

Report To:	Management Committee Meeting
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Agenda Item 3.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 29 May 2018 at 6.00pm
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Prepared By:	Joyce Orr, Director
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Date Prepared:	11 June 2018
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Meeting Date:	26 June 2018 at 6.00pm
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Minutes - Rule 62 - SFHA Charitable Model Rules (Scotland) 2013
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62. Minutes of every general meeting, Committee Meeting and sub-committee meeting must be kept. Those minutes must be presented at the next appropriate meeting and if accepted as a true record, signed by the Chairperson of the meeting at which they are presented. All Minutes signed by the Chairperson of the meeting shall be conclusive evidence that the minutes are a true record of the proceedings at the relevant meeting.

Item			
1.	Sederunt		
	<p>Present: Jean Black (JB) Asa Brooks (AB) – co-optee Myra Frater (MF) Sharon Kane (SK) Winifred McPhail (WM) Josephine McGinty (JMc) Victoria Phelps (VP) Amanda Smith (AS)</p>	<p>Apologies: Gail Boyle (GB) Jim O'Connor (JO'C) Anna Welsh (AW)</p> <p>Special Leave:</p> <p>Absent Without Apologies:</p>	<p>In Attendance: Karen Byrne (KB) – Housing Services Manager Joyce Orr (JO) – Director Daradjeet Jagpal – Data Protection Officer, Information Law Solutions (ILS) Harman Jagpal - ILS</p>
	<p>As the meeting agenda now detailed items for approval, decision, feedback or update, there was no need for a summary report highlighting items that required decisions.</p> <p>All papers issued in advance of meeting unless detailed in minute.</p> <p>Meeting started 6.10pm and closed 8.30pm – suspension of standing orders approved 8.00pm.</p>		

2.	Declaration of Interest
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Chair requested that any interest be declared. JO and KB advised an interest as members of pension scheme – advised no decision being made tonight about any changes to pension so no need to leave meeting for Item 6.7. No other interests declared.

Item	Action	By
<p>Item 8.2 – Data Protection Policy</p> <p>Daradjeet Jagpal (DJ) introduced himself and Harman to the meeting. DJ thanked the Committee for appointing him as Data Protection Officer (DPO) for Pineview and explained the work he has, was and would be undertaking. DJ advised of DPO responsibilities and clarified that PHA is still responsible for the collation and security of all data. DJ explained that he had prioritised work on high risk matters and would then move onto medium and lower risk matters.</p> <p>DJ took committee through the draft revised data protection policy explaining changes. DJ explained that there was no legal requirement to have a policy but that it was good practice. DJ explained no “correct” policy and rather that policy had to work for the Association. DJ explained that the Association’s existing policy was very good and that the draft revised policy updated this with the main areas of change and updated references, and that supporting procedures would be developed to support the policy. DJ explained that other related policies would be being examined over the coming few months.</p> <p>DJ updated committee on the data audit and data mapping work undertaken to date, and work that follow on further from this.</p> <p>Committee requested clarification on previous ICO registration status and the new fee payer status. DJ explained that PHA will act as a data controller but will be registered as a fee payer.</p> <p>Committee requested detail on ICO regulation and whether it will be proactive or reactive. DJ explained both roles for the ICO and the likelihood of their role being a combination, especially if they receive common concerns raised about a sector.</p> <p>The meeting discussed the change to the age of consent for children in the Act to 12 and the potential impact of this.</p> <p>The meeting discussed data retention schedules and the impending review and update of the Association’s and its subsequent implementation.</p> <p>DJ updated committee on the impending changes to Freedom of Information legislation which will impact on the Association and its work.</p> <p>DJ requested that Committee approved the draft revised Data Protection Policy, subject to any minor final revisions by DJ and JO.</p> <p><u>Decisions Made:</u></p> <p>Approved adoption of proposed revised policy subject to any further minor revision by DJ & JO.</p>	DJ/JO	30/06/18
<p>Item 3 – Minutes of Previous meetings</p> <p>3.1 Minute of Management Committee Meeting of 24/04/18 noted. A member clarified that it was the Internal Auditor who raised the query at item 4.3.</p> <p>3.2 Minute of Health and Safety Sub Committee Meeting of 08/05/18 noted.</p> <p>3.3 Previous Minutes Decisions Action Implementation Report noted and agreed. Committee confirmed that this report was useful for them and gave a good audit on decisions and there implementation.</p> <p><u>Decisions Made:</u></p> <p>3.1 - Minute approved - proposed JB, seconded MF, signed by Chair JMc.</p> <p>3.2 - Minute approved - proposed JB, seconded MF, signed by Chair JMc.</p> <p>3.3 – Agreed to continue Previous Minutes Decisions Action Implementation Report.</p>		

