

<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 27 <sup>th</sup> November 2018 at 6.00pm
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<b>Prepared By:</b>	Joyce Orr, Director
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<b>Date Prepared:</b>	20 December 2018
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<b>Meeting Date:</b>	29 January 2019 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> Jean Black (JB) Myra Frater (MF) Josephine McGinty (JMc) – Chair Winifred McPhail (WM) Jim O'Connor (JO'C) – Treasurer Victoria Phelps (VP) Anna Welsh (AW)	<b>Apologies:</b> Gail Boyle (GB) Asa Brooks (AB) – Vice-Chair Sharon Kane (SK) Kenny McGinty (KMc)  Howard Dales  <b>Special Leave:</b>  <b>Absent Without Apologies:</b> Jean Claude Faleu (JCF)	<b>In Attendance:</b> Karen Byrne (KB) – Housing Services Manager Joyce Orr (JO) – Director & Secretary  <b>Guest Speaker/Presenter:</b> Freya Lees, North Star Consulting and Research
	All papers issued in advance of meeting unless detailed in minute.  Meeting started 6.10pm and closed 8.10pm. A fire drill took place at 6.20pm and all occupants evacuated and reached muster point in 1 minute 32 seconds.		

<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. Members and staff present reminded of code of conduct requirements. No declarations made.

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<p><b>Pre Meeting Policy Briefing Note</b> There was no planned briefing.</p>		
<p><b>Item 3 – Guest Speaker: Freya Lees, Rent Restructure Review, Northstar</b></p> <p>Freya presented to committee the work that had been undertaken for the rent restructure review. Freya advised that Pineview’s rents are currently affordable and gave comparisons with local and national rent levels both in the public and private sector. Freya advised Pineview currently has 52 different rent charges which although may seem a lot is not actually that many in comparison with some landlords. Freya explained the consultation work undertaken and advised that the response rate achieved was a good rate in comparison with others. Freya explained the current stage of the work and that a model was now left with Pineview staff to consider the weighting of rent charge factors and the resultant rent levels. Committee reviewed the information provided and discussed with Freya and staff present. Discussed the tight time line to determine new rent charge format and applying this from April 2019, especially as HB need to have confirmation of 2019 rent charges by 06/02/19.</p> <p><u>Decisions Made:</u></p> <p>After discussion the Committee agreed that staff will continue the work on the structure on the basis of the model provided by Northstar and bring this back to committee for further discussion and approval.</p> <p>Following this, Tenants to be updated on the work undertaken and consulted on the resultant proposed changes and rent levels.</p> <p>Committee to approve changes to be implemented for financial year 2020/21.</p>	<p>KB</p> <p>KB</p> <p>KB</p>	<p>28/05/19</p> <p>31/07/19</p> <p>27/08/19</p>
<p><b>Item 4 – Minutes of Previous meetings</b></p> <p>4.1 Minute of Management Committee Meeting of 30/10/18 noted. MF advised that she was at Drumcog training of 15/10/18 but this was omitted.</p> <p>4.2 Minute of Health &amp; Safety and Staffing Sub Committee meeting of 13/11/18 noted. MF advised that she was not at this meeting although recorded as such in the minute.</p> <p>4.3 Previous Minutes Decisions Action Implementation Report noted and agreed.</p> <p><u>Decisions Made:</u></p> <p>4.1 - Minute approved subject to change to show MF amendment - proposed AW, seconded VP, amended Minute signed by Chair JMc.</p> <p>4.2 - Minute approved subject to change deleting MF from sederunt - proposed JO’C, seconded JB, amended Minute signed by Chair JMc.</p>		
<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>5.1 Stock Condition Survey - JO provided an update to committee and advised on the proposal received from JMP 20/11/18 for the due stock condition survey and associated software package. JO recommended option for full stock condition survey at 20% sample and software package.</p>		

