

# Minute of Management Committee Meeting held on Monday 28 February 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)  
                             James McGuire        (Committee Member)  
                             Elizabeth McEwan     (Committee Member)

Staff                    Alan Hume                (Director)  
                             Mark Quigley            (Technical Services Manager)  
                             Andrew Dickson        (Finance Officer)  
                             Heather Elder            (Corporate Services Assistant-Minute Taker)

2        **Apologies**            Tracy Coutts            (Committee Member)  
                                 Ayodeji Olorunsogo   (Committee Member)  
                                 Gabriel Agbola        (Co-opted Member)

### 3 Registrations of Interest

3.1    None

### 18 AOCB Item brought forward on agenda

Technical Services Manager (TSM) presented MC with an update on the window renewal contract. Proposal is for 346 properties to be included in the contract between 2024-2028. Bid has been submitted for funding with a decision expected in April.

The TSM provided some repair statistics on the current French doors versus other window types:

#### 10 Year Window Repairs (1958 Stock Only)

- PVC window repair costs are 64% lower
- PHA Stock with Timber Windows = £432 per unit average (French Door properties)
- SST Stock with Timber Windows = £165 per unit average (Windows Only)

Overall repair costs for French doors is 50% more than other windows. Tenants were also surveyed and 93% want white PVC windows.

MC approved white PVC windows being used for the window renewal contract.

TSM left the meeting at 5.08pm.

## **4 Previous Meeting Minutes for Approval**

- 4.1 Papers circulated prior to meeting from the Director.
- 4.2 Minutes of Housing Sub-Committee meeting 18 December 2023 were Proposed by Elizabeth McEwan and Seconded by Deborah Anderson.
- 4.3 Minutes of Management Committee meeting 29 January 2024 were Proposed by Elizabeth McEwan and Seconded by Deborah Anderson.
- 4.4 Minutes of Special Management Committee meeting 8 February 2024 were Proposed by Christine Morris and Seconded by Deborah Anderson.

## **5 Actions from Previous Meeting**

- 5.1 Paper circulated prior to meeting from the Director.
- 5.2 The Director confirmed that 5 items are showing as still to be completed. However, 2 of them (action point 16: Committee member handbook needs updated and 17: Consider reviewing and expanding Committee Assessment policy) have now been completed and will come off, leaving 3 to be completed.

## **6 Q3 Accounts for Approval**

- 6.1 Paper circulated prior to meeting from the Director.
- 6.2 The FO took MC through the Q3 accounts.
- 6.3 The Director advised that a Business Case will be brought to the next MC for a Handyperson service.
- 6.4 FO confirmed that FMD are tidying up the nominal accounts/codes in preparation for a move to a new IT system.
- 6.5 MC had no further questions. Q3 accounts were approved.
- 6.6 FO left the meeting at 5.25pm.

## **7 Approval of AGM Date**

- 7.1 The Director advised that the AGM had been pencilled in for 18 September 2024.
- 7.2 MC approved that date.

## **8 Tenant Safety Dashboard**

- 8.1 Paper circulated and presented at the meeting.

8.2 MC had no questions.

## **9 EDI Update**

9.1 The Director confirmed there is nothing to update at this time.

## **10.1 MC Recruitment**

10.1 Verbal update from Director.

10.2 The Director confirmed that recruitment of new MC members is underway. Two applicants have been invited to March MC meeting to observe. Other applications have been received and references are being sought.

10.3 The Director advised that Clarice Spaine resigned from the MC on 27/02/24. MC wished to thank Clarice for her contributions over the past 10 years.

## **11 Business Planning day feedback**

11.1 The Director took MC through a presentation of the Business Planning day feedback.

11.2 MC were very happy with the document and had no further questions.

## **12 H&S report Q3**

12.1 Paper circulated and presented at the meeting.

12.2 MC had no questions. CSA advised that March is a quarterly walkabout and requested a MC member to attend. The Chair offered and CSA will contact with a date and time.

## **13 SFHA Update**

13.1 The Director attended a recent meeting. During that meeting they discussed The Federation of Local Housing Associations in Renfrewshire and East Renfrewshire (FLAIR). They have a 20 point action plan that they are all collaboratively working towards achieving.

13.2 Collaborative working with other RSL's is part of the business plan. The Director will be looking into this further.

## **14 SHARE Update**

14.1 At the staff training afternoon earlier today, SHARE gave a demonstration of their new online portal. It looks great and they are continuing to add courses and facilities.

14.2 MC were advised that the Virtual College membership comes to an end on 31 March 2024. MC members asked to complete the 4 assigned courses by then. At which point we will switch to SHARE.

## **15 EVH update**

- 15.1 The Director advised that EVH, the Union and ACAS are due to meet on 5 March 2024 regarding wage negotiations.

## **16 EHRA update**

- 16.1 The Director confirmed that the Housing Minister is due to attend the EHRA meeting on 13 March 2024.

## **17 Correspondence Received**

- 17.1 The Director sought approval to remove existing signatories and appoint the Chair, Linda Cameron, Secretary, Christine Morris and Director Alan Hume as authorised signatories of a Co-operative Bank account with less than £500. MC approved.
- 17.2 The Director confirmed that agreement has been reached with 4 flat owners in block 12 Balcurvie Road to purchase their flats. Negotiations continue with the remaining 2 flat owners.
- 17.3 Paper circulated and presented at the meeting. The Director sought approval of Governing Body Role Description & Development Policy. MC Approved.
- 17.4 The Director advised a Corporate Governing Framework is being created. The Director thanked the CSA for her assistance on this document. It will be brought to next MC meeting.

## **18 EHRA update**

- 18.1 The Director asked if any other MC members are interested in attending the EHRA meetings. The Chair confirmed that there are two meetings coming up (7 and 14 February 2024) which will be held at PHA office. Anyone interested in attending to please contact the Chair.

## **19 Correspondence Received**

- 19.1 There was no correspondence received.

## **20 A.O.C.B.**

- 20.1 Membership Numbers 817, 818, 819, 820 & 821 were approved. Certificates were signed by Linda Cameron (Chairperson) & Christine Morris (Secretary). The certificates were stamped and will be posted out to the members.
- 20.2 The Director advised that the Finance Assistant one year post is due to come to an end soon. The Director sought approval to make the post open-ended and it will be subject to a recruitment process. MC Approved.

## **21 Review of Meeting**

21.1 MC members liked the new format of presenting the accounts and felt it was overall a very good meeting.

**22 Date of Next Meeting**

22.1 The next Management Committee Meeting has been arranged for Monday 25 March 2024 at 5pm.

There being no further business the meeting was brought to a close at 6.06pm.



Signed by (Chairperson)

Date 25 March 2024