

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

Provanhall Housing Association Limited

Sederunt

Members Present	Linda Cameron	(Chairperson)
	Deborah Anderson	(Vice Chairperson)
	Christine Morris	(Secretary)
	Moira Bayne	(Committee Member) Online
	Daniel Hughes	(Committee Member) Online
	Gabriel Agbola	(Committee Member)
	Claire Mckay	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member) Online
	Elizabeth McEwan	(Committee Member) Online
Calum O'Donnell	(Committee Member) Online	
Staff	Alan Hume	(Director)
	Heather Elder	(Corporate Services Assistant- Minute Taker)
Presenters	Olwyn Gaffney	Share
	Graeme Bruce	Lethame Business Services Ltd

Apologies None

Registrations of Interest

None

2.3 Governing Body Assessment

2.3.1 This item was brought forward on the agenda.

2.3.2 Olwyn Gaffney from Share attended the meeting and gave a presentation on the recent Governing Body Assessment. This will be issued to MC by the end of the week.

2.3.3 Olwyn determined that overall, the feedback received is excellent. There are two recommendations which will be taken forward. There was great feedback about the Chairperson and she thanked MC. Olwyn will issue a L&D plan based on the assessment.

2.3.4 The Director confirmed it is important for MC to speak up at meetings if there is something they have not understood. Decisions taken need to be with full and clear understanding on the information provided.

** Olwyn Gaffney left the meeting.

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

** Graeme Bruce left the meeting.

1 Items for Decision

1.1 Previous Meeting Minutes.

1.1.1 Paper circulated prior to meeting from the Director. **Proposed by Deborah Anderson and Seconded by Christine Morris.**

1.2 Recruitment Policy.

1.2.1 Paper circulated prior to meeting from the Director. MC had no questions and **Approved.**

1.3 Revised Code of Conduct Policy

1.3.1 Paper circulated prior to meeting from the Director. MC had no questions and **Approved.**

1.3.2 CSA will issue the approved Code of Conduct out to all MC and Staff for them to read, sign and return. A copy of the Whistleblowing policy will also be provided for information.

1.4 This item was brought forward on the agenda.

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

2. Items for Discussion

2.1 Q1 and Q2 ARC Performance report (1/4ly)

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

2.2 Whistleblowing Policy

2.2.1 CSA will issue to all MC and Staff with newly approved Code of Conduct. All are asked to read and familiarise themselves with the policy. Vital that everyone knows their responsibility and how to go about whistleblowing. **This was noted by MC.**

2.3 This item was brought forward on the agenda.

2.4 MC Member Resignation

2.4.1 The Director confirmed that Tracy Coutts resigned from the MC on 06/11/2024. A card and flowers were sent to thank her for her years of contribution to the MC and the community. **This was noted by MC.**

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

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

2.7 Recruitment of new Asset and Repairs Manager

2.7.1 The Director confirmed the recruitment process has been completed. There was 6 really strong candidates. Mark Tedford was offered the job and due to start on 16/12/2024. The Director will invite him to the MC meeting due to be held at off site on the evening of 16/12/2024. **This was noted by MC.**

2.8 Property Valuation update

2.8.1 The Director advised this is ongoing with results expected by the end of December. **This was noted by MC.**

2.9 SHR update

2.9.1 Our SHR Regulation Manager has not provided a written update. The Director will continue to seek an update and bring to the next available MC meeting. **This was noted by MC.**

3 Items for Noting

3.1 EDI update

2.1.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **This was Noted by MC**

3.2 Share update

3.2.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **This was Noted by MC**

3.3 EVH update

3.3.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **This was Noted by MC**

3.4 EHRA update

3.4.1 Jacqui O'Rourke, Director of Blairtummock HA is retiring. EHRA held a goodbye event for her at PHA's office last week.

3.4.2 The Chairperson advised there is a Poverty Alliance event on 11/12/2024. The Chairperson and another member will be attending. Any other MC member who would like to attend are welcome to go. The Chairperson is also happy to ask a question on behalf of another member if they are unable to attend.

3.5 SFHA update

3.5.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **This was Noted by MC**

3.6 Correspondence Received

3.6.1 None received. **This was Noted by MC**

3.7 A.O.C.B.

3.7.1 The Chairperson and the Vice Chairperson are attending GWSF's conference this Friday.

3.7.2 CSA thanked MC members who have been completing some Share online training. CSA requested that all MC members complete by 31/12/2024. It was agreed we will look to find an alternative online training source for next year.

3.7.3 Membership applications 849, 850, 851 & 852 received and **MC APPROVED.**

3.8 Review of Meeting

27.1 MC acknowledged all the hard work staff put into collating and providing them with reports and updates. They know that difficult decisions need to be made but feel enabled to make them with the information given to them.

28 Date of Next Meeting

28.1 The next Management Committee Meeting will be on Monday 16 December 2024 at 5pm. Please remember this is being held off site.

Signed by (Chairperson)



Date 16 December 2024