

Minute of Management Committee Meeting held on Monday 30 October 2023 at 5pm at the Office

Provanhall Housing Association Limited



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Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	Elizabeth McEwan	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member)
	Deborah Anderson	(Committee Member)
	Tracy Coutts	(Committee Member)
	James McGuire	(Committee Member)
Staff	Alan Hume	(Director)
	Heather Elder	(Corporate Services Assistant - Minute Taker)

Presenter Alex Cameron Quinn Internal Audit Services

2 Apologies

Received from	Margaret Stewart	(Committee Member)
	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 13 September were Proposed by Christine Morris and seconded by Tracy Coutts.

5 Matters Arising from Previous Meeting

- 5.1 Item 2 of previous meeting – Convenors required for sub-committees.
- Repairs Sub-committee – unanimous vote for Deborah Anderson
 - Housing Sub-committee – unanimous vote for James McGuire
 - Finance/HR/Audit Sub-committee – unanimous vote for Christine Morris
- 5.2 MC were issued with updated list of MC meeting dates for the remainder of this year and a new one for dates for 2024.

6 Q1 Management Accounts

6.1 Paper circulated prior to meeting from the Director.

- 6.2 The Director took MC through the Q1 accounts. Void loss is ½ % of annual accounts. However, we might get close to 40 voids this year so expects to balance out over the year.
- 6.3 Everything else is as budgeted.
- 6.4 PHA has five million in savings. Interest is offset against loans.
- 6.5 Over all for the quarter was £14k out and £13k in.
- 6.6 Staff training budget has been used, but there should be money in MC training budget to cover any over spend. The Chair asked if MC training budget can be increased for next year. Would prefer that MC attend events such as conferences as it offers more information and better networking. The Director agreed to look into that.
- 6.7 The staff budget has been over spent due to the number of staff changes and resulting recruitment.
- 6.8 The Director confirmed all of the covenants are in order.

16 Annual Assurance Statement Verification

- 16.1 Alex Cameron from Quinn Internal Audit Services joined the meeting at 17.20pm. MC agreed to bring item number 16 forward to allow Alex to present his paper.
- 16.2 Alex took MC through the paper circulated prior to meeting.
- 16.3 He confirmed that there was just a few housekeeping items to work on. They are all highlighted in the report.
- 16.4 Heather Elder confirmed that as part of our website re-design she had already identified policies on the website that were overdue for review. Agreed they would be removed, reviewed and loaded back up on completion.
- 16.5 The Director confirmed PHA did have a work plan and MC do see it. Just not currently called a work plan and it will be re-named.
- 16.6 Alex will send over the matrix behind his report to the Director and that will be issues to MC on receipt.
- 16.7 Alex confirmed to MC that overall he is very happy with what he saw. Given this is a first time review, he advised that the number of items for action is actually quite low and they are all fairly minor.
- 16.8 MC thanks Alex for all his hard work and attending to take them through his findings. Alex left the meeting at 5.53pm.
- 16.9 The Chair reviewed the Annual Assurance Statement Letter and approved it.

7 GCC HARP Signatories for approval

- 7.1 The Director advised that the city of Glasgow Council require the list of approved signatories for grant funding applications and the solicitors action on behalf of the Association to be updated.
- 7.2 MC approved the document circulated prior to the meeting.

8 Financial and Regulatory Returns for Information and for Approval

- 8.1 The Director confirmed that items 9, 10, & 12 have been submitted.

9 Audited Financial Accounts Return

- 9.1 The Director confirmed this has been submitted.

10 FCA Annual Return

- 10.1 The Director confirmed this has been submitted.

11 OSCR Return

- 11.1 The Director confirmed the draft OSCR report was circulated prior to the meeting.
- 11.2 The Chair approved and the Director will submit.

12 TPT Return

- 12.1 The Director confirmed this has been submitted.