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<p>5.3 Internal Audit Update – JO updated Committee on the draft reports received from the internal auditor with positive outcomes and some useful learning. The internal auditor will attend the Jan CoM meeting to present the annual internal audit report.</p> <p>5.5 Regulatory Standards Self-Assessment Update – Committee discussed work to date, previous discussions and the likelihood of changes from the SHR review process. Committee reviewed the timing of self-assessment in light of the above.</p> <p>5.6 SHR Regulatory Framework Consultation – JO presented the draft completed SHR proforma and took committee through each section of the draft response. Committee considered and discussed the proposed draft response.</p> <p><b>Decisions Made:</b></p> <p>5.1 Stock Condition Survey – Committee approved the proposal for 20% sample survey and HUB software, as per quotation of 20/11/18.</p> <p>5.5 Regulatory Standards of Self-Assessment Update – Committee approved proposal to delay of any review of current self-assessment pending regulatory framework changes. June 2019 strategy day to be utilised to create a new baseline self-assessment and develop the Associations creation of an assurance statement. Linda Ewart to facilitate.</p> <p>5.6 SHR Regulatory Framework Consultation – Committee determined and approved the Association’s submission, subject to any final changes resulting from GWSF and SFHA responses. JO to submit consultation response by deadline 14/12/18.</p>	<p>JO</p> <p>JO</p> <p>JO</p>	<p>29/01/19</p> <p>07/06/19</p> <p>14/12/18</p>
<p><b>Item 6 – Directors Report</b></p> <p>JO presented the report issued to members 26/11/18. All items noted and the following items discussed in detail.</p> <p>6.05 GDPR - Discussed and determined that DPO will report to the February CoM meeting and possible training in February or when a break in Drumcog training.</p> <p>6.15 Director’s Diary – committee noted new item in report and were happy to continue to trial it for a while to see if useful.</p> <p><b>Decisions Made:</b></p> <p>6.05 – GDPR – DPO to report to Feb CoM and training to be arranged for either February CoM or when a break in Drumcog training.</p>	<p>JO</p>	<p>26/02/19</p>
<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 – JO advised that two applications for membership had been received but had not been passed to her for the meeting to consider. JO will bring to Jan CoM meeting for consideration.</p> <p>7.1.3 Committee Membership – Committee discussed current position with committee membership. Noted retiral by Mark Cord (for personal reasons). Considered leave of absence request from Asa Brooks (for personal reasons), noted his intention to step down as vice-chair and not to stand for position of chair in 2019 and discussed options for remaining members to fill</p>		

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<p>role(s) – JO’C and VP expressed interest in roles. Noted position with Jean Claude Faleu and likelihood of him not fulfilling position of committee member (for personal reasons). Discussed possibility of advertising for recruitment and to consider this in the new year if required. Discussed importance of committee performance collective assessment of 11/12/18.</p> <p>7.1.4 Training – VP and MF provided feedback on training from 19/11/18 on internal audit and risk. JO advised that copies of presentation had been issued.</p> <p>Noted events due and members will advise if wish to attend.</p> <p>7.1.5 Committee Diary – noted events planned.</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> <p><u>Decisions Made:</u></p> <p>7.1.3 -Committee Membership – approved leave of absence request for AB until April 2019. JO’C and VP to take up positions of Vice-Chair and Treasurer respectively, subject to no objection from JO’C employer – if any concerns roles could be reversed. To delay any change to signatories meantime.</p> <p><b>7.2 Staffing &amp; Health &amp; Safety Report:</b>  JO presented the report, explained that the front cover was incorrect as there were no decision request and report was for update only. All items noted.</p> <p>7.2.1 – Staff attendance and absence – figures to 31/10/18 and comparative noted. JO updated on current absences.</p> <p>7.2.2 – Health, Safety and Wellbeing – noted no accidents or incidents. Noted property insurance incidents. Noted update on HWL. Committee asked why personal safety etc. risk assessments showed in report as 10 months overdue – JO advised this was simply a typing error and assessments reviews due Jan 2019 and not 2018 as detailed in report. Noted planned ACS audit 20/02/19.</p> <p>7.2.3 – Staff Structure Update – noted update on progressing.</p> <p><u>Decisions Made:</u>  None required.</p> <p><b>7.3 Gifts, Hospitality &amp; Donations Report:</b>  All items noted. JO advised on a request from Glasgow City Mission (SC001499) for a donation to the 2018/19 Glasgow Winter Night Shelter. JO advised that £50 had been donated in 2017.</p> <p><u>Decisions Made:</u></p> <p>7.3.5 – Charitable Donation Requests - Decision to give donation of £50 to Glasgow City Mission.</p> <p><b>7.4 Management Accounts to 30/09/18:</b>  JO presented the management accounts prepared by Howard Dales. JO took committee through the management accounts and advised that variances from budget were largely due to timing, with the exception of service costs and reactive maintenance (as detailed within report). JO advised that the cashflow statement had been updated since papers issued (to take account of changes approved in revised budget) and distributed an updated version which committee considered and discussed. JO updated committee on the SHR 2017/18 national medians for finance KPI</p>	<p>JO</p> <p>IF</p>	<p>29/01/19</p> <p>31/01/19</p>



Item	Action	By
Committee considered and discussed the proposed policy and advised that it sat well with the other governance policies. <u>Decisions Made:</u> Approved adoption and implementation of new policy with annual review initially.	JO	30/11/18
<b>Item 10 – Correspondence</b> Committee noted correspondence issued during month.		
<b>Item 10 – A.O.C.B</b> None.		
There being no other business, the meeting closed at 8.10pm.		

Minute Approved by: Jean Black                      Seconded by: Myra Frater

Signed by Chairperson: Josephine McGinty                      Date: 29/01/19