

Report To:	Management Committee Meeting
Agenda Item 5.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held by hybrid access using MS Teams and Office on 30 June 2022
Prepared By:	Joyce Orr, Director
Date Prepared:	06 July 2022
Meeting Date:	25 August 2022

Minutes - Rule 62 - SFHA Charitable Model Rules (Scotland) 2013

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 Details

1. Sederunt

All papers issued in advance of meeting unless detailed in minute.
The meeting started at 6.00pm.

<p>Present: John Brechany (JB) – meeting Chair Linda Devlin (LD) Myra Frater (MF) Josephine McGinty (JMc) Jamie Graham (JG)</p>	<p>Apologies: Richard Bolton (RB) Daniel Martyn (DM) Rosie Stephen (RS) David Syme (DS) Anna Walsh (AW) Isobel Ferguson, FCSO</p> <p>Absent:</p> <p>Leave of Absence: Victoria Phelps (VP) – approved to Oct 2022</p>	<p>In Attendance: Karen Byrne (KB) – Housing Services Manager Robert McGinlay (RM) - FMD Joyce Orr (JO) – Director & Secretary</p> <p>Guest Speaker/Presenter(s): Stuart Beattie, Chiene & Tait Chartered Accountants</p> <p>Observing: Laura Nahar</p>
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The Chair welcome everyone to the meeting. JO introduced Stuart Beattie, advised on apologies and advised that Laura was observing the meeting before considering joining the Committee.

Item Details

2. Declaration of Interest

The Chair reminded everyone of the importance of keeping their Register of Interest entry up to date and declaring any interests and ensuring their ongoing committee eligibility status. The Chair reminded everyone of confidentiality and collective responsibility.

Declarations – Staff members in respect of Pension consultation.

3. Decisions / Approvals Summary Report

Report would be used to guide meeting and ensure all required decision made.

Item Details	Lead Action	By
4. Annual Financial Statements and Audit – Robert McGinlay (FMD), Stuart Beattie (Chiene & Tait Chartered Accountants)		
<p>The Chair passed over to Robert McGinlay (RM) to present reconciliation.</p> <p>RMc explained the reconciliation of the 31/03/2022 quarter 4 management accounts and the 31/03/2022 year end accounts. Changes were minimal and identified prior to the audit. Change to total comprehensive income (£3,615). Committee noted update and had no queries to raise. RM passed over to Stuart Beattie (SB) for the audit reporting.</p> <p>SB explained the audit process and advised that the outcome was a clean audit report and that the financial statements provided a true and fair view. SB presented the report and highlighted a number of items including:</p> <ul style="list-style-type: none"> - Statement of Comprehensive Income – Page 13 of financial statements – positive gain due to Pension movement but explained that this is simply an accounting adjustment for actuarial valuation and is not additional cash. - Audit summary report – SB explained that this looks at the position as at 31/03/2022 and the immediate period moving forward. SB took committee through the risks covered in pages 3 – 8 and advised there were no concerns to bring to the Committees attention. SB took Committee through issues they wished to bring to the attention of Committee on page 9 – 10: <ul style="list-style-type: none"> - Pension movement – as previously explained as purely an accounting adjustment - Sustainability reporting – no requirement at this time but something worth considering for future disclosure. - SHAPs scheme review – potential liability but no court decision due until 2024 and therefore correctly no provision at this time. - GDPR – reminder of recommendation of annual report from DPO on compliance, which PHA currently do. - SB confirmed no internal control issues arising from the audit, and no audit adjustments required. <p>SB thanked Pineview and FMD for all their work for the audit and offered to answer any queries Committee may have.</p> <p>Committee confirmed they had no matters to raise. Committee then considered the decision required within the report.</p>		
<p>Decisions Made:</p> <ul style="list-style-type: none"> - Letter of Representation approved for signing by the Company Secretary on behalf of the Management Committee. - Approved signing of the financial statements by Joyce Orr as Company Secretary and Myra Frater and Josephine McGinty as Committee members. - Response to audit letter approved for signing by the Company Secretary on behalf of the Management Committee. - Financial Statements to be shared with required stakeholders and published on PHA website. - Financial statements to be used for the purpose of completing the SHR annual financial return without need for further authorisation from CoM. - Financial statements approved for presentation to AGM. 	<p>JO</p> <p>JO/MF/ JM</p> <p>JO</p> <p>JO/IF</p> <p>FMD/JO</p> <p>FMD</p>	<p>30/06/22</p> <p>30/06/22</p> <p>30/06/22</p> <p>30/09/22</p> <p>30/09/22</p> <p>07/07/22</p>

