

<b>Report To:</b>	Management Committee Meeting
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<b>Agenda Item 4.1:</b>	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 30 <sup>th</sup> October 2018 at 6.00pm
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<b>Prepared By:</b>	Joyce Orr, Director
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<b>Date Prepared:</b>	14 November 2018
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<b>Meeting Date:</b>	27 November 2018 at 6.00pm
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<b>Minutes - Rule 62 - SFHA Charitable Model Rules (Scotland) 2013</b>
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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			
<b>1.</b>	<b>Sederunt</b>		
	<b>Present:</b> Gail Boyle (GB) Asa Brooks (AB) – Vice-Chair Myra Frater (MF) Sharon Kane (SK) Josephine McGinty (JMc) - Chair Jim O'Connor (JO'C) – Treasurer Victoria Phelps (VP) Anna Welsh (AW)	<b>Apologies:</b> Winifred McPhail (WM)  <b>Special Leave:</b>  <b>Absent Without Apologies:</b> Jean Black (JB) Mark Cord (MC) Jean Claude Faleu (JCF) Kenny McGinty (KMc)	<b>In Attendance:</b> Karen Byrne (KB) – Housing Services Manager Howard Dale – FMD Joyce Orr (JO) – Director & Secretary  <b>Guest Speaker/Presenter:</b> Gordon Birrell, Director, Chiene + Tait Financial Planning Ltd
	All papers issued in advance of meeting unless detailed in minute.  Meeting started 6.00pm and closed 8.25pm, agreement to suspend standing orders at 7.50pm.		

<b>2.</b>	<b>Declaration of Interest</b>
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The Chair requested that any interest be declared and members were reminded of their responsibility to declare any change to their committee eligibility status (copies of criteria from Rules on table), to declare any changes to register of interest entries and to remember their obligations regarding confidentiality and collective responsibility.

JO & KB declared an interest in Item 4.1 Pension Review. SK & VP also declared an interest as members of the SHAPS pension scheme. Agreed that KB & JO would leave meeting for this item and that SK & VP would remain for presentation but not take part in decision making. HD would remain and minute this item.

Item	Action	By
<p><b>Pre Meeting Policy Briefing Note</b></p> <p>Briefing commenced at 5pm. Attending – GB, MF, JMc, SK and KB. Discussed policies to be considered at the Management Committee Meeting under Item 9.</p>		
<p><b>Item 3 – Minutes of Previous meetings</b></p> <p>3.1 Minute of Management Committee Meeting of 25/09/18 noted. . 3.2 Previous Minutes Decisions Action Implementation Report noted and agreed.</p> <p><u>Decisions Made:</u></p> <p>3.1 - Minute approved - proposed GB, seconded MF, Minute signed by Chair JMc.</p>		
<p><b>Item 4 – Presentations/Guest Speakers</b></p> <p>JO updated that Item 4.2 Rent restructure Review had been removed from the meeting business as Northstar were still working on the project and would instead attend the November management committee meeting.</p> <p><b>4.1 Pension Review - Gordon Birrell, Director, Chiene + Tait Financial Planning Ltd</b> KB and JO left the meeting as agreed.</p> <p>Howard Dales introduced Gordon Birrell to the Committee and explained the purpose of the meeting – to get an update on the current position regarding the SHAPS staff pension scheme with a view to deciding whether the Committee were happy with the Association’s present pension arrangements or whether they wanted to consider closing the final salary 1/60<sup>th</sup> scheme for the four staff members currently in the scheme.</p> <p>Gordon presented the current position of the scheme, explaining how the assets and liabilities were calculated, and then focused on Pineview HA’s current position and arrangements. He also discussed the various alternative options available.</p> <p>Following this there was a Q &amp; A session where the Committee asked several questions as to the future implications for the Association including affordability and impact on staff.</p> <p>Following this a vote was held as to whether the Committee wanted to a) to make no change to the current arrangements or b) to close the final salary scheme to the 4 existing staff within the scheme.</p> <p><u>Decisions Made:</u></p> <p>After discussion the Committee voted unanimously to retain the current arrangements and to consider the matter again at some point after the results of the 2018 valuation were published (expected in May 2019).</p> <p>After this KB &amp; JO were invited back into the meeting and Gordon left.</p>	<p>HD</p>	<p>2019/20</p>

