

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 26 June 2018 at 6.00pm
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Prepared By:	Joyce Orr, Director
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Date Prepared:	12 July 2018
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Meeting Date:	28 August 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		
	Present: Jean Black (JB) Gail Boyle (GB) Asa Brooks (AB) – co-optee Myra Frater (MF) Josephine McGinty (JMc) Jim O'Connor (JO'C)	Apologies: Sharon Kane (SK) Winifred McPhail (WM) Victoria Phelps (VP) Amanda Smith (AS) Anna Welsh (AW)	In Attendance: Karen Byrne (KB) – Housing Services Manager Howard Dale – FMD Mark Mulholland – Alexander Sloan Joyce Orr (JO) – Director
		Special Leave: Absent Without Apologies:	
	All papers issued in advance of meeting unless detailed in minute. Meeting started 6.10pm and closed 8.10pm.		

2.	Declaration of Interest
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Chair requested that any interest be declared – None declared.

Item	Action	By
<p>Item 6.4 – Annual Financial Statements to 31/03/2018</p> <p>JO advised Committee on the purpose of the report, including the letter of representation; the audited annual financial statements; the auditors management letter; and the Association’s response to the auditors management letter. JO advised that there were no material differences from the quarter 4 management accounts previously approved by committee. JO passed over to Mark Mulholland (MM) who presented the financial statements and the auditors management letter. MM advised that the auditors were satisfied and had no area(s) of concern to raise. MM advised on a potential issue for future years with the proposed change from SHAPS on calculating pension liability and the timing of this – discussed the possible impact of this on audit dates and finalising of accounts. Following a question, MM explained the depreciation within the financial statement.</p> <p><u>Decisions Made:</u></p> <p>Approved the following:</p> <ul style="list-style-type: none"> - Letter of representation – signed at meeting; - Annual Financial statements for presentation to members at AGM (subject to change to spelling of JO’C surname) – signed at meeting; - Annual Financial Statements for forwarding to lenders; - Annual Financial Statements to be used for completion of <ul style="list-style-type: none"> - SHR AFS Return, - OSCR annual return and - FCA Return - Acceptance of unqualified auditors management letter; - Response to auditors management letter – signed at meeting 	<p>-</p> <p>MM</p> <p>JO</p> <p>HD</p> <p>-</p> <p>-</p>	<p>03/07/18</p> <p>30/09/18</p>
<p>Item 3 – Minutes of Previous meetings</p> <p>3.1 Minute of Management Committee Meeting of 29/05/18 noted.</p> <p>3.2 Previous Minutes Decisions Action Implementation Report noted and agreed.</p> <p><u>Decisions Made:</u></p> <p>3.1 - Minute approved - proposed JB, seconded AB, signed by Chair JMc.</p>		
<p>Item 4 – Internal Management Business Plan Report</p> <p>JO presented the report, all items noted and the following items discussed in detail.</p> <p><u>4.1 General Matters</u> – Discussed printed version of business plan to be updated and issued to Committee during August.</p> <p><u>4.2 Committee and staff strategy review day 01/06/18</u> – Discussed the day and the usefulness of the sessions. Agreed Golden Jubilee was a good location for event. Discussed updates to business plan following event.</p> <p><u>4.3 Priorities Outcomes to 31/05/18</u> – Committee noted the update on outcomes achieved to 31/05/18 and those being carried forward.</p> <p><u>4.4 Business Plan Finance Outturns for 2017/18 and 2018/19 Targets</u> – Discussed that 2017/18 outturns will now be finalised following completion of audit of 2017/18 financial statements and the business plan updated accordingly. The 2018/19 targets and finance section will be updated following approval of the five year financial projections (June 2018) and the revised 2018/19 budget (July/Aug 2018).</p> <p><u>Decisions Made:</u></p> <p>None required.</p>	<p>JO</p>	<p>30/08/16</p>

