

Minute of Management Committee Meeting held on Thursday 27 July 2023 at 3pm in the Committee Room

Provanhall Housing Association Limited



1 Sederunt

Members Present	Linda Cameron	(Chairperson)
	Elizabeth McEwan	(Committee Member)
	Clarice Spaine	(Committee Member)
	Deborah Anderson	(Committee Member)
	Veronica Fitzpatrick	(Committee Member)
	Barbara McCluskey	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member)
	Tracy Coutts	(Committee Member)
Staff	Alan Hume	(Director)
	Heather Elder	(Corporate Services Assistant - Minute Taker)
	Stephen Baxter	(Housing Services Manager)

2 Apologies

Received from	James McGuire	(Committee Member)
	Margaret Stewart	(Committee Member)
	Christine Morris	(Secretary)

3 Registrations of Interest

3.1 Interest received from Tracy Coutts in relation to Factoring policy and new business proposition (Balcurvie Road).

4 Factoring Policy and New Business Proposition (Balcurvie Road)

4.1 The Director gave the committee a brief background on Balcurvie Road and some of the current issues facing blocks 8, 10 & 12.

4.2 Proposal is for PHA to possibly become factor for 6 blocks (2-12 Balcurvie Road) which is 36 units. Also to purchase 18 flats within blocks 8, 10 & 12 Balcurvie Road.

4.3 Paper circulated prior to meeting from the Director. The Factoring Policy, Factoring Agreement and Written Statement of Service have all been updated. The Director sought approval from MC for the new Factoring Policy. MC approved the new Factoring Policy saying it is clear and well put together.

4.4 The Director has issued emails to owners in the 18 flats within blocks 8, 10 & 12 Balcurvie Road where we have contact information to see if anyone is

currently interested in selling their property to PHA. Further confidential update to be given later in the meeting.

- 4.5 The Director confirmed he is a current member of Property Managers Association Scotland (PMAS). He requested permission for the PMAS logo to be added to PHA letterhead and also for PHA to pay associated costs with being a member. MC approved both.

5 Proposal of New Contractor

- 5.1 Paper circulated prior to meeting from the Director. Technical Services Manager seeking approval for East End Home Improvements Ltd to be appointed to PHA's approved contractor list for Reactive Maintenance works. If approved the contractor is expected to begin work August 2023. MC approved the addition of the recommended contractor.

6 Technical Services Sub-Committee Minutes for Approval

- 6.1 Paper circulated prior to meeting from the Director. Proposed by Elizabeth McEwan and seconded by Tracy Coutts.

7 Housing Services Sub-Committee minutes for Approval

- 7.1 Paper circulated prior to meeting from the Director. Proposed by Barbara McCluskey and seconded by Linda Cameron.

8 Away Day

- 8.1 The Director confirmed the date is Friday 18th August 2023 and gave a rundown of the agenda for the day.
- 8.2 Tracy Coutts again submitted her apologies as she is unable to attend.

9 Governing Body Retreat 2023 - Conference

- 9.1 Corporate Services Assistant confirmed the 5 selected delegates have been booked. Unfortunately the Connie and FARE are unable to assist with a minibus for transport.
- 9.2 Linda Cameron said she will forward details of anyone else she think we can try and she will email other EHRA members to see if we can combine transport with them to save costs as it was agreed the £50 per head cost from SHARE for the coach seems expensive. Corporate Services Assistant will pick up on her return from annual leave in a few weeks.

10 Confidential Item

- 10.1 Tracy Coutts left the meeting (3:22pm) due to her registered interest in this agenda item.

10.2 The confidential item was approved by the MC and is available as an appendix.

11 A.O.C.B

11.1 Linda Cameron mentioned that SHARE are putting on a 1 day event on 16 August 2023 at the Glasgow Hilton Hotel. Member cost is £200.

11.2 Linda Cameron feels like the items on the agenda will be covered by PHA's own internal training program, and that she doesn't feel it is good value for money given a lot of it is done virtually.

11.3 The remaining MC members agreed and no one will attend.

12 Review of the meeting

12.1 The chair asked for feedback on how they felt the meeting went.

12.2 Several members said it was a good meeting. The information provided in order for them to make informed decisions was great.

12.3 Liz McEwan asked for the MC's thanks to be passed to all staff involved in the Balcurvie Road project so far, and in particular the work carried out on amending the Factoring Policy, Factoring Agreement and Written Statement of Service.

13 Date of Next Meeting

13.1 The next Management Committee Meeting is scheduled for Monday 28 August at 5pm.

There being no further business the meeting was brought to a close at 3.55pm



Signed by (Chairperson)

Date 28 August 2023