

<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 25 Jun 2019 at 6.00pm
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<b>Prepared By:</b>	Joyce Orr, Director
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<b>Date Prepared:</b>	11 July 2019
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<b>Meeting Date:</b>	27 August 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) Matthew Dillon (MD) Josephine McGinty (JMc) - Chairperson Jim O'Connor (JO'C) – Treasurer Dan Martyn (DM) Winifred McPhail (WM) Victoria Phelps (VP) – Vice Chair David Syme (DS) Anna Welsh (AW)	<b>Apologies:</b> Myra Frater (MF) Jamie Speirs (JS) Sharon Kane (SK)  <b>Special Leave:</b> Gail Boyle (GB)  <b>Absent Without            Apologies:</b>	<b>In Attendance:</b> Karen Byrne (KB) – Housing Services Manager Howard Dales - FMD Joyce Orr (JO) – Director & Secretary  <b>Guest Speaker/Presenter:</b> Phillip Morrice, Alexander Sloan
	All papers issued in advance of meeting unless detailed in minute.  The meeting started at 6.00pm.		

<b>2.</b>	<b>Declaration of Interest</b>
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Those present were requested to make any required declarations of interest and members were reminded of their responsibility to declare any change to their committee eligibility status, to declare any changes to their register of interest entries and to remember their obligations regarding confidentiality and collective responsibility.  
 - No declarations made.



Item	Action	By
<p>Post meeting note - SHR confirmed that the AFS Return does not need formal approval by Committee as it is just taking approved figures from the audited financial statements (Nigel Gregory 11/07/2019).</p>		
<p><b>Item 4 – Minutes of Previous meetings</b></p> <p>4.1 Minute of the Management Committee Meeting of 28/05/19 noted.  4.2 Previous Minutes Decisions Action Implementation Report noted and agreed. Committee noted all items as either complete; to be considered at meeting; or not yet due.</p> <p><u>Decisions Made:</u></p> <p>4.1 - Minute approved - proposed by JB, seconded by JO’C, Minute signed by Chair.</p>		
<p><b>Item 5 – Internal Management Business Plan Report</b></p> <p><b>5.1 General Matters</b>  JO presented the report, all items noted.  Noted ongoing work with JMP and stock condition work and systems.  Noted regulatory/statutory/covenant returns made and due.  Noted ARC Return update and submission.  Noted and discussed outcomes from committee and staff Strategy Day of 07/06/19.  Noted Priorities outcomes to 31/05/19 and recommendations to adjust some targets.</p> <p><u>Decisions Made:</u></p> <p>Committee and staff strategy day – following on work agreed:</p> <ul style="list-style-type: none"> <li>- SWOT to be updated in Business Plan. JO 31/07/19</li> <li>- Assurance Statement return requirement to be added into Business Plan returns calendar. JO 31/07/19</li> <li>- Self-assessment compliance to be typed up and action plan to committee to consider at August CoM. JO 27/08/19</li> <li>- Assurance statement draft to be considered at Sept CoM meeting. JO 24/09/19</li> <li>- Final Assurance Statement to be agreed at Oct CoM meeting. JO 29/10/19</li> </ul> <p>Approved moving the following targets to target period B (Jun – Aug):</p> <ul style="list-style-type: none"> <li>- Long term projections update. HD 30/08/19</li> <li>- Review of SDM Asset Module or alternative software. HD 30/08/19</li> <li>- Review and set up of SDM rent and nominal ledger interface. HD 30/08/19</li> <li>- Implement new phone system. IF 30/08/19</li> <li>- Appointment of 2019-23 painterwork contractor. KB 30/08/19</li> </ul> <p><b>5.2 SHR Loan Portfolio Return</b>  HD presented the report, all items noted.  Discussion took place regarding fixed loan breakage cost. HD advised that any saving from breaking fixed loan early would be outweighed by the breakage costs as the bank will calculate to ensure it does not lose out. HD clarified that covenant compliance certificate for Clydesdale Bank will be based on annual financial statements and the only covenant result that will change (due to treatment of pensions in annual financial statements) is the interest cover which will change from 1247% to 1235% (requirement</p>		

