

## **Minute of Management Committee Meeting held on Monday 24 June 2024 at 5.00pm at the Office**

### **Provanhall Housing Association Limited**

#### **1 Sederunt**

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	Deborah Anderson	(Vice Chairperson)
	Gabriel Agbola	(Co-opted Member)
	Calum O'Donnell	(Co-opted Member) Online
	Claire McKay	(Co-opted Member) Online
	Daniel Hughes	(Co-opted Member) Online
	Ayodeji Olorunsogo	(Committee Member)
	Tracy Coutts	(Committee Member)
	Elizabeth McEwan	(Committee Member)
	Moir Bayne	(Co-opted Member)
Staff	Alan Hume	(Director and Minute Taker)

#### **2 Apologies**

2.1 None full attendance

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

3.1 One Member for Item 9

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

4.1 Papers circulated prior to meeting from the Director.

4.2 Minutes of Management Committee meeting 20 May 2024.  
Proposed by Christine Morris and Seconded by Deborah Anderson.

4.3 Minutes of HR, Finance and Audit Sub-Committee meeting 20 May 2024.  
Proposed by Claire McKay and Seconded by Christine Morris.

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

5.1 None

#### **6 Stock Valuation and Re-instatement valuation reports for APPROVAL**

6.1 Paper circulated prior to meeting from the Director.

6.2 MC noted the reasons for the valuations for both lenders and insurers and with no further questions; the quotes for the work by JLL was APPROVED.

## **7 Risk Register**

7.1 Paper circulated prior to meeting from the Director.

7.2 The Director highlighted a revised format for the Registers.

7.3 MC had no questions and APPROVED the revised Risk Registers.

## **8 Auchinlea Square re-surfacing**

8.1 Paper circulated prior to meeting from the Director compiled by the Technical Services Manager.

8.2 MC had no questions and APPROVED the appointment of the tendered contractor to proceed with the works.

## **9 Presentation from Wbg (Internal Auditor)**

9.1 Written report and presentation provided by the Director prior to the meeting. Andrew Thomson from Wbg attended the meeting. Our internal audit for the year ahead will focus on Financial Procedures and Cyclical Maintenance.

## **10 SHR Engagement Plan**

10.1 Written report circulated by the Director prior to the meeting. The SHR came back with an interim response seeking clarification on the response provided by PHA. The Association has provided references to the initial data, which addresses the points raised along with some additional details and clarification. The Regulator has requested a follow up meeting and we await convenient dates for them to visit the Director and Senior Officers.

## **11 Rent Setting Policy**

11.1 Written report circulated prior to the meeting. MC agreed with the main proposals contained which centred on considering multiple indicators (not solely CPI) when arriving at a rent increase figure. MC must address potential budget shortfalls where a proposed increase is not agreed. This may include reductions in non-core services for example. With no further questions the policy is APPROVED.

## **12 MC Induction Plan and Training**

12.1 The Director provided a written report prior to the meeting. A new record is proposed that outlines the mandatory training each MC member must undertake as part of their induction along with continuing personal development for established members of the MC. There were no further

questions. APPROVED. MC will review at next meeting to identify areas where group training may be more appropriate to understand topics covered.

### **13 Balcurvie Road**

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

### **14 Presentation from David Bookbinder GWSF**

14.1 David welcomed PHA back to GWSF and gave a presentation focussing on four key areas:

- Housing budget cut by SG
- Retrofit
- Homelessness and working with GCC
- Reidvale

The MC found the presentation informative and topical and thanked David for attending.

### **15 Health & Safety Walkabout**

15.1 Paper circulated prior to meeting from the Director.

### **16 HSM Recruitment**

16.1 Graeme McKee joins the team on 8 July after a successful recruitment campaign. Graeme is an experienced manager and joins us from his previous employer at West Lothian Council.

### **17 Tenant Safety Dashboard**

17.1 Written report from the Technical Services Manager circulated prior to the meeting. All items noted as compliant.

### **18 SFHA Update**

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

### **19 EDI Update**

19.1 There will be a presentation on the EDI Strategy Action Plan at the away day event for MC and staff on Friday 9 August 2024.

### **20 SHARE update**

20.1 The Chair has successfully completed her Governance course run by Share and recommended it to other members of the MC.

## **21 EVH Update**

21.1 Newsletter circulated on MC Portal.

## **22 EHRA update**

22.1 EHRA have arranged a hustings event for 25 June at Blairtummock HA. At the Quarterly meeting, discussions included arranging a children's festival next year and a broader discussion on partnership working. A MC Member advised they could help by pointing to funding opportunities. The Director will share the minute of the meeting with members.

## **23 Correspondence Received**

23.1 Nationwide Building Society requested details of current signatories and roles of nominated Officers / Office Holders for our relationship with them. The Director presented a table of contacts outlining their roles for approval. APPROVED.

## **24 A.O.C.B.**

24.1 The Director presented a paper on Treasury Management to the MC which outlined all loans savings and investments held. One investment matured today 24 June and based on recommendation from the Director and Finance Officer; permission to re-invest for a fixed interest return over 6-months was given. APPROVED.

24.2 Membership applications 827, 828 & 829 received and APPROVED.

## **25 Review of Meeting**

25.1 MC members said there was again a good level of information provided and in an easy to understand format with interesting and informative ideas.

## **26 Date of Next Meeting**

26.1 The next Management Committee Meeting is Monday 26 August at 5pm.

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

Signed by (Chairperson)



Date 2 July 2024