Item	Action	By
<p>Item 5 – Directors Report</p> <p>JO presented the report and advised that all items within report were for update, with no decisions required. Committee confirmed they had considered the report and had no queries to raise. All items noted with the following items discussed in more detail. Committee noted, and gave retrospective approval to, the decision between meetings for recruitment of replacement grade 6 post with delegated authority as per recruitment policy. Committee noted update on SHR regulatory intervention in sector and SHR publications. Committee noted no entries to fraud register. Noted ongoing DGPR work</p> <p><u>Decisions Made:</u> None required.</p>		
<p>Item 6 – Finance & Corporate Services Reports</p> <p>6.1 Committee and Membership Report: JO presented the report, all items noted and the following items discussed in detail.</p> <p>6.1.1 Applications for Membership – JO advised a membership application received late June and in accordance with rules would be considered at the August Committee meeting.</p> <p>6.1.3 AGM – noted arrangements for AGM and post AGM committee meeting. the final drafts of the documents had been received from SFHA. Committee discussed the new model documents and optional clauses.</p> <p>6.1.4 Governing Body Specific Matters – discussed requirement for new committee members having to undertake signing requirements prior to taking office and that JO will pursue this. Discuss benefit of new members having contact details for existing committee members to be contact for advice and guidance. All members present agree they are happy to share their contact details and provide guidance as required.</p> <p>6.1.5 Training - Feedback provided on the 01/06/18 strategy review day under agenda item 4. Feedback provided by JMc on SHARE AGM. Noted next Drumcog training will be 17/09/18 on Financial Planning, with Chair encouraging attendance.</p> <p>6.1.6 Committee Diary – noted events planned June – September. Noted that September CoM meeting should be dated 25/09/18 and not 29th. JO’C apologies submitted for Drumcog training 17/09/18 and CoM meeting 25/09/18.</p> <p><u>Decisions Made:</u> None required.</p> <p>6.2 Staffing & Health & Safety and Wellbeing Report: JO presented the report, all items noted and the following items discussed in detail.</p> <p>6.2.1 – Staff attendance and absence – figures to 31/05/18 and comparative noted.</p> <p>6.2.2 – Health, Safety and Wellbeing – noted no one injured in house fire incident.</p> <p>6.2.3 – Recruitment – noted update.</p> <p><u>Decisions Made:</u> None required.</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. Discussed JO prize from Law at Work raffle –. JO advised prize would be donated to AGM raffle for members.</p> <p><u>Decisions Made:</u> None Required.</p>		

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<p>6.4 Annual Financial Statements to 31/03/18 As above after item 2.</p> <p>6.5 SHR Five Year Financial Projections: HD presented the report, all items noted and the following items discussed in detail. Discussed assumptions used in preparation of projections. HD explained that prudent assumptions used and that figures set out will be challenging but achievable as long as income and costs are managed and kept under control. HD took committee through the projected statements of comprehensive income, financial position and cashflows. Discussed review of loans over the year ahead. JO advised that cost impact of regulation changes (e.g. fire regulations, EESSH 2 etc.) not clear yet and will impact on budgets moving forward. HD explained the ration outcomes and where these differ from bank covenant ratios. JO advised that if committee are happy to approved the return, JO and HD would carry out some final checks and submit by deadline of 30/06/18.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Return approved for submission to SHR, subject to final checks by JO and HD. <p>POST MEETING NOTE: Return amended prior to submission. Change to assumptions section on total staff costs (line 187) to include pension costs, and total FTE staff (line 188) to reflect budgets with contingencies. Impact of change – no change to statements or cash position; change is to higher staff costs/turnover % ratios.</p> <p>6.6 SHR Loan Portfolio Return: JO presented the report, all items noted.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Return approved for submission to SHR. <p>6.7 Secretary Statement – Pre AGM: JO presented the signed Secretary Statement to Committee and explained the requirement and purpose under Rule 68. Committee acknowledged the Secretary’s signed report.</p> <p><u>Decisions Made:</u></p> <p>None required.</p>	<p>JO/HD</p> <p>JO</p>	<p>30/06/18</p> <p>30/06/18</p>
<p>Item 7 – Housing Services Reports</p> <p>7.1 Housing Services Update Report: KB presented the report, all items noted and the following items discussed in detail.</p> <p>7.1.1 Planned Maintenance - KB provided an update on the planned maintenance programme tender outcomes and the recommendations from this for a kitchen and boiler framework for 2018-22 and the appointment of a principal contractor for 2018/19.</p> <p>7.1.2 Cyclical Maintenance – KB discussed 5 year electrical periodic programme and 5 year painterwork programme. KB requested permission to procure electrical testing cyclical programme with Atkinson Partnership and permission to procure painterwork programme with Armour Construction.</p> <p>7.1.3 New Fire and Smoke Alarm Regulations – Committee discussed the proposed regulations and the work that would be required to Association properties. Committee asked if regulations will definitely be brought in. JO & KB advised</p>		

