Housing Association Limited



### 1 Sederunt

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	Deborah Anderson	(Committee Member)
	Tracy Coutts	(Committee Member)
	Clarice Spaine	(Committee Member)
	Elizabeth McEwan	(Committee Member)
	James McGuire	(Committee Member)
	Gabriel Agbola	(Co-opted Member)
Staff	Alan Hume	(Director)
	Heather Elder	(Corporate Services Assistant-Minute Taker)

- 2 **Apologies** Received from Ayodeji Olorunsogo (Committee Member)

### 3 Registrations of Interest

3.1 None

### 4 Management Committee Minutes for Approval

- 4.1 Paper circulated prior to meeting from the Director.
- 4.2 Minutes of management committee meeting 27 November were Proposed by Tracy Coutts and seconded by Deborah Anderson.

### 5 Rent Increase 2024/25

- 5.1 A discussion took place as part of the Housing Sub-Committee immediately prior to this meeting with the same attendees. Following the discussion the MC approved a rent increase of 5.5% for 2024/25.
- 5.2 A MC Member asked if there was a way of knowing which method of communication with tenants resulted in the most response for the rent increase. Noted this was not recorded specifically but can be for the next survey.

- 5.3 Per discussions at the Housing Sub-Committee earlier this evening, the MC approved the Factored Owners Management Fee increase of 5.5% for 2024/25.

## **6 Financial Regulations**

- 6.1 Paper circulated prior to meeting from the Director.
- 6.2 The Director advised that the previous regulations were out of date. They have now been brought up to date and tailored to the Association. There have only been some minor changes.
- 6.3 MC had no questions and the item was approved.

## **7 Tenant Safety Dashboard**

- 7.1 Paper circulated and presented at the meeting.
- 7.2 A MC Member asked for our timescales of response if someone reported suspected mould or damp. The Director confirmed that they are in the leaflet currently on the website, but we do carry out a follow up inspection after expected resolution. The Association has access to monitoring equipment which detects relative humidity, occupancy, air quality and temperatures constantly where there are occasions that the source is difficult to identify. HE to issue the Damp & Mould leaflet to all MC members.
- 7.3 MC had no other questions and noted the contents of the report.

## **8 Action Register**

- 8.1 The Director confirmed no further progress since the last meeting. There are still approx. 6 items to be completed and a full update will be brought to the January meeting.

## **9 H&S Quarterly Walkabout**

- 9.1 Paper circulated prior to meeting from the Director.
- 9.2 The Director confirmed that HE & Finance Officer completed a quarterly H&S walkabout and no significant issues found.
- 9.3 It was agreed that a MC member would be invited to the next quarterly walkabout.
- 9.4 MC noted the contents of the report.

## **10 EDI Update**

- 10.1 The Director confirmed that he will be arranging EDI training for MC and staff in the New Year.

## **11 Management Committee Appraisals**

- 11.1 The Director confirmed appraisal forms have been posted to all MC members. They are to be completed and returned to him by Friday 22 December 2023.
- 11.2 The Chair said MC members might struggle to remember what training they had attended this year. The Director advised that we have a record of training or events that MC members have attended through PHA and HE will send out to individual MC members.
- 11.3 The Director said that if they have received training elsewhere, and they are transferable skills, then they too can be recorded in the appraisal.
- 11.4 The Director will create induction plans for new MC members and asked that they fill out the appraisal form as best they can for now.

## **12 SFHA Update**

- 12.1 The Director confirmed that SFHA have proposed a 5% increase in their fee for next year. The Director will bring this to the next appropriate Sub-Committee.

## **13 EHRA Update**

- 13.1 The Chair confirmed that a representative from SFHA attended the most recent EHRA meeting. They discussed issues such as cost of living crisis, damp/mould, and engagement with the government.
- 13.2 EHRA asked that the Housing Minister attends their next meeting to discuss the ever increasing requirements on senior staff and MC's and is there a better/easier way things could be done?

## **14 EVH update**

- 14.1 The Director confirmed that EVH are also recommending an increase in their fee for next year. Again, the Director will bring this to the next appropriate Sub-Committee.
- 14.2 The Director advised there has been no update on the wage increase proposal for next year. The Director will keep the MC informed if any communication is received.

## **15 Correspondence Received**

- 15.1 The Director confirmed there has been no further correspondence received that has not already been discussed.

## **16 A.O.C.B**

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

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

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

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

16.2 The Director confirmed that the current Business Plan is due for a refresh this year. A business planning day will be convened with the Management Committee and Management Team in the first instance to set the Strategic direction and objectives of the Association for the next five years.

16.2.2 The date proposed for MC business planning on either 19 or 20 January 2024. MC to please check their diaries and come back to the Director with their preferred date by no later than the first week in January.

16.3 HE asked for MC approval for the office to close at 1pm on Friday 22 December for the Christmas and New Year holidays. MC approved.

16.4 Membership Numbers 814, 815 & 816 were approved. Certificates were signed by Linda Cameron (Chairperson) & Christine Morris (Secretary). The certificates were stamped and will be posted out to the members.

16.5 The Director apologised for the delay in getting the new Chromebooks out to the MC members. He will get them all set up early in the New Year.

## **17 Review of Meeting**

17.1 MC felt it was a good and informative meeting. Shorter than of late, but still good.

## **18 Date of Next Meeting**

18.1 The next Management Committee Meeting has been arranged for Monday 29 January 2024 at 5pm.

There being no further business the meeting was brought to a close at 6.05pm.



Signed by (Chairperson)

Date 29 January 2024