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<p>&gt;130%). HD explained the purpose of the SHR loan portfolio return and its format.</p> <p><u>Decisions Made:</u> Approval submission of SHR loan portfolio return.</p> <p><b>5.3 SHR Five Year Financial Projections Return</b> HD apologised for the report only being presented at the meeting due him not being able to complete and issues in advance due to his other FMD and personal other commitments clashing. HD explained the purpose of the Fiver Year Financial Projections (FYFPs). HD explained that the FYFP came from the 30 year projections and the maintenance elements were still based on the previous stock condition finding, although initial results from the current survey did not show anything likely to be much different. HD took committee through the return and answered question raised.</p> <p><u>Decisions Made:</u> Approval submission of FYFP subject to final check by HD.</p> <p>Post meeting note – assumptions put as actual figures rather than £000's, so required amending. Further amendments made and will be reported to Aug CoM meeting.</p>	<p>JO</p> <p>HD/JO</p> <p>JO</p>	<p>30/06/19</p> <p>30/06/19</p> <p>27/08/19</p>
<p><b>Item 6 – Directors Report</b></p> <p>JO presented the report. All items noted and following items were discussed in detail.</p> <p>6.01 DBM - JO updated that there was a further decision between meetings on 20/06/2019 on the award of the painterwork contract to JS Harvie.</p> <p>6.04 Pensions – noted update on 2018 triennial valuation and the letter received from SHAPS Employer Committee.</p> <p>Confirmed that no committee member had been available to attend EVH SHAPS support group meeting of 25 June 2019.</p> <p>6.05 GDPR &amp; FOI - JO confirmed that committee training had been arranged for 12/08/19 in PHA offices, following equalities training at 6.10 below.</p> <p>6.07 Drumcog – Discussed the organisational change being considered by Kendoon and the position of PHA. There was much discussion on the potential input of PHA and the possible outcomes of this.</p> <p>6.10 Equalities – JO confirmed that committee training had been arranged for 12/08/19 at 6.00pm in PHA offices.</p> <p>6.12 SHARE – WM fed back on attendance at SHARE AGM.</p> <p><u>Decisions Made:</u> 6.07 – Drumcog – To discuss possible Kendoon options further at the post AGM meeting of 02/07/19.</p>	<p>JO</p>	<p>02/07/19</p>
<p><b>Item 7 – Finance &amp; Corporate Services Reports</b></p> <p><b>7.1 Committee and Membership Report:</b> JO presented the report. All items noted and the following items were discussed in detail.</p> <p>7.1.1 Applications for Membership – Committee noted no application to consider in line with Rule 7.3.</p> <p>7.1.2 Membership Register – noted membership level and quorum required for AGM.</p>		

Item	Action	By
<p>7.1.3 Governing Body Specific Matters – noted updated position with inductions and arrangements for AGM. Committee discussed Special Leave for MF due to current personal circumstance.</p> <p>7.1.4 Training – feedback received from members who had attended strategy day 07/06/19 – very useful event to review regulatory compliance and give baseline for annual assurance statement. Very good for joint working with staff and to aid understanding between differing roles of staff and committee members.</p> <p>Feedback from JM and WM on SFHA Annual Conference 11 – 12/06/19 – very useful event with lots of learning opportunities. Highlights were presentations by Harry Burns and Duncan MacLennan, good workshops – Technology changes, rapid rehousing and housing of disabled people. Would recommend to other members to consider attending next year. Presentations available from SFHA website - <a href="https://www.sfha.co.uk/whats-on/event-details/sfha-annual-conference-2019">https://www.sfha.co.uk/whats-on/event-details/sfha-annual-conference-2019</a></p> <p>Feedback from members who attended Drumcog maintenance training session – useful refresher session.</p> <p>Noted additional external events and availability to members.</p> <p>7.1.5 Committee Diary – noted events planned. Discussed committee diary for the year following AGM.</p> <p>7.1.6 Committee attendance – noted overall attendance against target.</p> <p>7.1.7 Committee training – noted overall attendance against target.</p>		
<p><b>Decisions Made:</b></p>		
<p>7.1.3 - Governing Body Specific Matters:</p> <ul style="list-style-type: none"> <li>- Agreed Special Leave for MF from tonight until October 2019, to be reviewed with MF.</li> <li>- Flowers to be sent to MF.</li> </ul>	JO	31/10/19
<p>7.1.5 – Committee Diary – Decision to retain timetable of meetings being held on the last Tuesday and each month (excluding July and December) and timings of 6 – 8pm. Agreed could be reviewed further during committee year if required.</p>	IF	05/07/19
	JO	27/08/19
<p><b>7.2 Staffing &amp; Health &amp; Safety Report:</b></p>		
<p>JO presented the report and advised no decision required. All items noted and the following items were discussed in detail.</p>		
<p>7.2.1 – Staff attendance and absence – figures to 31/05/19 and comparative noted.</p>		
<p>7.2.2 – Health, Safety and Wellbeing –Noted no accidents or incidents. Noted no property insurance incidents. Noted update on HWL.</p>		
<p>7.2.3 – EVH/ACS – noted next update for HSCM due July 2019.</p>		
<p>A.O.B - JO made suggestion that in future this report contain detail of the Director’s sick leave, annual leave, flexi, overtime (JO clarified that none had ever been claimed in her tenure) so that committee are aware of position. Operationally, the HSM reviews and authorises requests from the Director but it is useful for committee to have an overview as they directly line manage the Director.</p>		
<p><b>Decisions Made:</b></p>		
<p>A.O.B – agreed that August report will include details of Director’s leave, working time and any overtime being claimed (only Chair can authorise overtime and none likely to be requested). CoM to review and determine frequency of reporting.</p>	IF	27/08/19

