

**Minute of Management Committee Meeting held on
Monday 26 August 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	(Casual Member)
	Calum O'Donnell	(Casual Member)
	Claire Mckay	(Co-opted Member)
	Ayodeji Olorunsogo	(Committee Member)
	Elizabeth McEwan	(Committee Member)
Staff	Alan Hume	(Director)
	Graeme McKee	(Housing Services Manager) Online
	Andrew Dickson	(Finance Officer)
	Heather Elder	(Corporate Services Assistant- Minute Taker)
Presenters	Jennifer Spence	Azets Audit & Assurance
	Alex Cameron	Quinn Internal Audit - Online
	Olwyn Gaffney	Share
Observer	Olwyn Gaffney – Share	(Stayed for full meeting)

2 Apologies	Tracy Coutts	(Committee Member)
	Moir Bayne	(Co-opted Member)
	Daniel Hughes	(Co-opted Member)

3 Registrations of Interest

3.1 None

11 Presentation from Azets – External Audit

11.1 This item was brought forward on the agenda.

11.2 Jennifer Spence from Azets took MC through their audit reports. No issues identified or fraud, and happy to assure MC members that the accounts are in order.

11.3 There were 7 possible adjustments considered which have no material impact on their findings.

- 11.4 Appendix 3 – There are some best practice recommendations which staff will take forward.
- 11.5 Recommended that all invoices under dispute or received late are posted with the invoice date. Director noted one invoice had been missed and will issue a reminder email to the relevant staff.
- 11.6 FO will issue final audit report & letter of recommendation to MC 27 August 24, and approval will be sought at a Special Meeting date to be confirmed.
Decision Carried forward to SGM

** Elizabeth McEwan left the meeting at 5.36pm

12 Presentation from Quinn Internal Audit - Annual Assurance Statement

- 12.1 This item was brought forward on the agenda.
- 12.2 Alex took MC through his audit report. Every October we are required to provide an Annual Assurance Statement to the SHR. Alex has assessed PHA as Compliant based on a high volume of verification provided by PHA.
- 12.3 Noted that the Director is taking forward Golden Financial Rules. It is a relatively new best practice but would be good to include going forward.
- 12.4 Alex notes the quality and amount of information to Sub-Committees and MC has improved since the Audit of the previous year. The Business Plan is also much improved and a far more meaningful document for MC and staff to use compared to previous years.
- 12.5 Alex advised that Tenant Safety is something SHR is focused on just now and PHA will need to ensure we record this in our Statement and noted a Tenet Safety Dashboard is presented at each MC meeting.
- 12.6 The Chair thanked Alex for all his work. The report he has compiled is clear, easy to read and understand.
- 12.7 All MC happy to approve the report.

** Alex Cameron left the meeting at 5:58pm.

10 Presentation from Olwyn Gaffney from Share

- 10.1 This item was brought forward on the agenda.
- 10.2 Olwyn gave MC a presentation on the planned Governing Body Assessment. This is to ensure that they are appropriately trained / qualified to govern the organisation.
- 10.3 Part of this process is observing a meeting and Olwyn will therefore remain throughout tonight's meeting as an observer.

- 10.4 Share will issue MC with a draft copy of the survey to allow them time to review the questions and have some time to think about their answers. This is because they need to be able to complete the actual survey in one go as it does not save and allow you to go back to it.
- 10.5 Once dates have been agreed with the Director, Olwyn will issue the actual survey to all MC members along with a deadline for completion (normally 14 days). After that, Olwyn will look to have 1-2-1 meetings with each MC member (Online, over the phone or in person). It will take approximately 1 hour.
- 10.6 Olwyn will then formulate a report and individual training plans. MC encouraged to be honest with their answers and take the opportunity to think about any areas they feel they could do with more information on.

** Ayo Olorunsogo needed to leave the meeting at 6.24pm. This meant the meeting would no longer be Quorate. So we called Elizabeth McEwan who was happy to dial-in for the rest of the meeting and was put on speaker phone from 6.26pm.

4 Previous Meeting Minutes for Approval

- 4.1 Papers circulated prior to meeting from the Director.
- 4.2 Minutes of Management Committee meeting 24 June 2024.
Proposed by Christine Morris and Seconded by Deborah Anderson.
- 4.3 Minutes of Housing Services Sub-Committee meeting 24 June 2024.
Proposed by Linda Cameron and Seconded by Deborah Anderson.

** Graeme McKee left the meeting at 6.28pm

5 Actions from Previous Meeting – May 2024 Meeting not Quorate

- 5.1 It has come to light following a meeting with the Regulator that the May 2024 meeting was not Quorate. The Director took advice from Solicitors on resolving this. The advice was to present business for Decision again to the MC at this meeting for approval.
- 5.2 Minutes of Management Committee meeting 29 April 2024.
Proposed by Deborah Anderson and Seconded by Christine Morris.
- 5.3 Minutes of Technical Services Sub-Committee meeting 29 April 2024.
Proposed by Linda Cameron and Seconded by Christine Morris.
- 5.4 Eviction Report – This was unanimously APPROVED by MC.