Item	Action	By
<p><b>Item 5 – Internal Management Business Plan Report</b></p> <p>JO presented the report, all items noted and the following items discussed in detail.</p> <p>5.2 Risk Management Review - JO took committee through the proposed changes to the risk register and the reasons.</p> <p>5.3 ARC Benchmarking 2017/18 – JO took committee through the benchmarking report which detailed Pineview’s performance in comparison with the SHR national average, the Scottish Housing Network peer average and the Drumcog average. Committee noted 4 areas where Pineview’s results were less than the next average but noted that the difference in each case was less than 1 percentage point and not a cause for any concern.</p> <p>5.4 Performance KPI Outcomes (non finance) to 30/09/18 – JO took committee through the governance KPIs and updated on SPSO timescales. KB took committee through the Housing Services KPIs and provided updated information on pre and post repair inspections as highlighted in the report, and an update on electrical periodic inspections. Committee noted performance achieved.</p> <p><b>Decisions Made:</b></p> <p>5.2 Risk Management review – Committee approved the proposed changes and requested that the risk register, the key risk table and the business plan be updated to reflect the changes.</p>	JO	30/11/18
<p><b>Item 5 – Directors Report</b></p> <p>JO presented report. All items noted and the following items discussed in detail.</p> <p>6.07 DRUMCOG - Discussed current position of Kendoon HA and impending retirement of current Director, and the various option Kendoon considering.</p> <p>6.11 Nasso awareness group (NAG) – JO advised meeting of 29/10/18 cancelled and to be rearranged.</p> <p>6.12 Share e-learning – SK advised that Share had not got back to her yet to resolve access issues. JO to pursue Share.</p> <p><b>Decisions Made:</b></p> <p>6.07 – PHA happy to consider support to Kendoon, subject to further information being provided by Kendoon HA.</p> <p>6.12 – Share e-learning – JO to pursue Share for SK.</p>	JO	27/11/18
<p><b>Item 7 – Finance &amp; Corporate Services Reports</b></p> <p><b>7.1 Committee and Membership Report:</b></p> <p>JO presented the report, all items noted and the following items discussed in detail.</p> <p>7.1.1 Applications for Membership – one (1) applications presented at meeting and considered.</p> <p>7.1.3 Committee Membership – noted update and confirmed attendance for 11 December collective assessment review.</p> <p>7.1.4 Training – confirmed attendance at Drumcog Housing Act 2014 training of 15/10/18 (AB, GB, JB, MF, JMc, JO’C, AW) and fed back that it</p>		

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<p>was a useful session. JO advised that copies of presentation had been issued.</p> <p>GB and JMc fed back on EVH conference and advised it was useful and informative especially sessions about Scottish social security service and dementia services.</p> <p>AB fed back on EVH management committee and the CIH campaign to make a stand for Woman's Aid.</p> <p>JO advised that WM had fed back to her on GWSF and that it was a useful and informative event.</p> <p>SK updated that SHARE e-learning issue had not been resolved yet – to be chased up.</p> <p>Noted next Drumcog training will be 19/11/18 on Internal Audit and Risk.</p> <p>Noted events due and members will advise if wish to attend.</p> <p>7.1.5 Committee Diary – noted events planned. Noted next CoM due 27/11/18 (missing from diary).</p> <p>7.1.6 Committee attendance – noted good level of attendance.</p> <p>7.1.7 Committee training – noted good level of attendance.</p>	IF	
<p><b>Decisions Made:</b></p> <p>6.1.1 - Applications for membership – approved membership application 798.</p> <p><b>7.2 Staffing &amp; Health &amp; Safety and Wellbeing Report:</b></p> <p>JO presented the report, all items noted and the following items discussed in detail.</p> <p>7.2.1 – Staff attendance and absence – figures to 30/09/18 and comparative noted. Absence reduction on previous year noted. JO updated on current absences.</p> <p>7.2.2 – Health, Safety and Wellbeing – noted no accidents or incidents. Noted update on HWL. KB provided update on property incident and liaison with Police. Noted HWL update.</p> <p>7.2.3 – Staff Structure proposal – noted the proposal for housing services team. KB updated on various discussions held and the reasoning behind the team's proposal. Committee were pleased to note that the proposal came from the housing services team and thought it would be successful as a result of coming from within the team. KB explained the requirement of training to complement the changes.</p>	KB	Various
<p><b>Decisions Made:</b></p> <p>7.2.3 - Staff Structure – decision to approve the housing team proposal and training as required, and delegated authority to KB take forward.</p> <p><b>7.3 Gifts, Hospitality &amp; Donations Report:</b></p> <p>All items noted. Considered request from staff team to match fund Wear it Pink funds raised form event of 19/10/18.</p>	IF	31/11/18
<p><b>Decisions Made:</b></p> <p>7.3.5 – Decision to match funding Wear It Pink funds raised to a max £200.</p> <p><b>7.4 Complaints and Compliments Report:</b></p> <p>JO presented the report issued at the meeting. Noted 9 of the 11 complaints responded to within SPSO timescale. KB updated on reasons for 2 complaints responded to out with timescale due to staff member leaving and not passing on details. Noted learning from complaints and considered case study 622. Noted 7 compliments from July – Sept.</p>		

