

Minute of Management Committee Meeting held on Monday 28 October 2024 at 5.00pm at the Office

Provanhall Housing Association Limited

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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)
	Elizabeth McEwan	(Committee Member)
Staff	Alan Hume	(Director)
	Andrew Dickson	(Finance Officer)
	Heather Elder	(Corporate Services Assistant- Minute Taker)

- 2 **Apologies** Tracy Coutts (Committee Member)
Calum O'Donnell (Committee Member)

3 Registrations of Interest

- 3.1 Heather Elder & Andrew Dickson for item 26 A.O.C.B.

4 Previous Meeting Minutes for Approval

- 4.1 Paper circulated prior to meeting from the Director.
- 4.2 Minutes of Management Committee meeting 1 October 2024.
Proposed by Deborah Anderson and Seconded by Christine Morris.

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

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** Claire Mckay joined meeting at 5.20pm

7 Recruitment of new Asset and Repairs Manager

- 7.1 The Director confirmed that Mark Quigley, Technical Services Manager is leaving on 15 November 2024. In the Chair's absence, the Director completed an Authority to recruit form and approached the Vice Chair for permission to

recruit a replacement, although the job title has been amended to Repairs and Asset Manager. **This was Approved and the recruitment campaign launched.**

7.2 **To be Noted** that the Chair will assist with shortlisting and interviews.

8 FCA Return

8.1 Paper circulated prior to meeting from the Director.

8.2 The FCA return has details such as Directors (MC members), financial performance and number of share-holding members for the year ending 31 March 2024.

8.3 **The Director completed and both the Chair and Secretary Approved its submission.**

9 Property Valuation Update

9.1 The Director confirmed an approved "Panel Surveyor" is conducting stock surveys at the end of November. This is for the purpose of Stock Valuation (for any short to medium terms lending decisions) and Insurance Re-instatement Valuations which will be a requirement for accurate insurance cover next year.

10 SHR Update

10.1 The Director confirmed that the Annual Assurance Statement was submitted to the SHR and it has been published on PHA website.

10.2 **We are still waiting on our updated plan from the SHR this was Noted.**

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

** Ayo Olorunsogo joined meeting at 5.39pm

12 Health and Safety walkabout (1/4ly) Report

12.1 Paper circulated prior to meeting from the Director.

12.2 There were no issues found during the quarterly H&S office walkabout. Thanks to MC member who attended.

12.3 A 6-monthly fire drill was carried out in October – no issues.

12.4 **MC had no questions and Noted contents of report.**

13 Quarterly Complaints and FOI Report

13.1 Paper circulated prior to meeting from the Director.

13.2 The Director will remind staff at tomorrow staff meeting about the importance of logging complaints.

13.3 **MC had no questions and Noted contents of report.**

14 Q1 ARC Performance Report

14.1 The Director advised this report will now be presented at the November meeting due to unavoidable staff absence. **This was Noted by MC**

15 Register of Disposals

15.1 The Director confirmed there have been no disposals. **This was Noted by MC**

16 Tenant Safety Dashboard

16.1 Paper circulated prior to meeting from the TSM.

16.2 The Director confirmed all in order and no failures.

16.3 MC had no questions. **This was Noted by MC**

17 VFM Report

17.1 The Director confirmed we had received a Value for Money report from SHN. PHA has the second lowest rent charge in Easterhouse in comparison to our peers and one of the lowest rents in Scotland. **This was Noted by MC**

18 Staff and MC Register of Interests

18.1 Paper circulated prior to meeting from the Director.

18.2 The Director confirmed a spreadsheet has also been created to log the use of contractors by staff or MC members to ensure everything is recorded and being done in accordance with the policy. **This was Noted by MC**

19 Christmas Eve Early Office Closure

19.1 **MC Approved early office closure at 12.30pm on Tuesday 24 December 2024.**

20 SFHA Update

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

21 EDI Update

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

22 Share Update

22.1 The CSA thanked MC members who have completed their Governing Body survey and had their 1-2-1 with Olwyn. However 5 MC members have still to have their 1-2-1 and one MC member still to complete their survey as well.

22.2 The final report is due to be brought to MC meeting on 16 December 2024 and therefore all MC members need to complete the process by 11 November 2024. **CSA booked in three MC members for their 1-2-1 at tonight's meeting and will contact remaining two MC members in the morning.**

22.3 MC also reminded that training has been assigned through the Share portal. Requested this is completed by the end of December 2024. **This was Noted by MC**

23 EVH Update

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

24 EHRA update

24.1 No update. **This was Noted by MC**

25 Correspondence Received

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

26 A.O.C.B.

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

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

26.3 MC member reported foliage from private garden at first close in Gardyne Street. The Director confirmed it is not a PHA property but staff will attempt to report to GCC to see if they can cut back.

26.4 Membership applications 844, 845, 846, 847 & 848 received and **MC APPROVED.**

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

26.6 CSA has draft meeting dates for 2025. Only date to be agreed is for the MC away day.

27 Review of Meeting

27.1 MC members found it interesting. Acknowledged there is a lot going on at the organisation just now. Overall, found it very informative.

28 Date of Next Meeting

28.1 The next Management Committee Meeting will be on Monday 25 November 2024.

There being no further business the meeting was brought to a close at 6.35pm.

Signed by (Chairperson)



Date 25 November 2024