Item	Action	By
Item 4 – Internal Management Business Plan Report		
JO presented the report, all items noted and the following items discussed in detail.		
4.2 <u>Performance Management KPIs</u> – Agreed these would be considered and decided on at Item 6.5.		
4.3 <u>2017/18 ARC & EESSH Returns</u> – Committee considered the returns and the ARC comparative report which detailed outturns and compared these with the previous 2 years returns. Committee worked through the results and discussed those with most change from previous years and the reasons for the changes. Committee advised that the comparison report was very useful for putting results in context. JO advised that further benchmarking comparisons will be undertaken and brought to committee for consideration as per the business plan timeline (Oct). Committee noted that for the majority of outturns the results were very good and should compare favourably when benchmarking. Committee thanked staff for all the work undertaken to achieve such good results. Whilst acknowledging the good performance achieved, Committee highlighted areas where they would like to see some improvement over 2018/19. Committee considered the EESSH return and discussed potential implications of proposals for EESH 2.		
4.4 <u>Strategy Day, Mission Statement, Values and Objectives, Regulatory Self-Assessment</u> – discussed and confirmed arrangements for the 01/06/2018 committee and staff strategy day. Committee undertook a review of the Association’s Mission Statement, Values and Objectives, considering proposal from the staff team. The meeting discussed proposal to delay the 2018 annual review of self-assessment against regulatory standards of governance and financial management until SFHA guidance issued.		
<u>Decisions Made:</u>		
4.2 - Performance Management KPIs (Finance) to 31/03/18 – to be decided at Item 6.5.		
4.3 - <u>ARC & EESSH returns</u> – Approved returns for submission.	JO	31/05/18
Further benchmarking to be presented to committee.	JO	30/10/18
Charter Report to tenants.	JO	31/10/18
Committee would like to see improvements in ARC outturns for indicators		
Housing Services Team:	KB	31/03/18
- arrears figures (I30, I31, C23);		
- time to complete medical adaptations (C23);		
- to keep an eye on number of tenancy offers refused (I18) to make sure no longer term concerns and spike only due to GHR;		
- % of repairs appointments kept (I14) as whilst still good the performance has reduced slightly for two years running;		
- % of tenants satisfied with the standard of their home when moving in (I9) as not much improvement from 2016/17 and still down from 2015/16;		
Corporate Services	JO	31/03/18
- staff absence (C1.3.3).		
Report on proposed response to Scottish Government consultation on EESSH	KB	26/06/18
2 proposals to be brought to CoM meeting 26/06/18.		
4.4 - <u>Strategy Day, Mission Statement, Values and Objectives, Regulatory Self-Assessment</u>		
Agreed strategy day details and confirmed attendance.	JO	01/06/18
Determined following changes to Association’s Mission Statement, Values	JO	01/06/18
and Objectives:		

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<p>6.2 Staffing & Health & Safety and Wellbeing Report: JO presented the report, all items noted and the following items discussed in detail. 6.2.1 – Staff attendance and absence – figures to 30/04/18 and comparative noted. 6.2.2 – Behaviours Framework – as per item 6.1.4 above. 6.2.3 – Property Incidents – noted incident and no one injured. 6.2.3 – Healthy Working Lives – noted update. Activities started. Registration to be completed (likely June).</p> <p><u>Decisions Made:</u> 6.2.2 – Behaviours Framework – Approved adoption as per 6.1.4</p> <p>6.3 Gifts, Hospitality & Donations Report: JO advised that all items within report were for update only, with no decisions required. All items noted.</p> <p><u>Decisions Made:</u> None Required.</p> <p>6.4 Annual Treasury Management Report and Policy review: JO presented the report, all items noted. JO advised rented stock security should state 342 of 533 rather than 534. Committee noted position with loans and investments as at 31/03/18. Committee considered assessment of institutions for investment. Committee noted that investment practice is in line with approve policy. Committee considered maturing deposits for period April – September 2018. Committee noted information provided on base rates, interest rates and inflation. Committee considered proposal for policy review, agreeing that current policy and strategy suits the Association, maximising returns whilst minimising risk exposure.</p> <p><u>Decisions Made:</u> Approved proposal for maturing deposits with delegated operational management to Director and Finance Agent. Approved review of policy with no changes, but further review planned for later in year when FMD have had a chance to review amended CIPFA guidance.</p> <p>6.5 Management Accounts to 31/03/18: HD presented the report, all items noted and the following items discussed in detail. Discussed statement of comprehensive income and statement of financial position, and performance against budget. HD explained RTB shows as an artificial loss due to how treated in accounts. Rental income greater than budgeted due to less RTB than estimated. Service charge income less than budgeted due to properties coming off district heating system. HD drew attention to the void maintenance adverse cost variance and explained this largely due to number of voids greater than budgeted and the volume of work required to some properties. HD explained variance on housing depreciation and that this reflected the realignment work on component accounting – HD explained that this is a non cash item accounting entry. HD advised that the statement of financial position was good, especially given the level of property improvement costs incurred during the year. Committee considered the projected cashflow to March 2019. HD advised Association’s cash position healthy and loan debt reducing, which will allow future planned renewal works to tenants’ homes. A member asked if it was anticipated that the Association would need to take out any new loans for anything. HD advised that this is not anticipated but that you can never say never, especially with continual new regulations from government which</p>	<p>JO/HD FMD/JO</p>	<p>As mature 27/11/18</p>

