

## **Minute of Management Committee Meeting held on Monday 20 May 2024 at 5.00pm at the Office**

### **Provanhall Housing Association Limited**

#### **1 Sederunt**

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	Deborah Anderson	(Committee Member)
	Gabriel Agbola	(Co-opted Member) Arrived 5.09pm
	Calum O'Donnell	(Co-opted Member) Online
	Claire Mckay	(Co-opted Member) Online
	Daniel Hughes	(Co-opted Member) Online

Staff	Alan Hume	(Director)
	Mark Quigley	(Technical Services Manager)
	Heather Elder	(Corporate Services Assistant- Minute Taker)

<b>2 Apologies</b>	Ayodeji Olorunsogo	(Committee Member)
	Tracy Coutts	(Committee Member)
	Elizabeth McEwan	(Committee Member)
	Moira Bayne	(Co-opted Member)

#### **3 Registrations of Interest**

3.1 None

#### **4 Previous Meeting Minutes for Approval**

4.1 Papers circulated prior to meeting from the Director.

4.2 Minutes of Management Committee meeting 29 April 2024.  
Proposed by Christine Morris and Seconded by Deborah Anderson.

4.3 Minutes of Technical Services Sub-Committee meeting 29 April 2024.  
Proposed by Christine Morris and Seconded by Deborah Anderson.

#### **5 Actions from Previous Meeting**

5.1 None

#### **6 Eviction report for Approval**

6.1 Paper circulated prior to meeting from the HSM.

6.2 In the absence of the HSM, the Director gave a brief overview of the case.

6.3 Committee member asked how long they had been a tenant and the type of rent arrears in case any could be recovered. The Director advised the tenant had been provided with suitable advice and encouragement to engage with welfare rights officer but no communication from them since December 2023. All actions were verified as part of the pre-action requirement protocol before applying to the Sheriff for decree. Director will ensure details are provided if there are any further evictions.

6.4 MC had no further questions and the eviction was approved.

## **7 ARC Return Report for Approval**

7.1 Paper circulated prior to meeting from the Director.

7.2 The Director highlighted a few areas such as sickness level decreased and the excellent figures for section 5 referrals sustaining with 100% tenancy sustainment last year and an increase in successful offers to Section 5 referral this reporting year. The Association submitted the ARC report to SHN for external validation and no issues found.

7.3 MC had no questions and approved the submission of the report to SHR.

## **8 Q4 Accounts for Approval**

8.1 Paper circulated prior to meeting from the Director.

8.2 This was discussed at the HR, Audit and Finance Sub-Committee prior to this meeting. The Director again noted that they are subject to minor changes as part of the external audit and accounting practices.

8.3 MC had no questions and approved the Accounts.

## **9 FOI & Complaints Report (1/4ly) & Annual Overview of Complaints**

9.1 Paper circulated prior to meeting from the Director.

9.2 The Director gave a brief overview of the report.

9.3 MC had no questions and approved.

## **10 Engagement Plan from SHR**

10.1 The Director confirmed he has submitted a detailed report to SHR as requested and we await their response.

## **11 MC Induction Plan and Training**

11.1 The Director confirmed Grand Central Hotel has been booked for Saturday 1<sup>st</sup> June from 12pm to 5pm and this will be part of the agenda for the day.

- 11.2 CSO asked if anyone due to attend had any dietary requirements or allergies. MC confirmed there are none. An email will be sent to MC soon with all the information they need.

## **12 Balcurvie Road Update**

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

## **13 Business Plan for Approval**

- 13.1 Paper circulated prior to meeting from the Director.
- 13.4 MC members commented that the plan was much easier to understand than the last version and concise. Feedback indicated some of the data was blurred due to screen resolutions which has been fixed. There being no further comments the plan was approved for publication and distribution.

## **14 Q4 Combined ARC Report and VFM**

- 14.1 Paper circulated prior to meeting from the Director.
- 14.2 The Director highlighted a few items:
- Indicator A12 - Target of 95%, achieved 94%.
  - Indicator A18 - Target 0.25%, achieved 0.26%
  - Indicator A30 - Target 7 days, achieved 17.2 days. Mainly due to huge increase in number of voids (12 in previous year and 30 this year) and the decision to progress with KBR's whilst void to remove disruption to any new tenants.
  - Indicator P13 – Target 100%, achieved 84%
- 14.3 MC had no questions.

## **15 HSM Recruitment**

- 15.1 This was discussed at the HR, Audit and Finance Sub-Committee prior to this meeting.
- 15.2 MC had no questions.

## **16 SFHA Update**

- 16.1 All MC now have login details for SFHA website and encouraged to keep themselves up to date with their articles.

## **17 EDI Update**

- 17.1 No update.

## **18 Tenant Safety Dashboard**

18.1 Paper circulated prior to meeting from the TSM.

18.2 MC had no questions.

## **19 SHARE update**

19.1 Training opportunities are circulated to MC. Please notify CSO if interested in attending.

## **20 EVH Update**

20.1 5 MC members attended the EVH Annual Conference (17-19 May). They all reported back having a great time, very informative and learned a lot.

## **21 EHRA update**

21.1 EHRA chairs meeting being held at PHA office Wednesday 29 May 10am to 12pm. All MC members welcome to attend if free.

## **22 Correspondence Received**

22.1 The Director advised a letter had been received from HSCP. Asking if PHA can take more section 5 referrals and providing details of a Citywide Housing Transfer Incentive Scheme to encourage people to downsize and free up larger under occupied properties.

## **23 A.O.C.B.**

23.1 The Director said he will be revisiting the Rent Setting Policy as using inflationary pressures PHA is incurring rather than CPI might be a more realistic way of looking at what is needed for rent increases. The Rent Setting Policy will be brought to MC at the next meeting.

## **24 Review of Meeting**

24.1 MC members said there was again a good level of information provided and in an easy to understand format.

## **25 Date of Next Meeting**

25.1 The next Management Committee Meeting has been arranged for Monday 24 June 2024 at 5pm.

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

Signed by (Chairperson)



Date 24 June 2024