

**Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 24<sup>th</sup> June 2019, at 3.00pm in the office of Provanhall Housing Association, 34 Conisborough Road, Provanhall, GLASGOW G34 9QG**

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**1.0 Sederunt**

**Action**

Present: Elizabeth McEwan (Chairperson)  
Barbara McCluskey, (Committee Member)  
Linda Cameron, (Committee Member)  
Cathie Reid, (Committee Member)  
Rodger Harley, (Committee Member)  
Clarice Spaine, (Committee Member)  
Christine Morris, (Secretary)

In Attendance: Patricia Gallagher, Director  
David McHarg, Re-Tune, Item 7 only  
Pauline Smith, Connect CT, Item 7 only  
Graham Gillespie, Wylie Bisset, Item 11 only

**2.0 Apologies**

2.1 William Blunn, (Committee Member)  
Rosemarie Docherty (Committee Member) Special Leave  
Tracy Coutts, (Committee Member)

**3.0 Registration Of Interest**

3.1 There were no registrations of interest.

**4.0 Minutes of previous meeting of 28 May 2019**

4.1 The minutes from the previous meeting of 28 May 2019 were approved by Cathie Reid and seconded by Barbara McCluskey.

**5.0 Matters arising from previous meeting of 28 May 2019**

5.1 There were no matters arising from the previous minutes.

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**6.0 Minutes of Staff Learning and Development Sub Committee meeting of 28 May 2019**

6.1 The minutes of the Staff Learning and Development Sub Committee meeting of 28 May 2019 were approved by Linda Cameron and seconded by Babs McCluskey.

Pauline Smith and David McHarg from Connect CT and Re-tune joined the meeting at this point.

**7.0 Connect CT Update – Verbal Report By Pauline Smith, Chief Executive AND David McHarg, The Re-Tune - Approved**

7.1 It was noted that the Chairperson had also invited David McHarg from the re-turn which was a new charity based in the area to the meeting so that all of the Management Committee could hear about their work. It was also

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note that it was appropriate for them to attend with Connect CT as they would be doing a lot of joint work, some of which the Association may contribute to.

- 7.2 David gave an overview of the re-tune project and the client group that they work with. Following on from an update on support he currently provides to flat pack meals that he may not be able to continue to support, the Chairperson advised him to invite flat pack meals to talk to the association re their needs.
- 7.3 David advised that he would be happy to receive any referrals from the Association staff. Chairperson advised that The Re-tune were welcome to submit articles for the newsletter or any flyers for distribution and the Association would help with this.
- 7.4 Pauline Smith then distributed a report for the Management Committee on work currently on-going in the Connie and the wider Connect area. She talked through the report which also included information on future project plans.
- 7.5 Pauline gave an update on refurbishment works on-going at the Connie and that there will be a relaunch event once this is all complete. She also advised of the Provanhall gala day at the Connie and thanked the Association for its continued support with this.
- 7.6 Some discussion then took place on possible joint work between all three groups, and attendance of Connect CT and The Re-tune at the Association's AGM in September.

Pauline Smith and David were thanked for their attendance and left the meeting at this point.

**8.0 Draft FYFP submission to SHR – Written Report By Senior Finance Officer and Director – Approved**

- 8.1 The draft FYFP was circulated at the meeting and approved.
- 8.2 It was noted that the new Senior Finance Officer was compiling this report for the first time and as such would need to verify some of the calculations used prior to submission. A recommendation for any changes made to be signed off by the Chairperson prior to submission was approved. It was noted that submission was due by 30<sup>th</sup> June 2019. It was further agreed that any substantial changes made would be brought back to the next Management Committee meeting for information. D/C

**9.0 Draft Loan Portfolio return to SHR - Written Report By Senior Finance Officer and Director - Approved**

- 9.1 A written report by the Director was circulated prior to the meeting and approved.
- 9.2 Discussion took place on the Associations ability to repay the RBS loan in tranches of £250,000 and that another repayment of this amount would D/SFO

remove the loan covenants. It was agreed that this be looked at on a later date due to self-financing of Phase 13 and potential Phase 14 work. It was agreed to review it when 30 year projections are being reviewed re Phase 13 and 14.

- 9.3 There were no further comments or queries on this report and approval was given to submit it to the Regulator.

**10.0 Quarterly Management Accounts to end March 2019– Written Report By Director and Senior Finance Officer - Approved**

- 10.1 A written report by the Director and Senior Finance Officer circulated prior to the meeting and approved.
- 10.2 The Director went through the report with the Committee. All variances – positive and negative – were highlighted and explained.
- 10.3 The overall surplus on ordinary activity was noted.
- 10.4 The Director highlighted the work of the newly appointed Senior Finance Officer in preparing these accounts and the support received from our External Auditor Scott Moncrieff.
- 10.5 The Director also confirmed that all ratios compared favourably with their peer group average and there are no causes for concerns. She further confirmed that there were no breaches of any of our Covenants.
- 10.6 There were no further questions in relation to the accounts and they were approved.

Graham Gillespie from Wylie Bisset joined the meeting at this point.

