

Minute of Management Committee Meeting held on Monday 25 March 2024 at 5.00pm at the Office

Provanhall Housing Association Limited

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Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	Deborah Anderson	(Committee Member)
	Tracy Coutts	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member)
Staff	Alan Hume	(Director)
	Andrew Dickson	(Finance Officer)
	Heather Elder	(Corporate Services Assistant- Minute Taker)
Observers	Geraldine Whitley	
	Calum O'Donnell	
	Claire Mckay	
	Daniel Hughes	
	Moira Bayne	

2 Apologies	James McGuire	(Committee Member)
	Elizabeth McEwan	(Committee Member)
	Gabriel Agbola	(Co-opted Member)

3 Registrations of Interest

3.1 Tracy Coutts

4 Previous Meeting Minutes for Approval

4.1 Papers circulated prior to meeting from the Director.

4.2 Minutes of Management Committee meeting 28 February 2024 were Proposed by Deborah Anderson and Seconded by Christine Morris.

4.3 Minutes of HR, Audit & Finance Sub-Committee meeting 28 February 2024 were Proposed by Christine Morris and Seconded by Deborah Anderson.

4.4 Minutes of Technical Services Sub-Committee meeting 29 January 2024 were Proposed by Linda Cameron and Seconded by Deborah Anderson.

5 Actions from Previous Meeting

5.1 None

A1 Item Added to Agenda – Finance Projections

A1.1 The Finance Officer presented a Finance Projections report at the meeting after discussion with the Director, the CA from FMD and TSM

A1.2 It was noted in January there was a potential projected negative cash balances due to clustered anniversary of several major works between years 7-12.

A1.3 To mitigate this, the following mitigations to the 30 Year Financial Projections were proposed:

1. By adopting an 18 year kitchen renewal cycle the Association can avoid a cluster of anniversary dates. The Association has a history of installing higher specification kitchens which should be able to accommodate this alteration. The 18 year lifespan is in keeping with other RSLs.
2. Extending the window renewal date for Phase 5B by 1 year.
3. Extending the window renewal date for Phase 7 by 2 years.
4. Years 4 + 5 of the 30 Year Plan to include CPI + 1% rent increase

A1.4 A further detailed finance report will be brought to April's MC meeting along with other cost saving mitigations for consideration. In the meantime MC were asked to approve this specific proposals.

A1.5 The MC approved the recommendations.

A1.6 The Finance Officer left the meeting at 5.27pm

20 Internal Audit Findings

20.1 Siobhan Archibald from Wylie Bisset, was due to join the meeting remotely to present the findings of the recently completed Technical Services Internal Audit. Unfortunately due to technical difficulties she was unable to do so.

20.2 The audit report had already been included in the MC pack, therefore the Director took Committee through the presentations and gave a brief overview along with the three minor recommendations, all of which are planned in to be addressed.

- 20.3 The first area for consideration was the follow up from last years' eight recommendations from the internal audit which focused on: Equalities, Procurement and Risk Management. The overall assurance provided is Strong – being the highest ranked.
- 20.4 The first area this year for assessment was Reactive Maintenance. The purpose of this assignment was to look at the processes in place for reactive repairs at the Association. The review considered the policies in place, whether these policies are being followed, and the reporting. Three minor recommendations identified. The overall assurance provided is Strong – being the highest ranked.
- 20.5 The final area of assessment this year was Tenant Safety. The purpose of this assignment was to ensure that the risks surrounding the gas safety arrangements, electrical safety arrangements and mould management arrangements in place at the Association are appropriately managed and controlled. The review looked to provide assurance that the Association's arrangements are operating effectively. Two minor areas were identified. The overall assurance provided is Strong – being the highest ranked.
- 20.6 The Chair thanked all staff involved for their hard work during the audit and also for the work that goes into running the department so thoroughly enabling such a good audit.
- 20.7 MC had no further questions of comments.

6 Q3 AAS Update

- 6.1 Paper circulated prior to meeting from the Director.
- 6.2 The Director confirmed that all 18 recommendations are now complete following our AAS Assurance exercise this year.

7 EDI Strategy and E&D Policy

- 7.1 Papers circulated prior to meeting from the Director.
- 7.2 MC had no questions and approved and noted the content.

8 Capital Expenditure update

- 8.1 Paper circulated prior to meeting from the Director.
- 8.2 The Director confirmed that the budget codes associated with Expenditure have been streamlined to provide MC and SMT with clearer appropriate data to help with forecasting expenditure.

8.3 A full cash-flow will be provided at the next MC meeting along with proposed schedule for reporting to ensure MC have full visibility of actual versus planned expenditure.

9 GWSF Membership

9.1 Paper circulated prior to meeting from the Director.

9.2 The Director asked for approval to join Glasgow and West of Scotland Forum of Housing Associations (GWSF).

9.3 The MC had no further questions or comments and approval was given.

10.1 Business Plan update

10.1 Paper circulated prior to meeting from the Director.

10.2 The Director confirmed for the benefit of the Observers, that an away day had been held with MC to create a new Business Plan in January 2024.

10.3 The current plan runs to 117 pages of really useful and highly detailed information and data. It is recognised from the away day that the key themes need to be bite sized and easily understood by stakeholders including our people. An executive document is being compiled for this.

10.4 The draft is based on the presentation made to MC in February of the key takeaways from the day summarised by our facilitator from Quinn Internal Audit. Permission sought to publish the draft for tenants (based on the data in the presentation) and delay publication to have up to date year end data included.

10.5 MC had no questions or comments and approved.

11 Insurance Renewal

11.1 Paper circulated prior to meeting from the Director.

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

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

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

11.5 MC had no questions or comments and the current quote was approved.

12 Former Tenant Recharge Repairs Proposed Write-offs

12.1 Paper circulated at the meeting Housing Sub-Committee prior to the MC meeting.

12.2 MC had no questions and approved.

13 Former Tenant Rent Arrears Proposed Write-offs

13.1 Paper circulated at the meeting Housing Sub-Committee prior to the MC meeting.

13.2 MC had no questions and approved.

14 Former Tenant Credits Proposed Write-offs

14.1 Paper circulated at the meeting Housing Sub-Committee prior to the MC meeting.

14.2 MC had no questions and approved.

15 Standing Orders Policy

15.1 Paper circulated prior to meeting from the Director.

15.2 MC had no questions and approved.

16 Tenant Safety Dashboard

16.1 The Director advised that unfortunately the updated TS Dashboard was unable to be presented due to IT issues.

16.2 The Dashboard will be circulated separately.

17 EDI Update

17.1 The Director advised there was no update.

18 MC Recruitment

18.1 Paper circulated prior to meeting from the Director.

18.2 The Director thanked the five observers for coming to the meeting. If they wish to join the MC then the following is being proposed:

- Mentoring system - existing member is assigned a new recruit to mentor and support
- Bespoke training session with Helen Brown to explore our feeling and concerns and build trust and confident in each other. Held either evening or weekend.
- Tailored induction program for new members including the new Corporate Governance Framework resource

18.3 The Corporate Services Assistant (CSA) issued all present a copy of the recently approved Corporate Governance Framework. The feedback from the

observers was this was a very useful document. The CSA confirmed this will also be available on the MC portal accessed through the website, should they join the MC.

18.4 The MC noted the progress and welcomed the new members.

19 H&S Report Q3

19.1 Paper circulated prior to meeting from the Director.

19.2 The Director confirmed an H&S walkabout was completed in March and the Chair was present. No issues were found.

19.3 MC noted the contents of the report.

20 Audit findings.

20.1 See further up, as this item was brought forward on the night.

21 Balcurvie Road

21.1 A MC member declared an interest and left the room.

21.2 Paper circulated prior to meeting from the Director.

21.3 For the benefit of the observers, the Director explained about the long standing issues at a section of Balcurvie Road and how PHA has been engaging with the council and private landlords.

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

21.5 MC noted the progress in the report.

21.6 The MC member re-joined the meeting.

22 Risk Register

22.1 Paper circulated prior to meeting from the Director.

22.2 The register has been updated to take account of Dampness & Mould and how we manage and record this.

22.3 MC noted the contents of the reports and approved.

23 SFHA update

23.1 The Director advised there was no update.

24 SHARE update

24.1 The Director advised the observers that we have now gained access to Share's online training portal. CSA will add any new MC members if they decide to join the MC.

25 EVH Update

25.1 The Director advised that following a meeting with ACAS, EVH are now consulting on a 6% wage increase.

26 EHRA update

26.1 The Chair explained about EHRA for the benefit of the observers and confirmed that Scotland's Housing Minister will be attending their meeting in May.

27 Correspondence Received

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

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

28 A.O.C.B.

28.1 The Director again thanked the observers for coming along and asked if they were all happy to be co-opted onto the MC. All five said they wished to join and MC unanimously approved them being co-opted on. The Director will follow up with an email to them tomorrow.

28.2 The CSA advised that we have a newly updated website. Part of that has meant short biographies have been added for staff. It would be a good idea for the same to be done for MC. MC agreed and MC members will provide a short biography of themselves to the CSA.

28.3 Membership Numbers 822 & 823 were approved. Certificates were signed by Linda Cameron (Chairperson) & Christine Morris (Secretary). The certificates were stamped and will be posted out to the members.

29 Date of Next Meeting

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

There being no further business the meeting was brought to a close at 6.40pm.



Signed by (Chairperson)

Date 29 April 2024