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None required.		
<p><b>Item 8 – Housing Services Reports</b></p> <p><b>8.1 Housing Services Update Report:</b>  KB presented the report advising all items for information other than tender award. All items noted. KB updated on tender process for smoke and co alarm replacements. KB advised on tender report received from Atkinson partnership and recommendation that tender award be placed with MCN (Scotland) Ltd.</p> <p><u>Decisions Made:</u></p> <p>8.1.2 Alarm Replacement Programme – decision to award contract to MCN (Scotland) Ltd.</p>	KB	31/11/18
<p>With the agreement of committee members, the Chair suspended standing orders at 7.50pm for 40 minutes to allow agenda business to continue.</p>		
<p><b>Item 9 – Policy Reviews</b></p> <p><b>9.1 Disaster Recovery Plan (G.04):</b>  JO presented the report and explained the proposed revisions and the reasons for them. Committee advised that they were satisfied with the proposed revisions. Committee discussed future changes that would also be required.</p> <p><u>Decisions Made:</u></p> <p>Approved review of policy with proposed changes. Approved that plan continuously be updated as details change and that FCSO check monthly when updating DRP USBs. Retain annual review of overall plan.</p> <p><b>9.2 Office Call Out Policy (S.16):</b>  JO presented the report and explained the proposed revisions and the reasons for them. Committee advised that they were satisfied with the proposed revisions.</p> <p><u>Decisions Made:</u></p> <p>Approved review of policy with proposed changes. Approved that plan continuously be updated as details change and that FCSO check monthly when updating DRP USBs. As details to be kept updated monthly, formal policy review to be changes to 3 yearly.</p> <p><b>9.3 Employing Members of the UK Reserve Forces (S.08):</b>  JO presented the report, explaining the existing policy and advising that no changes or amendments were proposed.</p> <p><u>Decisions Made:</u></p> <p>Approved review of policy with no changes. Policy scheduled for 3 yearly review.</p> <p><b>9.4 Rent Setting &amp; Service Charge Policy (H.04):</b>  KB presented the report, explaining that the existing policy adheres to current good practice and legislative requirements and therefore no changes were required. KB advised that the policy may require further changes depending on the outcome of the rent re-structure work being undertaken.</p> <p><u>Decisions Made:</u></p>	<p>IF</p> <p>IF</p> <p>JO</p> <p>KB</p>	<p>31/11/18</p> <p>31/11/18</p> <p>31/11/18</p> <p>30/11/18</p>

Item	Action	By
<p>Approved review of policy with no changes, subject to review following rent restructure work. Thereafter, policy scheduled for 3 yearly review.</p> <p><b>9.5 Tenancy Management Policy (H.05):</b>  KB presented the report, explaining that changes will be required with the implementation of the provisions of the Housing (Scotland Act) 2014. KB advised that the provisions relating to tenancies will come into effect in May 2019 with revised tenancy agreements and a number of other changes effective from November 2019.  <u>Decisions Made:</u>  Decision made to review policy in April 2019 to reflect the changes to tenancy agreements as per the Housing (Scotland Act) 2014, and to take account of changes effective from November 2019, recognising that there may need to be a further review in November 2019.</p> <p><b>9.6 Repairs and Maintenance Policy (M.01):</b>  KB presented the report, explaining that the policy adheres to current good practice and legislative requirements and therefore only minimal changes are proposed. KB advised that the proposed revised policy had been considered by the customer forum on 03/10/18 and no changes or amendments were proposed.  <u>Decisions Made:</u>  Approved adoption and implementation of revised policy.</p> <p><b>9.7 Legionella Policy (M.06):</b>  KB presented the report, explaining that the policy adheres to current good practice and legislative requirements and therefore only minimal changes are proposed.  <u>Decisions Made:</u>  Approved adoption and implementation of revised policy.</p> <p><b>9.8 Contractor Management and Procurement Policy (M.12):</b>  KB presented the report, explaining that the policy adheres to current good practice and legislative requirements and therefore only minimal changes are proposed. KB advised that the proposed revised policy had been considered by the customer forum on 03/10/18 and no changes or amendments were proposed.  <u>Decisions Made:</u>  Approved adoption and implementation of revised policy.</p>	<p>KB</p> <p>KB</p> <p>KB</p> <p>KB</p>	<p>30/04/19</p> <p>31/11/18</p> <p>31/11/18</p> <p>31/11/18</p>
<p><b>Item 10 – Correspondence</b>  Committee noted correspondence issued during month. JO advised that ICO re registration had been completed and certificate received.</p>		
<p><b>Item 10 – A.O.C.B</b>  The Chair allowed the following AOCB to be discussed:  10.1 - Bank Signatories paperwork  10.2 - Xmas lunch Committee attendance.  <u>Decisions Made:</u>  10.1 - Bank Signatories paperwork – to be brought to a future meeting due to time restriction tonight.</p>	<p>JO</p> <p>CoM</p>	<p>31/01/19</p> <p>22/11/18</p>

Item	Action	By
10.2 - Xmas lunch– members requested to advise IF by 22/11/18. Confirmed attending – GB, MF, SK, JMc, AW; confirmed apologies – JO’C, VP. Golden Jubilee Hotel Friday 14/12/18 at 1.00pm.		
There being no other business, the meeting closed at 8.25pm.		

Minute Approved by: Anna Welsh                      Seconded by: Victoria Phelps

Signed by Chairperson: Josephine McGinty                      Date: 27 November 2018