Item	Action	By
<p>will increase costs (e.g. fire regulations, EESSH2 etc.). The meeting discussed the potential impact of welfare reforms with Glasgow going live this year (Drumchapel 05/12/18). Committee worked through KPI outturns and were please with performance, with only areas below budget being arrears (gross and net). Committee noted outcomes for loan covenant calculations, all being better than budgeted.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Management accounts approved for onward transmission to lenders. - Business plan to be updated with 2017/18 KPIs <p>6.6 Annual Accounts Audit Verbal Progress Update: HD provided verbal update on progress with year-end audit. HD advised that year-end financial statements based on figures from 31/03/18 management accounts. HD advised no concerns raised at present and auditor will attend CoM of 26/06/18 to present audit outcome and final accounts for signing.</p> <p><u>Decisions Made:</u> None required.</p> <p>6.7 Pension Review Proposals: HD presented the report, all items noted and the following discussed in detail. Discussed previous review undertaken 2016 and changes made at that time. Discussed that purpose of 2018 review is to see if the Association still happy with current position or wishes to consider any further changes. HD advised that quotes had been obtained from two companies who specialise in pension review work and are aware of the SHAPS/TPT scheme.</p> <p><u>Decisions Made:</u> Decision made to appoint Chiene and Tait to undertake work and report to Management Committee at October CoM meeting. Staff consultation also to be undertaken. HD to lead on this area of work to avoid any conflict of interest.</p>	<p>JO JO</p> <p>HD</p>	<p>31/05/18 30/06/18</p> <p>30/10/18</p>
<p>Item 7 – Housing Services Reports</p> <p>7.1 Housing Services Update Report: KB presented the report, all items noted. KB provided an update on procurement timetables and requested volunteers for tender openings. KB updated on work being undertaken to cost the implications of new fire regulation requirements</p> <p><u>Decisions Made:</u> Rent restructure review tender opening 06/06/18 – attendees agreed as JB, MF & SK. Kitchen and boiler tender opening 13/06/18 – attendees agreed as JB, JMcG.</p>	<p>KB KB</p>	<p>06/06/18 13/06/18</p>
<p>Item 8 – Policy Reviews</p> <p>8.1 Treasury Management Policy: As detailed at Item 6.4.</p> <p>8.2 Data Protection Policy: As detailed at Item 8.2 above, before Item 3.</p> <p>8.3 Equality and Diversity Policy: JO presented the report and discussed with Committee the work being undertaken with Stewart Montgomery and GCIL.</p> <p><u>Decisions Made:</u> Approved adoption of revised policy for implementation from June.</p>	<p>JO</p>	<p>01/06/18</p>

Item	Action	By
<p>8.4 Role Descriptions For Governing Body Members and Office Bearers As detailed at Item 6.1.</p>		
<p>Item 9 – Correspondence Committee noted correspondence issued during month.</p>		
<p>Item 10 – A.O.C.B</p> <p>The Chair allowed the following AOCB:</p> <p>10.1 Active Seniors Day - WMcP updated everyone on the Active Seniors Day taking place at Victoria Park on 12/06/18.</p> <p>10.2 EVH GDPR Updates for Policies – JO advised committee that correspondence had been received from EVH on 24/05/18 advising that a number of model policies had been updated to ensure GDPR compliance. JO advised that she was pursuing EVH to check that GDPR updates were the only changes. JO recommended that Committee give approval for the PHA policies to be updated with the GDPR compliance information without having to undertake a full policy review, unless more had changed.</p> <p><u>Decisions Made:</u></p> <p>Approved recommendation for updating policies without need for full review.</p> <p>10.3 Apologies for June CoM meeting – VP submitted her apologies for 26/06/18 CoM meeting.</p>	<p>JO</p>	<p>31/07/18</p>
<p>There being no other business, the meeting closed at 8.30pm.</p>		

Minute

Approved by: _____

Seconded by: _____

Signed by

Chairperson: _____

Date: _____