

Minute of Management Committee Meeting held on Monday 28 August 2023 at 5pm in the Committee Room

Provanhall Housing Association Limited



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Members Present	Linda Cameron Christine Morris Clarice Spaine Deborah Anderson Barbara McCluskey	(Chairperson) (Secretary) (Committee Member) (Committee Member) (Committee Member)
Staff	Alan Hume Heather Elder	(Director) (Corporate Services Assistant - Minute Taker)
Presenter	James McBride	Azets Audit Services

2 Apologies

Received from	James McGuire Margaret Stewart Elizabeth McEwan Veronica Fitzpatrick Ayodeji Olorunsogo Tracy Coutts	(Committee Member) (Committee Member) (Committee Member) (Committee Member) (Committee Member) (Committee Member)
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3 Registrations of Interest

- 3.1 No interests noted. The Chairperson re-iterated that private and confidential information is not to be discussed out with the meeting.

4 Representation and findings of External Auditor

- 4.1 Paper circulated prior to meeting from the Director.
- 4.2 James McBride presented the financial statement 2023. He confirmed that this is a clean audit report, it is true, fair and complies with all regulations.
- 4.3 James McBride explained that PHA will have a pension's liability until the last ex-staff member has passed away. The liability does not end when the last staff member in the pension retires.
- 4.4 James McBride confirmed that PHA has approx. £4 million in cash reserves which is a good financial position. We are cash rich for an organisation of our size.

- 4.5 The Chairperson asked if the regulator could have concerns over such a large cash reserve. James McBride advised the regulator would be concerned if you were raising rents in order to maintain your stock, but then not carrying out any improvement works. As long as you are maintaining your stock adequately there would unlikely be any concerns. MC had no further questions on this item.
- 4.6 James McBride then talked through the Audit Findings Letter. He passed on his thanks to all the staff who assisted with the audit.
- 4.7 He confirmed that 8 risks had been identified and mitigated with no additional risks identified. He is happy with the 'Going Concern'. No fraud, breaches of law were identified. MC had no questions on this item.
- 4.8 James McBride then talked through the Letter of Representation. He confirmed that due to the level of work they provide for PHA, there is no conflict of interest. He confirmed that everything is clear and above board. MC had no questions on this item.
- 4.9 Accounts were Proposed by Linda Cameron and seconded by Barbara McCluskey. They will be signed and submitted to James McBride tomorrow.
- 4.10 MC thanked James McBride for his time and contribution to the meeting. He left the meeting at 17:35pm.

5 Management Committee Minutes for Approval

- 5.1 Paper circulated prior to meeting from the Director.
- 5.2 Minutes of management committee meeting 26 June 2023 were Proposed by Barbara McCluskey and seconded by Christine Morris.
- 5.3 Minutes of management committee meeting 27 July 2023 were Proposed by Clarice Spaine and seconded by Barbara McCluskey.

6 Matters arising from Previous Meeting

- 6.1 There were no matters arising.

7 Quarterly update on Annual Assurance Statement

- 7.1 Paper circulated prior to meeting from the Director. The Director requested that MC members read these as he will be arranging for Alex Cameron from Quinn Internal Audit to meet with them as part of an external verification of our Annual Assurance Statement this year.

8 Six-month Review of Risk Register at Management Committee

8.1 Paper circulated prior to meeting from the Director.

8.2 MC approved new policy and risk register.

9 Approval of Risk Management Policy

9.1 The Internal Audit identified that the Risk Management Policy did not contain a Risk Appetite section and that the register was combined for both Operational and Strategic Risks.

9.2 The revised policy contains a section on Risk Appetite which was covered in the Away Day training exercise by the Director on Managing Risk.

9.3 The MC Approved this revised policy.

10 Targets for Year Ahead in Advance of the AGM

10.1 Paper circulated prior to meeting from the Director.

10.2 The Director advised he had met with the Senior Management Team and asked for new targets to be set. These have been set out in the report and MC requested to approve.

10.3 MC approved targets for the year ahead.

10 ARC Combined Report (Q4 2022 and Q1 2023)

10.1 Paper circulated prior to meeting from the Director.

10.2 The Director advised that unfortunately there was no Q1 report available. He advised the MC that Louise Kirkland (Senior Finance Officer) had tendered her resignation and final day of employment would be 30 September 2023.

10.3 The combined ARC report was noted by MC.

11 Technical Services Committee & Kitchen & Boiler Replacement

11.1 There has been an issue getting MC members to attend the Technical Services Sub-Committee in recent months. The Director advised we could seek to amend the Standing Orders so that any MC member can attend any sub-committee or tag the four sub-committee meetings to the beginning of each MC meeting.

11.2 MC unanimously voted to have the sub committees added to the beginning of monthly MC meetings.

11.5 Kitchen Replacement. Paper circulated prior to meeting from the TSM.

11.6 PHA joined Scotland Excel in 2022. This was used to obtain costs for kitchen replacements. However they are coming in at least £700 more expensive per

kitchen than previously budgeted (which included a significant uplift due to inflation and cost of labour/materials).