- 5.5 ARC Return – This was unanimously APPROVED by MC.
- 5.6 Q4 Accounts – This was unanimously APPROVED by MC.
- 5.7 Business Plan – This was unanimously APPROVED by MC.

6 Notifiable Event, Meeting of 20 May 2024

- 6.1 Paper circulated prior to meeting from the HSM.
- 6.2 MC noted contents of report. Items that required re-approval have now been actioned.
- 6.3 The reason the meeting was not Quorate is Members attending in May did not have four Full MC Members (three were in attendance). The remaining Members were co-optees.

7 Notifiable Event, Change of Rules

- 7.1 Paper circulated prior to meeting from the Director.
- 7.2 The Director advised that a Special General Meeting (SGM) was held in 2020 in order to approve updated rules, mainly due to Covid 19 which now enabled meetings to be held online. Whilst the Rules were prepared, approved and recorded, they were not submitted to the SHR by the previous Director.
- 7.3 This was an oversight at the time and the Director has apologised to the SHR and provided them with the current Rules.
- 7.4 The Director shared the Rules of Association in advance of the meeting and requested all Members read and understood them. Members present agreed and those who submitted apologies acknowledged they were read and permission given to electronically sign the rules given. See AOCB 24.6

8 Q1 Accounts for Approval

- 8.1 Paper circulated prior to meeting from the Director.
- 8.2 FO took MC through the accounts.
- 8.3 Employers NI is in red as FO advised he made an error and this will be rectified in Q2 accounts.
- 8.4 Wider Role costs are missing. FO apologised and confirmed they will be in Q2 accounts.
- 8.5 The Chair asked if there is any opportunity to approach another organisation to make up for the shortfall in GCC Adaptations funding this year, or if there is

a chance GCC will provide more money later in the year. The Director said there is no other organisations who can assist and given the cuts GCC are making, highly unlikely any funds will be provided later in the year. More likely that PHA will need to find funds (possibly £35k) to enable residents to stay in their home. The Director confirmed there is sufficient headroom to accommodate this and will bring this back to MC at a later date as required.

8.6 MC had no further questions and MC APPROVED Q1 accounts.

9 TPT Risk Assessment Update

9.1 Paper circulated prior to meeting from the Director.

9.2 The Director also confirmed he will be bringing a paper to the October MC regarding final salary pensions.

9.3 MC had no questions and report noted.

10 Presentation from Olwyn Gaffney from Share

10.1 This item was brought forward and further up in the minutes.

11 Presentation from Azets – External Audit

11.1 This item was brought forward and further up in the minutes.

12 Presentation from Quinn Internal Audit - Annual Assurance Statement

12.1 This item was brought forward and further up in the minutes.

13 Tenant Safety Dashboard

13.1 Paper circulated prior to meeting from the TSM.

13.4 MC had no questions and noted contents of report.

14 Staff Stress Survey

14.1 Paper circulated prior to meeting from the Director.

14.2 MC noted contents of report and pleased with the results and level of detail provided.

15 Annual Review

15.1 Circulated prior to meeting from the Director.

15.2 MC liked the document and had no questions.

16 Away Day feedback

16.1 The Director will send a survey out to MC to ask for their feedback on the recent Away Day.

17 SHR Update

17.1 The Director gave MC a verbal update following recent meetings with the SHR. He confirmed the Financial Engagement is now considered complete. Formal update to follow.

18 SFHA Update

18.1 Recent update provided to MC for them to read.

19 EDI Update

19.1 Training provided at recent Away Day.

20 Share update

20.1 Share in attendance at tonight's meeting and will soon be carrying out a Governing Body Assessment.

21 EVH Update

21.1 Recent update provided to MC for them to read.

22 EHRA update

22.1 The Chair confirmed that the Housing Minister will be attending the EHRA meeting this week.

22.2 The Chair met with Maureen Burke MP recently. She is happy to attend a MC meeting and the Chair said we might consider this in early 2025.

23 Correspondence Received

22.1 None.

** The Chair noted we had reached the 2 hour meeting limit and asked if anyone wanted a comfort break. MC all said they were fine and would prefer to continue to the end of the meeting.

24 A.O.C.B.

24.1 The Director asked MC to approve the Windows Contract as discussed in the earlier Technical Services Sub-Committee. MC unanimously APPROVED.

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

- 24.3 Long Service award Thank You card and Gift Card presented to Christine Morris as she was not present at the recent Away Day.
- 24.4 Congratulations Card and Gift Card issued to Ayo Olorunsogo for the birth of their recent child. Ayo had already left the meeting so given to Gabriel who will pass on.
- 24.5 Membership applications 830, 831, 832, 833 & 834 received and APPROVED
- 24.6 Rules of Association – circulated by the Director prior to the meeting for members to acknowledge they had read and understood and to bring any questions on them to the Meeting. All agreed,

25 Review of Meeting

- 25.1 MC members acknowledged it was a long meeting with a lot of information. However, it shows the amount of work going on in the background by staff and MC grateful for all of the information being brought to them.

26 Date of Next Meeting

- 26.1 The next Management Committee Meeting will be held after the AGM on Wednesday 18 September 2024.

There being no further business the meeting was brought to a close at 7.15pm.

Signed by (Chairperson)



Date 5 September 2024