**11.0 Internal Audit – Draft Annual Audit Plan 2019/20 – Written Report By Director and Wylie Bisset Auditors - Approved**

- 11.1 A written report by the Director circulated prior to the meeting and approved.
- 11.2 Graham took the Management Committee through the report and highlighted the process by which the programme for this financial year had been informed. He advised that the three areas for audit this year were: IT, GDPR and budgetary and financial controls.
- 11.3 The Management Committee was asked to consider if these were still the most relevant areas for consideration this year and this was agreed. The draft annual audit plan was approved.

Graham was thanked for his attendance and left the meeting at this point.

**12.0 Draft Equality and Diversity Policy - Written Report By Director - Approved**

- 12.1 A written report by the Director circulated prior to the meeting and approved.

12.2 There were no further comments or queries on this report and it was approved for immediate implementation.

12.3 The Director advised that refresher training will be being arranged on this topic via EHRA. New staff members will be required to attend.

**13.0 Draft Staff Out of hours Procedure - Written Report By Director - Approved**

13.1 A written report by the Director circulated prior to the meeting and approved.

13.2 There were no further comments or queries on this report and it was approved for immediate implementation.

**14.0 Draft Communications Tools Policy – Written Report by Director – Approved**

14.1 A written report by the Director circulated prior to the meeting and approved.

14.2 There were no further comments or queries on this report and it was approved for immediate implementation.

**15.0 Balcurvie Road Action group update – Verbal Report by Director – Approved**

15.1 The Director gave an update on the Balcurvie Road action group and advised that positive feedback had been received re outcomes.

15.2 It was noted that the community clean up arounds Todd's Well had been cancelled due to Staff sickness. However the Seven loch's project are hoping to run it again at a later date.

15.3 Discussed the need to keep this are on the Councils radar and what the Association's role would be going forward. D

**16.0 Approval of Share Application And Use of Seal –Verbal report by Director - Approved**

16.1 A verbal report by the Director was given at the meeting.

16.2 The Director advised of two SHARE application received and approval was given for signing and sealing of the same (SHARE no. 643, 644, 645 and 646).

**17.0 Health and Safety Report Written by Director**

17.1 A written report by the Director was circulated prior to the meeting and was noted.

17.2 It was noted that the quarterly reports were not included in this report and that was an error on the covering report. There were no further actions required from this report.

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**18.0 Publication/ Training and Invitation - Written Report**

- 18.1 A written report by the Director was circulated prior to the meeting and was noted.
- 18.2 Management Committee were advised of the EVH conference and advised that they would like to book a mini bus to travel to this. R
- 18.3 Director advised that she will re contact Management Committee members closer to each session for further interest in attendance. D

**19.0 SFHA Update – Verbal Report by Director**

- 19.1 A verbal report by the Director was given at the meeting.
- 19.2 The Director and Chairperson gave updates on the SFHA annual conference that they had attended. Chairperson reported back on session on measuring social value of our work. More information to be forwarded to Management Committee on this as it becomes available. D

**20.0 EHRA update Written Report By Director**

- 20.1 A written report by the Director was circulated prior to the meeting and approved.
- 20.2 The Director gave an update on the work going on around the Community Festival.

**21.0 EVA update – Written Report By Director**

- 21.1 A written report by the Director was circulated prior to the meeting and approved.
- 21.2 The Director to provide more information on the GB leadership programme as request by committee members. D

**22.0 Correspondence Received**

- 22.1 SHAPS – Director read out a letter from SHAPS re the valuation of the pension fund and future work being undertaken. Information was noted by the Management Committee

**23.0 A.O.C.B**

- 23.1 Tax Write off – The Director advised that following a question from a previous Management Committee meeting that she had checked the position re tax exemption for bad debts that were written off and could confirm that tis did not apply to the Association as we are not liable for Corporation Tax.
- 23.2 GDPR – The Director advised of another minor breach of GDPR where information had been sent to the wrong person. She again advised that this was not notifiable to the ICO but should be recorded by the D

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Association, noted to all Staff and further training/advice to be given to prevent recurrence.

- 23.3 Whistleblowing Policy – Director advised that this policy is due to be reviewed, however whistleblowing is currently being reviewed by the regulator the Director requested permission to delay this review until the outcome of the Regulators work. This was approved. D
- 23.4 SFHA board nominations – Director advised that nominations were being sought for Board members for SFHA. There was no interest from the Management Committee.
- 23.5 Special Leave extension – It was noted that Rosemarie Docherty has requested an extension of her special leave until August 2019, due to work commitments. Director advised that she was hoping to attend the away day. Request was approved. D
- 23.6 Away Day – Director asked for confirmation of attendance at away day. One committee member advised of holidays, all others present confirmed attendance. Director will contact those not present to ask for confirmation of attendance. D
- 23.7 Older Person’s Survey – Director advised of intention to carry out a survey to look at issues around Social Isolation. Intention was to do this in September. Management Committee approved this. D
- 24.0 Review of Meeting**
- 24.1 The Management Committee advised that they thought the meeting had been interesting due to variety of speakers. Also well timed.
- 25.0 Date and Time of Next Meeting - 26 August 2019 at 3pm.**

Signed By Chairperson:

Date: