

Minute of Management Committee Meeting held on Monday 29 April 2024 at 5.20pm at the Office

Provanhall Housing Association Limited

1 Sederunt

| | | |
|-----------------|--------------------------|---|
| Members Present | Linda Cameron | (Chairperson) |
| | Christine Morris | (Secretary) |
| | Deborah Anderson | (Committee Member) |
| | Tracy Coutts | (Committee Member) |
| | Elizabeth McEwan | (Committee Member) |
| | Gabriel Agbola | (Co-opted Member) |
| | Calum O'Donnell | (Co-opted Member) |
| | Claire Mckay | (Co-opted Member) |
| | Daniel Hughes | (Co-opted Member) Online |
| Moira Bayne | (Co-opted Member) Online | |
| Staff | Alan Hume | (Director) |
| | Mark Quigley | (Technical Services Manager) |
| | Heather Elder | (Corporate Services Assistant- Minute Taker) |

2 Apologies Ayodeji Olorunsogo (Committee Member)

3 Registrations of Interest

3.1 A MC Member declared for Item 10

4 Previous Meeting Minutes for Approval

4.1 Papers circulated prior to meeting from the Director.

4.2 Minutes of Management Committee meeting 25 March 2024 were Proposed by Christine Morris and Seconded by Tracy Coutts.

4.3 Minutes of Housing Sub-Committee meeting 25 March 2024 were Proposed by Christine Morris and Seconded by Elizabeth McEwan.

5 Actions from Previous Meeting

5.1 None

6 Updated Rent Management, Tenant Participation Strategy and Tenant Participation Action Plan

6.1 Paper circulated prior to meeting from the Director.

- 6.2 MC had no questions and all were approved.
- 6.3 The Chair wished to thank all staff for their hard work in recent months.

7 Financial Projections

- 7.1 Papers circulated prior to meeting from the Director.
- 7.2 The Director confirmed the paper sets out all recent revisions. Projections have been used in the return to the Regulator.
- 7.3 MC had no questions and approved.

8 Award of tender for Computer Software System

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

The Technical Services Manager (TSM) left the meeting at this point (5.49pm)

9 H&S Policy Statement

- 9.1 Paper circulated prior to meeting from the Director.
- 9.2 The Director confirmed that H&S is taken very seriously. We adhere to EVH's terms and we have a full policy manual which is updated regularly.
- 9.3 The MC had questions and approved.

10.1 Engagement Plan from SHR

- 10.1 Paper circulated prior to meeting from the Director.
- 10.2 The Director advised that the 5-year return submitted to SHR last year predicted low cash reserve in year-5. The Director advised this had already been identified and we had taken steps from November 20023 onwards to remedy through engagement with FMD as our chartered accountant, and we have employed a new Finance Officer and Administrator.
- 10.3 The Director has provided SHR with all of the requested documents such as MC training records, details of external (non-tenant) MC members updated 30 year plan and confirmation he has completed his Chartered Institute of Public Finance and Accountancy (CIPFA) qualification. We are also changing to a new computer system which will improve projecting capacity and financial planning moving forward.
- 10.5 MC had no questions and update noted.

11 EDI Update

- 11.1 The Director confirmed there is no update for this meeting.

12 MC Induction Plan and Training

- 12.1 The Director confirmed Grand Central Hotel has been booked for Saturday 1st June from 12pm to 5pm. An email will be sent out with more information soon.

13 Balcurvie Road Update

- 13.1 The Director confirmed nothing confidential in the update to MC member Tracy Coutts remained in the room.
- 13.2 Block 12 - New green bins have been delivered, so residents now have somewhere for their general waste. The front and rear gardens have all been tidied up. There is an ongoing CPO and one owner who does not want to sell to PHA.
- 13.3 Blocks 8 and 10 – PHA still pursuing potential purchases but waiting on GCC approving their 2024/25 budgets.
- 13.4 MC had no questions and update noted.

14 Business Plan update

- 14.1 The Director advised the previous Business Plan was 111 pages, making it difficult for staff and MC to identify the key objectives. The revised version is now 63 pages, making it more concise and easier to navigate.
- 14.2 The Director confirmed that the new Business Plan will be published soon for Tenant Consultation before being brought to the next MC meeting.
- 14.3 MC had no questions and update noted.

15 Fire Drill

- 15.1 The Director confirmed a fire drill was carried out. A member of staff had not ticked in and they have been reminded of the importance of doing so.
- 15.2 MC had no questions and noted.

16 Notifiable Events Register

- 16.1 The Director gave some examples of what notifiable events are. PHA had one notifiable event last year to the SHR which was noted and closed. There is a QR code that members can scan in their recently issued Corporate Governing Framework document which will take them to SHR website.
- 16.2 MC had no questions.

17 SFHA Update

- 17.1 The Director advised there was no update.

18 Tenant Safety Dashboard

- 18.1 Paper circulated prior to meeting from the TSM.
- 18.2 The TSM went over this report in the Technical Services Sub-Committee meeting held before the MC meeting.
- 18.3 MC had no questions.

19 Capital Expenditure Update

- 19.1 The TSM gave a verbal update in the Technical Services Sub-Committee meeting held before the MC meeting.
- 19.2 MC had no questions.

20 SHARE update

- 20.1 The Director confirmed all MC members now have access to Share's online training portal. Keen to get as much value from it as possible given the £6k fee.
- 20.2 MC member asked if all Share training is free under the fee. The Director confirmed the training through the portal is free, as well as some other sessions such as Mindfulness. However, some other training courses do require payment, albeit it with a reduced fee for members. Concern raised about value for money they are given they are almost now all done online and no longer visiting their offices, using their facilities and networking.

21 EVH Update

- 21.1 The Director confirmed 5 MC members are attending the upcoming EVH conference (17-19 May).

22 EHRA update

- 22.1 The Chair advised that the upcoming Housing Minister visit with EHRA has been cancelled due to the First Ministers resignation. They hope to reschedule in the future.

23 Correspondence Received

- 23.1 Nothing received.

24 A.O.C.B.

- 24.1 The Chair wished to say a big thank you to James McGuire who has had to resign from the MC due to personal reasons.

24.2 James had been both the MC Vice Chair and the Housing Sub-Committee Convenor. Therefore we needed nominations for both posts:

- Debbie nominated herself for the position of Vice Chair. This was unanimously approved by all MC members.
- Claire Mckay nominated herself for the Housing Sub-Committee Convenor. This was unanimously approved by all MC members.

24.3 The CSA also confirmed the Geraldine Whitley who attended the last meeting as an observer has regrettably informed us she is not able to commit to being a MC member at this time.

24.4 Membership Numbers 824; 825 & 826 were approved. Certificates were signed by Linda Cameron (Chairperson) & Christine Morris (Secretary). The certificates were stamped and will be posted out to the members.

24.5 CSA thanked MC members for voting on the day of the week for future MC and sub-committee meetings. Confirmed they will remain on a Monday afternoon/evening as that suits the majority.

24.6 CSA thanked MC members for their votes on the MC and staff away day in August. Confirmed that Friday 9th August is the chosen date as it suits the majority of MC members.

25 Review of Meeting

25.1 MC members said there was again a good level of information provided and think some good questions were asked by MC members.

25.2 MC member said that they were impressed with the IT. Having participated in the meeting online, it was great to be able to hear everything that was being said and still felt included in the meeting.

26 Date of Next Meeting

26.1 The next Management Committee Meeting has been arranged for Monday 20 May 2024 at 5pm.

There being no further business the meeting was brought to a close at 6.25pm.

Signed by (Chairperson)



Date 20 May 2024