13 Housing Bill Consultation

- 13.1 MC noted the contents of the report circulated prior to the meeting.
- 13.2 The Chair gave feedback to MC following attending a recent an event she attended recently.
- 13.3 The Chair confirmed that there is a lot of issues with private landlords & particular issues with being able to contact them when required.
- 13.4 The Chair initially didn't think that mid-market rent was a good idea. However, having listened to all of the information at the event, she confirmed that she believes it could actually be a good idea. Rents can be set higher than our rents, but don't need to be exorbitant. Any profit also goes back into the services provided to the community. Thinks PHA should consider if we ever do more new-build
- 13.5 The Director said he also believes it is a good idea. There are people who will not qualify for social rented accommodation but can't afford to buy either. They can afford a higher rent that social housing, but not the ever growing private rent amounts. Mid-market rent plugs the gap in the middle and also

gives them the chance to live in a property that will be properly maintained by the landlord.

14 Housing Sub-Committee Minute for Approval

14.1 Minutes proposed by Christine Morris and seconded by Linda Cameron.

15 Car Club Update

15.1 MC noted the contents of the report circulated prior to the meeting.

16 Annual Assurance Statement

16.1 Covered earlier in meeting. See notes above.

17 H&S Action Plan Update

17.1 The Director confirmed there was a near miss. The loft hatch had dropped slightly. A nib has now been installed.

18 Lease of Building for Connect Update

18.1 The Director confirmed that PHA has paid £3K. This will be charged back to the Connie, and they will then be responsible for the lease of the building.

19 SFHA Update

19.1 The Director confirmed there is no update.

20 EHRA Update

20.1 The Director confirmed there is no update.

21 EVH Update

21.1 The Director confirmed the EVH updated was circulated prior to the meeting.

22 EDI Update

22.1 The Director confirmed there is no update.

23 SHR Update

23.1 The Director confirmed that RAAC return has been submitted to the regulator. To the best of the organisations knowledge we have no stock with RAAC.

23.2 The Director issued a document showing the basic construction of each of our development phases (Phase 1-3, 5A, 5B and 8-12 were built in 1958). This has been collated as part of our response to the regulators request for information on RAAC.

24 Correspondence Received

24.1 The following emails were received and circulated to MC prior to the meeting for information:

- Cost of Living (Tenant Protection) (Scotland) Act 2022: Statutory Reporting Duty
- Special issue - Scottish Housing Regulator - Annual Report and Accounts 22/23
- Scottish Housing Regulator - Letter to all landlords - Data Collection for RAAC - 13 October 2023
- Scottish Housing Regulator - letter to landlords - 20 October 2023

MC confirmed receipt and noted the contents.

24.2 The Director also confirmed that the MC response to the EVH wage consultation was submitted on their behalf.

25 A.O.C.B.

25.1 The Chair confirmed that the EHRA quiz raised £147, which EHRA will match and donate to the agreed charity. PHA team came in 2nd and thanked all those who attended. Praised Mark Quigley in particular for creating a fantastic and interactive quiz.

25.2 Membership for Numbers 807, 808, 809,810 & 811 were approved. Certificate signed by Linda Cameron (Chairperson) and Christine Morris (Secretary). The certificates were stamped and will be posted out to the members.

25.3 The Director circulated the Annual Rent Review 2024/25 report at the meeting.

25.3.1 The Director confirmed that a 4% rent increase was the figure in the budget. However the Bank of England think it might be closer to 5%.

25.3.2 The Director confirmed that if we were to consider an increase below 5%, that this would affect our ability to deliver our current services. The report recommends a rent increase of 5% (minimum), 6%, or 7%.

25.3.3 The Chair advised that due to the level of detail in the report and the seriousness of the decision that she would like more time. She proposed that the MC agrees to a short Special Meeting a week from now (Monday 6 November 2023 at 5pm in the office). This will give the MC a week to review the information, contact the Director with any questions and then reconvene to agree the figure they wish to consult tenants on.

25.3.4 MC agreed to that suggestion and a Special meeting will be held as noted above.

26 Review of Meeting

- 26.1 MC agreed that they particularly liked the information provided by Alex Cameron. Overall they are very pleased with the outcome of the report and the action points are all minor.

27 Date of Next Meeting

- 27.1 The next (Special) Management Committee Meeting has been arranged for Monday 6 November 2023 at 5pm.
- 27.2 Following that the next Management Committee Meeting is scheduled for Monday 27 November 2023 at 5pm.

There being no further business the meeting was brought to a close at 6.26pm.



Signed by (Chairperson)

Date 27 November 2023