

Minute of Management Committee Meeting held on Monday 29 January 2024 at 5.15pm at the Office

Provanhall Housing Association Limited



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Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	Deborah Anderson	(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)
	James McGuire	(Committee Member)
	Gabriel Agbola	(Co-opted Member)
Leave of Absence	Clarice Spaine	(Committee Member)

3 Registrations of Interest

3.1 None

4 Management Committee Minutes for Approval

4.1 Paper circulated prior to meeting from the Director.

4.2 Minutes of management committee meeting 18 December were Proposed by Deborah Anderson and seconded by Elizabeth McEwan.

5 Actions from Previous Meeting

5.1 The Director confirmed an updated Action Register will be brought to the next meeting.

6 Budget Approval

6.1 Paper circulated prior to meeting from the Director.

6.2 The Director talked through the Long-term Financial Projections presentation.

6.3 MC member asked about bad debts. The Director confirmed this is generally unpaid rent, however the Associations rent bad debt is very low. This is because we have robust debt recovery processes as well assisting tenants where we can either by using the internal Money Advice service or referring to an external service where appropriate.

6.4 The Finance Officer took the MC through the new Expenses Overview Report.

6.5 The Chair asked if the current economic climate is taken into consideration. The Director confirmed that it is as part of the 30 year plan.

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

6.7 MC had no further questions. The budget was proposed by Linda Cameron and seconded by Ayodeji Olorunsogo.

7 Renewal fees for SFHA and Share

7.1 Paper circulated and presented at the meeting.

7.2 The Director advised that the more we use their services, essentially the more money we save. Particularly when it comes to training. Share have a new online training portal and MC and Staff will be encouraged to utilise this as much as possible.

7.3 MC had no other questions and approved payment of fees for this year.

8 Tenant Safety Dashboard

8.1 MC were taken through this report in the Repairs Sub-Committee meeting held prior to the MC meeting. MC had no further questions or comments.

9 Action Register

9.1 The Director confirmed an update on the Action Register will be brought to the next meeting.

10.1 EDI Update

10.1 Paper circulated and presented at the meeting.

10.2 The Director confirmed that it is important that we use the information that we gather. Needs to be input into the business plan, but also to consider things that we can do within our financial envelope.

10.3 One of which is an opportunity to work with Glasgow City Health and Social Care Partnership (HSCP) and looking at ways technology can help an ageing tenant population within our estate.

11 Staff & Management Committee Appraisals

11.1 The Director confirmed that all staff and MC appraisals have been completed.

11.2 A full report will be provided to MC in February as part of the HR Audit and Risk sub-committee.

12 MC Recruitment

- 12.1 The Director confirmed that an advert for new MC members is live with EVH and with Scottish Housing News (SHN) in the coming week.

13 Business Planning day feedback

- 13.1 The Director asked MC members for their feedback on Business Planning day held on 19 January 2024.
- 13.2 MC indicated that they liked the venue, that it was a well-structured day with lots of opportunities for everyone to speak. MC also wanted to say a big thank you to the facilitator (Alex) who was very good.

14 Complaints

- 14.1 Paper circulated and presented at the meeting.
- 14.2 MC had no questions and noted the contents of the report.

15 SFHA update

- 15.1 No further update other than this year's fee already discussed in item 7.

16 SHARE update

- 16.1 No further update other than this year's fee already discussed in item 7.

17 EVH Update

- 17.1 The Director confirmed that opportunities to attend conferences will be based on attendance to training identified from MC Appraisals and where spaces are limited based on previous attendance.
- 17.2 The Chair and two other MC members said that they would be interested in attending EVH's Annual Conference (17-19 May 2024). An email has been sent to all MC members.
- 17.3 The Director advised that EVH had been in touch regarding this year's proposed wage increase. This was a confidential item, therefore all staff members (excluding the Director) left the meeting at 18:29pm. Once the discussions had finished, staff members re-joined the meeting at 18:36pm.

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 There was no A.O.C.B.

21 Review of Meeting

21.1 MC members felt it was a good meeting. They particularly liked the way budget information was presented as much more visual and easier to understand.

22 Date of Next Meeting

22.1 The next Management Committee Meeting has been arranged for Monday 26 February 2024 at 5pm.

There being no further business the meeting was brought to a close at 6.50pm.



Signed by (Chairperson)

Date 28 February 2024