Item Details	Lead Action	By
The Chair thanks SB and RMc for their presentations and advised both were welcome to remain for the rest of the meeting or to leave – both SB and RMc left the meeting at 6.30pm.		
5. Minutes of Previous Meeting(s) / Matters Arising		
<p>5.1 Minute of the Management Committee Meeting of 26 May 2022 noted, no changes.</p> <p>5.2 Previous Minutes Decisions Action Implementation Report and progress updates noted.</p> <p>Decisions Made:</p> <p>5.1 - Minute of 26/05/2022 approved - proposed by LD, seconded by JMc. Minute to be signed by Chair of Meeting approving - JB.</p> <p>5.2 – Previous Minutes Decisions Action Implementation Report – Committee noted updates on outstanding /due matters, and agreed decision implementation report be updated with following updates:</p> <ul style="list-style-type: none"> ➤ Ex KHA and PHA 6-month comparisons –report given at the Agenda Item 7.1. ➤ HMO void (KB) – KB updated that on track to be concluded by 08/07. ➤ Walk about of Committee and staff (KB) – KB to arrange times for both dates 28/07 and 04/08 and issue to Committee for them to confirm which date they will attend. ➤ TIS/TPAS proposals for tenant committee recruitment (IF) – JO updated that matter included in agenda for decision under Item 6.3. ➤ Renewal of CAB SLA (KB) – KB updated on track to be concluded by 08/07. KB confirmed service provision is happening. ➤ Drumcog Communities Fund application (KB) – KB updated that application submitted with decision expected Dec – KB will keep updated in monthly Housing Services Report. ➤ Disaster recovery plan appendices (IF) – JO advised complete. ➤ Director and FMD review of investments (JO) – JO updated that notice given on NWBS 125day notice account with return due 31/10/22. Application submitted to open BoS fixed term account at 2% for period until 31/05/23. Further review when NWBS notice matures. Updates will be in quarterly treasury management reports. ➤ Updates to follow on from Allanpark work noted. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>IF/JB</p> <p>-</p> <p>KB</p> <p>KB</p> <p>-</p> <p>KB</p> <p>KB</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>08/07/22</p> <p>14/07/22</p> <p>-</p> <p>08/07/22</p> <p>-</p> <p>-</p> <p>-</p>
6. Items Requiring Decision / Approval		
<p>6.1 Secretary Statement 2022:</p> <p>The Chair asked JO to present report. JO explained the need for the Secretary Report to be presented to the CoM meeting before the AGM and for this to be recorded in the minute of the meeting. JO confirmed that Rules 62 to 67 have been complied with, signed Secretary Report and requested approval to record in minute of meeting.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - Committee approved recording confirmation of the Secretary Report within the minute of the meeting – this decision serves that requirement. <p>6.2 Business Plan Report:</p>	<p>JO</p>	<p>18/08/22</p>

