

Minute of Management Committee Meeting held on

Wednesday 30th November 2022 at 3pm in Committee Room



Provanhall Housing Association Limited

1.0 Sederunt

Action

Present: Linda Cameron (Chairperson)
Christine Morris (Secretary)
Elizabeth McEwan (Committee Member)
William Blunn (Committee Member)
Margaret Stewart (Committee Member)
Clarice Spaine (Committee Member)

In Attendance: Alan Hume (Director)
Louise Kirkland (Senior Finance Officer) –item 5.0 only
then left meeting
Julie Smith (Housing Services Officer)
Lynne Lappin (Technical Services Officer)

2.0 Apologies

2.0

Barbara McCluskey (Committee Member)
Rodger Harley (Committee Member)
Tracy Coutts (Committee Member)
James McGuire (Committee Member)

3.0 Registrations of Interest

3.0

3.1 No declarations made.

4.0 Minutes of previous meeting on 31st October 2022

4.0

4.1 The minutes were proposed by Christine Morris and seconded by Elizabeth McEwan. They were determined to be a true and accurate account of the meeting.

5.0 Matters arising from previous meeting of 31st October 2022

5.0

None

6.0 Item 2 – Lone Working Policy for Approval -Approved

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- 6.1 Director gave an overview of the policy. Committee highlighted policy significantly improved. Director confirmed policy had been circulated to staff for consultation.

7.0 Item 3 – Risk Management Policy – Approved

- 7.1 Director gave an overview of the policy and outlined that responsibility rested with the Director and Chair but crucially Managers and Staff have a responsibility to report and feed into the Register as a living document. Chairperson commented that a meeting should be called immediately if any incidents should occur. Committee Members agreed. Risk Register to be reviewed at next meeting.

8.0 Item 4 – Complaint Review

- 8.1 Director advised a refresher training course will be booked for staff early in February 2023.

9.0 Fire Drill

- 9.1 Director gave update on recent staff unannounced fire drill. Staff met at muster point in 34 seconds. Committee requested a drill should take place when staff and tenants, if possible, are on the premises.

10.0 Data Breach

- 10.1 Director advised on a minor data breach. Breach was not reportable and has been recorded in the Register. Staff were reminded of importance of checking name on emails before sending and to use the Housing Management Software for sending emails and letters

11.0 EHRA Update – Verbal Update by Director

- 11.1 Director advised there is a meeting next week. Feedback from the Senior meeting included proposed Rent levels and recent increase in cost of SDM software.

12.0 EVH – Verbal Update by Director

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- 12.1 Director advised pay award out to ballot is 5.25% increase with £150.00 payment January – March. Director confirmed that ballot closes next week and that majority of Committee Member where in agreement with pay award.

13.0 SFHA – Verbal Update by Director

- 13.1 Director advised rent proposal out for consultation. Discussion around percentage increase and services provided took place.

14.0 Correspondence Received

- 14.1 Correspondence received from Patrick Harvey requesting information on the impact of the rent freeze so far. Director to respond.

15.0 Finance update

- 15.1 The Senior Finance Officer (SFO) went through the Management Accounts for Q2 and Sep 22 vs Sep 21 figures. I noted the following:

- MC Training and staff training budgets to be reviewed by Director, SFO advised and updated for Q3 accounts.
- Printing costs are high and budget needs reviewed for Q3 – there has been a lot of communication with tenants and we now use a printer which will reduce office overheads from using the colour photocopier and toner / staff time.
- Broker fee for insurance to be allocated to Insurance costs and not Professional Fees
- TSS survey was in 2023/24 budget and will be moved to 2022/23, this happens every 3 years
- Sep 22 vs Sep 21 figures support the rent increase proposal of 5% due to significant cost increases shown

16.0 A.O.C.B.

- 16.1 Elizabeth McEwan advised she has withdrawn from the SHARE Board.
- 16.2 SHARE Conference: Chairperson advised taking place on 24th – 26th March at the Westerwood Hotel. If booked before 11th January pre-COVID prices will be charged. Committee discussed the need for all Committee Members to attend in the current financial climate.

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- 16.3 Training: Lone working and Unconscious Bias agreed for early next year.
- 16.4 Vice Chairperson: Director asked if introducing a Vice Chairperson would be beneficial to the Committee. All Committee Members agreed they didn't think the Vice Chairperson is needed.
- 16.5 Tender Opening: Environmental Services tender opening scheduled for Tuesday 6th December 2022 at 9am. Linda Cameron, Chairperson and William Blunn, Committee Member to attend.
- 16.6 Monday 19th December 2022: Staff & Committee Christmas lunch agreed before MC meeting.
- 16.7 Friday 23rd December 2022: Committee agreed office to close at 12.30pm as per previous years.

18.0 Review of Meeting

- 18.1 The Committee were in agreement that the meeting was very informative and productive.

19.0 Date and Time of Next Meeting

- 19.1 The next Management Committee meeting will be held Monday 19th December 2022 at 3pm – Christmas Themed!

Signed by:



Date: 19 December 2022