

Minute of Management Committee Meeting held on Monday 27 March at 5pm in the Committee Room

Provanhall Housing Association Limited



1.0 Sederunt

Members Present	Linda Cameron	(Chairperson)
	Christine Morris	(Secretary)
	William Blunn	(Committee Member)
	Barbara McCluskey	(Committee Member)
	James McGuire	(Committee Member)

2.0 Apologies

Received from	Elizabeth McEwan	(Committee Member)
	Margaret Stewart	(Committee Member)
	Clarice Spaine	(Committee Member)
	Rodger Harley	(Committee Member)

3.0 Registrations of Interest

3.1 No declarations made.

4.0 Minutes of previous meeting

4.1 Minutes proposed by Barbara McCluskey and seconded by Linda Cameron.

5 Matters arising

5.1 No matters arising from previous meeting

6 Presentation from Internal Auditor on Findings

6.1 Paper circulated prior to meeting from the Director outlining the results of the internal audit findings. Scott McCready, Auditor from Wylie Bisset presented the findings of the audit to MC.

6.2 The areas assessed were:

Equalities and Human Rights – Substantial Assurance achieved. One medium and one low grade recommendations were made (1) Medium Grade – Develop an Equality Strategy – this will be taken to MC by June 2023 (2) Low Grade – Include EDI as a standing agenda item on MC agenda.

Procurement – Strong Assurance achieved. Director took the MC through the report and notes. Two low grade recommendations made (1) Review and update Financial Regulations which were due for review in 2022. This will be taken to MC by June 2023 (2) Update Training Matrix to ensure procurement

training is re-introduced bi-annually for relevant staff. This will be put in place by August 2023.

Risk Management – Strong Assurance achieved. Three Low Grade recommendations made. (1) Existing Risk Register contains strategic and operational risks. This should be developed to show as separate. This will be achieved by May 2023. (2) The Risk Register should contain a Risk Appetite per Risk Category as stated within the Risk Register. This will be achieved by May 2023 (3) Training to be provided to relevant staff and MC members. Training booked and delivered in March 2023.

7 Recruitment Update

- 7.1 The Director provided a verbal update on the recruitment of Corporate Services Assistant (CSA) and Technical Services Officer posts. For CSA recruitment; 27 applications submitted with five candidates selected for interview. The successful candidate, joins the Association on 18 April. For TSO recruitment, 10 applications submitted and five shortlisted for interview. The successful candidate joins the Association on 24 April 2023.

8 Write off report

- 8.1 The Director circulated a report containing recommended write off and refunds prior to the meeting. After full consideration the MC approved the report.

9 Training Session on Risk Management

- 9.1 Scott McCready, Auditor from Wylie Bisset provided a training session for MC, the Director and TSM. This was very well received and slides will be made available to all staff at the next staff meeting.

10 SFHA update

- 10.1 The Director provided a verbal update including feedback from the recent Housing Management conference attended by six delegates from the Association.
- 10.2 The Director attended the SFHA Governance Forum on 16 March 2023 which covered recent guidance from SHR and SFHA
- 10.3 The membership invoice for the year ahead was presented for approval. Approval given to continue membership.

11 EHRA update

- 11.1 The full EHRA meeting will now take place quarterly after a full review by members in February. Senior Officers and Chairs meetings will continue on a monthly basis.

12 EVH update

- 12.1 Verbal update provided on training opportunities for MC

13 EDI Update

- 13.1 The Director provided a verbal update confirming work is ongoing to develop an Equalities Diversity and Inclusion Strategy which will be presented to MC in June

14 Correspondence received

- 14.1 No formal correspondence received

15 AOCB

- 15.1 Noted that a MC member has been unable to attend MC meetings and this being the fourth meeting missed; they will be removed from the MC in accordance the Associations Rules. The Chair asked the Director to write to the member advising of this and to thank them for their serve over the years.
- 15.1 Liz McEwan applied for a leave of absence for three months which was approved.
- 15.2 The TSM provided an update on the duplex flat purchased by the Association in Q3. Delays with procuring an architect make it likely the property will not be ready for habitation until July this year. MC will be kept updated of progress.
- 15.3 The TSM asked MC following site visits to consider replacing French doors like for like or with a fixed panel at the bottom and two windows at the top. After discussion it was agreed they should be replaced on a like for like basis due to practicalities when cleaning fixed panels and aesthetic of the property.
- 15.4 The TSM confirmed the contract with the gas servicing contractor is not for one year but will be month to month pending evaluation of what is available from Scotland Excel, negotiations with the supplier.
- 15.5 Away day scheduled for 26 April postponed until new HSM in post
- 15.6 Membership number 794 approved

16 Review of the meeting

16.1 MC found the training really useful and pleased with the outcome of the Internal Audit.

17 Date and time of next meeting

17.1 The next meeting will be held on 24 April 2023 at 5pm

There being no further business the meeting was concluded.

Signed by (Chairperson)



Date 24 April 2023