Item Details	Lead Action	By
<p>The Chair asked JO to present report for decisions on recommendations.</p> <p>6.2.1. Options Appraisal information for inclusion in Business Plan – JO explained that options appraisal is a live ongoing process at Pineview and that it beneficial to include information on this within the Business Plan. JO advised that this would assist in illustrating that the decision making within the Association is aligned to the business plan. Committee considered the draft text proposed for inclusion within the Business Plan to demonstrate that the Business Plan is strategically aware and allows effective decision making.</p> <p>6.2.2 Business Plan Section Updates – JO presented the detail on the timelines for updating the various sections of the Business Plan, advising when they were last updated, the proposed next update, and the reasons for the proposed dates. JO advised that whilst the Business Plan was “live” and kept updated, it would be useful to have a time framework around this for staff to work to and for Committee to know when matters should be updated by. JO advised that this makes it clear to everyone the timelines associated, gives the Committee assurance and allows the Committee to hold the Director to account. JO gave details of the Associated documents that sit alongside the business plan and the details of when these should be approved by Committee. Committee noted the proposed timeline and agreed the dates given and requested that this detail be included within the Business Plan itself.</p> <p>6.2.3 Committee Timetable Proposal – the meeting Chair and Director advised the meeting that they had discussed this item earlier in the day and want to propose to the meeting that the decisions requested at this section be delayed until the August CoM meeting when more members would be present. It was requested that members share any initial views they had. Members present advised that having the meetings on the last Thursday suited although a slightly later start time could be helpful. Members agreed that effectively having a meeting each month can have an impact on the ability to attend formal training sessions. Members could see the benefit of aligning quarterly reporting but would want the input of other members on this before deciding.</p> <p>6.2.4 Pension Consultation – Committee noted staff declaration of interest but staff were requested to remain to provide any clarification. JO presented the consultation document from TPT, the associated consultation questionnaire and feedback from non present member David Syme (as PHA do not have a CARE scheme it would be inappropriate to provide an opinion within the consultation. Committee considered the consultation document and response form and were of the view that there was insufficient information provide by TPT to allow them to make an informed decision of yes or no in respect of questions 1 and 2, and that they should not answer question 3 as it related to CARE schemes.</p> <p>JO advised all other matters within the report were for update or noting and drew Committees attention to the Priorities Outcomes to the 31 May 2022 at section 5 (as previously loaded on Decision Time) and to the transfer Promises Outcomes to 31/05/2022 at Section 6 (already published on PHA website and uploaded to Decision Time).</p> <p>Committee confirmed all other matters noted and no queries to raise.</p> <p><u>Decisions Made:</u></p>	<p>JO</p>	<p>14/07/22</p>

Item Details	Lead Action	By
6.2.1. Options Appraisal information for inclusion in Business Plan – approved inclusion of Options Appraisal information within Section 1 of the Business Plan, and agreed the draft text be used.	JO	14/07/22
6.2.2 Business Plan Section Updates – approved proposed timelines presented and information to be included within the Business Plan itself.	JO	18/08/22
6.2.3 Committee Timetable Proposal – decision to carry forward decisions on any changes until the August CoM meeting with the exception of changing the August CoM meeting start time to 6.15pm. JO to bring back the information to August CoM meeting for wider discussion/consideration and decision.	JO	22/07/22
6.2.4 Pension Consultation – consultation survey to be returned to TPT advising not enough detail to answer questions 1 and 2 and not appropriate to answer question 3.		
<p>6.3 Membership and Committee Report:</p> <p>The Chair advised the meeting of the notes added to decision time. The Chair asked JO to present report for decisions on recommendations.</p>		
6.3.1 Membership applications – Committee noted requirement for applications for Share Membership to be held until the August CoM meeting due to the AGM being within fourteen days of the June CoM meeting, and no meeting in July.		
6.3.4 Tenant Committee Member Recruitment Proposals – Committee noted the two proposals received from TPAS and TIS and the quite different nature and cost of both. Committee discussed that one of the proposals was largely what the staff team had already undertaken and the other proposal was too expensive to justify value for money at this time. Committee discussed not taking forward either proposal at this stage and to revisit position at the 2022/23 Committee collective assessment, with staff continuing to pursue tenants/customers as deemed appropriate. LD advised of some local residents who had indicated to her that they might like to get involved although more likely in the resident and customer form – LD will pursue and pass on details if tenants agree.	LD	
6.3.5 AGM and Committee Member Arrangements – Committee members advised that they would provide proxies for the AGM in case unable to attend on the night. Committee noted less candidates than spaces and therefore existing members and nominations will be elected without the need for a vote in accordance with Rule 40.1. Committee discussed office bearer positions for post AGM and advised on preference for existing office bearers to retain positions if willing to do so, and likewise with representatives to external bodies.		
Committee confirmed all other matters noted and no queries to raise.		
<p><u>Decisions Made:</u></p>	IF	30/07/22
6.3.4 Tenant Committee Member Recruitment Proposals – decline both proposals and revisit at 2022/23 Committee collective assessment, with staff members continuing to encourage tenants to consider meantime.	IF	Ongoing
6.3.5 AGM and Committee Member Arrangements – Committee confirmed no planned changes to current office bearer arrangements or representatives to external bodies.		
6.5 Policy Reviews		