- 11.7 TSM outlined the options available – The first is to go ahead with the increased costs subject to assessing the financial impact of the additional costs. The second is to reduce the costs by purchasing via Scotland Excel and hiring our own labour. Thirdly, we work with Procurement for Housing (PFH) to determine if costs are more reasonable.
- 11.8 The Director asked the MC to approve PHA looking into alternative options. It may well delay the start of works although we still hope to begin near the end of this financial year. It is important that PHA honours the commitment given in the rent increase to spend money on stock improvement/maintenance.
- 11.9 MC approved PHA looking into alternative options.
- 11.10 Boiler Replacement. Paper circulated prior to meeting from the TSM.
- 11.11 Costs have been obtained through Scotland Excel. Five contractors have tendered for this work; broadly in line with budgeted costs. We would initially seek to approach British Gas as they are the cheapest. However, if for example they can't provide the boiler makes/models we would be looking for then we might need to consider approaching the other four contractors on the list. Authorisation sought to approach the cheapest and move on if they do not meet our quality requirements to next in the approved list of tendered suppliers
- 11.12 MC approved this approach.

12 H&S Action Plan

- 12.1 The Director he had no update to bring to this meeting.
- 12.2 Christine Morris advised that in the past a member of the MC has been present at office H&S walkabouts. The Director said he was happy for that to recommence and will arrange for someone to be invited to the next one. A whatsapp will be sent in advance for a volunteer.

13 Lease of Building for Connect

- 13.1 The Director advised that this is ongoing

14 SFHA Update

- 14.1 The Director had no update at this time.

15 EHRA Update

- 15.1 The Director confirmed we are looking at providing a joint application portal for applicants in conjunction with other EHRA members and will keep MC informed.

16 EVH Update

- 16.1 The Director advised EVH have opened an employer's consultation for the April 2024 pay award. The response is due by 28 September 2023.
- 16.2 The Director will circulate this to MC members by email tomorrow and asked them to review the information.
- 16.3 It was acknowledged that some MC members might not fully understand the information EVH have provided and there is also new MC members who might find it useful to ask questions.
- 16.4 The Director confirmed he is able to assist with explaining the information and answer any questions MC might have, but staff cannot be directly involved in any decision on PHA's recommendation for the submission response. The Director agreed to arrange a session with MC members prior to the submission date and this will be notified to MC members shortly.

17 EDI Update

- 17.1 The Director confirmed a full report will be provided in October being 1 year since data on stakeholder equalities information has been collected.

18 Correspondence Received

- 18.1 The Director advised we had received a recruitment poster from the Easterhouse Citizens Advice Bureau. He encouraged MC members to consider volunteering and agreed to distribute the poster so that members can review it and decide if this is something you wish to do.
- 18.2 EESSH2 Update. The Director received an email regarding the Scottish Government's review of EESSH2. The review commenced in September 2022 and should have been completed by now. However, they now hope to complete it this year.

19 A.O.C.B

- 19.1 The Director confirmed he has received a leave of absence request from Margaret Stewart. MC have approved for a period of 3 months at which point it will be reviewed again.
- 19.2 The Director confirmed that he spoke with the Chair and obtained approval to issue an advert for a full time Senior Finance Officer (SFO). There is money in the budget for this as a life-for-like post, and the chair approved. The advert is live and the closing date is 12pm on Friday 15 September 2023.
- 19.3 The new SFO will be subject to the same office and home working arrangements as other staff, and will be in the office at least 3 days a week.
- 19.4 The Chair has also requested that the current SFO has everything up to date prior to their departure at the end of September.

- 19.5 The Chair asked for thanks and best wishes to be conveyed to the SFO in her future endeavours.
- 19.6 The Chair advised she intends to organise a coffee morning or afternoon for MC members. She feels given the changes to the MC it would be beneficial for them to meet and spend time together out with the meetings. She will issue further details soon.
- 19.7 The Director had previously suggested that the MC have a Vice Chair and this was agreed by the Chair. A MC member has agreed to stand for election to the office of Vice Chair
- 19.8 The Director proposed advertising for new MC members who are not residents. The regulator is looking for a good mix of resident and non-resident members. We also have several MC members who are in poor health and Barbara McCluskey retiring tonight. Therefore it would be prudent to begin recruitment as soon as the AGM has passed. This was approved by the MC.
- 19.10 The Director will be arranging H&S training for MC members in October
- 19.11 The Director shared details for various SHARE training courses available for MC, a list will be circulated prior to the next meeting.
- 19.12 Governing body retreat on 5 and 6 September, arrangements confirmed with delegated for attendance.
- 19.13 Update on 30 Auchinlea Road Flat 0/2. The Director confirmed that due to restrictive building warrant requirements including the installation of fire sprinkler systems to convert the property to 2 dwelling-houses; we would instead be refurbishing the property to let as a much needed larger family home.
- 19.14 Membership for Numbers 805 & 806 were approved. Certificate signed by Linda Cameron (Chairperson) and Christine Morris (Secretary). The certificate was stamped and will be posted out to the member. Christine Morris asked if Membership could be an agenda item. The Director said that was fine and would be added to future meeting agendas.
- 19.15 Barbara McCluskey formally retired as a Committee Member. She said she has loved being a MC member and is sorry to be retiring. The MC members and staff present thanked her for all her years of service and contribution to the community.
- 19.16 Clarice Spaine said she was concerned with walking back home from the meetings when winter comes and it is dark. MC members offered to walk her home and if that wasn't available then we would organise a taxi for her.

20 Review of Meeting

- 20.1 The Chair asked for feedback on the meeting. Everyone was happy with how it went. Barbara McCluskey said the information provided on the accounts was particularly good and well explained.

21 Date of Next Meeting

21.1 The next Management Committee Meeting is scheduled for Monday 30 October at 5pm.

There being no further business the meeting was brought to a close at 6.38pm



Signed by (Chairperson)

Date 13/09/2023