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<p><b>7.3 Gifts, Hospitality &amp; Donations Report:</b>  JO presented the report, advising no decisions required. All items noted.  <u>Decisions Made:</u>  None required.</p> <p><b>7.4 Secretary Report and AGM Requirements:</b>  JO presented the report. Committee noted the Secretary Report in accordance with Rule 68, confirming Rules 62 – 67 have been complied with. JO as Company Secretary signed the report.  <u>Decisions Made:</u>  None required.</p>		
<p><b>Item 8 – Housing Services Reports</b></p> <p><b>8.1 Housing Services Update Report:</b>  KB presented the report and advised that decision required at 8.1.5. All items noted with the following discussed in further detail.  8.1.3 – Cyclical Painterwork – KB confirmed, as per decision at previous meeting, that Office Bearers had utilised delegated authority to approve award of contract to JS Harvie.  8.1.4 – Arrears – committee noted rise in arrears and particular rise in current tenants’ arrears. KB advised of impact of UC but also advised that team have been advised to prioritise arrears management to reduce levels and have had more training with CAB arranged to assist with this. Discussed amending report from August to include Total Arrears (£ and %) in each table alongside Non-Technical, along with number of tenancies in arrears.  KB updated on shared ownership case and advised that PHA are awaiting details of the vacant possession date.  8.1.5 Tenant Satisfaction Survey (TSS) – KB updated on the tender process and outcome. KB requested that committee decide on the award of contract.  8.1.6 – Customer Forum – noted update from meeting of 05/06/19. Committee were pleased to see the ongoing support for and from the forum.  A.O.B – Estate Management – KB updated committee on the priority emphasis to be put on estate management by the team and advised that full weekly audits were to be undertaken to improve standards. This included general estate condition, garden maintenance, bin stores, bulk management, close cleaning and condition, pathways and pavements etc.  <u>Decisions Made:</u></p> <p>8.1.4 – Arrears – Rent Arrears – arrears report to be update from August to include Total Arrears (£ and %) in each table alongside Non-Technical, along with number of tenancies in arrears in each.</p> <p>8.1.5 – TSS – Decision to award contract to Knowledge Partnership.</p> <p>A.O.B. – Estate Management – Summary update on improvement progress to be included in report from August onwards.</p>	<p>KB</p> <p>KB</p> <p>KB</p>	<p>27/08/19</p> <p>30/06/19</p> <p>27/08/19</p>
<p><b>Item 9 – Policy Reviews</b>  None</p>		

Item	Action	By
<p><b>Item 10 – Correspondence</b></p> <ol style="list-style-type: none"> <li>1. JO updated on additional correspondence received from SHR (20/06/19) regarding a minor change to their Regulatory Framework and Notifiable Events Guidance. JO advised that the change was in line with what our DPO had raised at our Strategy Day on 07/06/19. Committee noted update.</li> <li>2. JO advised Committee on the correspondence from S Montgomery (02/06/19) requesting that a change be made the Appendix on law and guidance within our Equality &amp; Diversity Policy with the insertion of a SSI.</li> </ol> <p><u>Decisions Made:</u></p> <p>10.2 Equality &amp; Diversity Policy – committee approved insertion.</p>	JO	06/08/19
<p><b>Item 11 – A.O.C.B</b></p> <p>There being no other business, the meeting closed at 8.15pm</p> <p>Standing Order suspension had been approved at 7.55pm. JO’C had to leave the meeting at 8.05pm.</p>		

Minute Approved by: Jim O’Connor                      Seconded by: Winnie McPhail

Signed by Chairperson: Victoria Phelps                      Date: 27 August 2019