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<p>extremely unlikely that regulations will not be implemented given current fire safety concerns and a higher standard in the private rented sector. JO advised that the cost of complying with the regulations had not been budgeted for and would therefore be unbudgeted expenditure. JO advised that estimates within the sector ranged from an average of £250 - £500 per unit for compliance works. KB advised on volume of works likely to be required even if compliance works are carried out as standard in voids, planned replacement and cyclical work. Discussed options of radio link and hard wiring in terms of both costs and disruption to tenants. KB requested approval to appoint Atkinson Partnership to undertake procurement exercise for appointment of suitable contractor for works.</p> <p>7.1.5 EESSH 2 – discussed consultation on EESSH 2 and recommended proposed response by Association, especially difficulty and disproportionate costs to attain EPC B, which will require to be met from tenants rents.</p> <p>7.1.9 Rent Restructure Review – KB presented outcome of tender process and outcome of price(40%)/quality(60%) scoring assessments.</p> <p>7.1.10 Property Factors Registration – noted update to register and due re-registration during quarter3, before 01/12/18.</p> <p>Decisions Made:</p> <p>7.1.1 Planned maintenance – approved recommendations and appointment of MCN (Scotland) Ltd as principal contractor for 2018/19.</p> <p>7.1.2 Cyclical maintenance – approved commencement of procurement process for 5 year electrical inspection work for 2018 and 5 year painterwork programme for 2019. Committee requested that consideration be given to combining electrical testing procurement with item 7.1.3.</p> <p>7.1.3 Fire Regulations – approved that compliance works be undertaken as arise in any properties that become void or are subject to kitchen replacement or electrical testing works. Approved appointment of Atkinson Partnership to undertake procurement exercise and to consider combining with 7.1.2 above if cost effective. Tender to price for both standard works and Radiolink works to allow analysis of costs and potential benefit of future proofing.</p> <p>7.1.5 EESSH 2 consultation – approved delegated authority to KB to submit consultation response by 27/17/18 highlighting concerns with proposals.</p> <p>7.1.9 Rent Restructure Review – approved appointment of Northstar.</p> <p>7.1.10 Property Factors Registration – re-registration to be planned in for quarter3, before 01/12/18.</p>		
<p>Item 8 – Policy Reviews</p> <p>8.1 Tenant/Customer Participation Policy and Action Plan: KB presented the report, explaining proposed changes. KB explained further changes that KB and JO had discussed in advance of meeting</p> <p>Decisions Made: Approved adoption of revised policy and action plan, with additional changes as suggested by KB & JO for implementation.</p>	KB	30/06/18
<p>Item 9 – Correspondence Committee noted correspondence issued during month.</p>		
<p>Item 10 – A.O.C.B None.</p>		

Item	Action	By
There being no other business, the meeting closed at 8.10pm.		

Minute
Approved by: M Frater _____

Seconded by: J Black _____

Signed by
Chairperson: J McGinty _____

Date: 28 August 2018 _____