Item Details	Lead Action	By
<p>6.5.1 – G.15 Notifiable Events Protocol - Review Committee considered review proposal from JO and table of changes proposed. No queries raised in Decision Time. <u>Decisions Made:</u> Approved adoption of revised Protocol.</p> <p>6.5.2 – H.05 Tenancy Management Policy - Review Committee considered review proposal from KB, the proposed amendments and consultation with customer forum. No queries raised in Decision Time. <u>Decisions Made:</u> Approved adoption of revised Policy.</p> <p>6.5.3 – S.05 Dignity at Work Policy - Review Committee considered review proposal from IF, presented by JO. Committee noted proposed revisions and feedback from DPO. No queries raised in Decision Time. <u>Decisions Made:</u> Approved adoption of revised Policy, subject to changes proposed by DPO.</p>	<p>JO</p> <p>KB</p> <p>IF</p>	<p>14/07/22</p> <p>14/07/22</p> <p>14/07/22</p>
<p>7. Items for Update</p>		
<p>7.1 Housing Services Report: KB advised report for update when written but now requesting one decision. KB provided further updates on the following:</p> <ul style="list-style-type: none"> ➤ Ground maintenance – contractor now on site and currently to complete catch up works by 08/07 and 15/07 to meet contract conditions. Complaints received from a number of tenants and apology correspondence has been issued. KB advised that there are no savings on contract and therefore no recompense due. Ground maintenance is not charge on service charge basis but is integral cost in rent. ➤ PHA has completed the Tenant Safety Return pilot being run by the SHR and has submitted this today. KB advised this is likely to become part of ARC from 2023 so good to take part now. ➤ Staffing changes updates – AHO interviews 08/07 and 11/07, HO closing date 20/07 and interviews 28/07 and 29/07. ➤ Performance comparison ex KHA and PHA. <p>Arrears – significant proportion of historic nonpayers due to inherited non payment culture in KHA. Legal action now being pursued with the lifting of covid restrictions. Support for tenants to try to resolve without eviction but sometime this is required. Committee noted that sometime eviction of others and the threat of eviction can be required to break cycle of non-payment.</p> <p>Relets – positive progress due to impact of improved repairs service in ex KHA stock.</p> <p>Complaints – have worked through ex KHA historic cases and resolved many. Committee noted positive outcome of SPSO decision on complaint tenants raised.</p>		

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<p>Committee were pleased to note the process of improvement and commitment to continue this.</p> <p>Leased Property Decision Request: KB asked Committee to consider position with leased properties to GCC. KB reminded Committee of previous decisions to lease properties to GCC to assist with covid emergency and then to begin to take properties back for direct lettings. KB advised that GCC had requested that they be allowed to retain some properties as Homeless Persons Units (HPUs). Committee raised concerns regarding the impact HPUs can have on surrounding tenants but acknowledged their desire to help the alleviation of homelessness. KB advised on the procedures in place to minimise impact with effective liaison and management between PHA and GCC. KB advised that PHA had traditionally had one HPU leased to GCC and that with the increase in size post the transfer this could be comfortably increased to 2 or 3 units.</p> <p><u>Decisions Made:</u> Committee approved lease of 2-3 units (in total) to GCC for use as HPU units as part of PHS's commitment to the alleviation of homelessness. This would be in addition to joint work and allocations of Section 5 Homeless referrals.</p>	KB	
8. Correspondence		
Nothing additional.		
9. A.O.C.B.		
<p>9.1 A committee member raised a query about estate management and the requirement to clarify to tenants information on responsibilities and who does what in relation to various matters such as bulk uplift, bins, grass cutting, litter picking etc.</p> <p>KB advised that estate management plans for each area were being compiled during July for issue to customers early August and that these should clarify all queries. KB advised she would update on progress with this for August CoM.</p>	KB	18/08/22
10. Date of Next Meeting		
<p>AGM – Thursday 7th July 2022 Management Committee Meeting – Thursday 25/08/2022 6.15pm</p> <p>There being no other business the meeting closed at 7.40pm.</p>		

Minute Approved by: Linda Devlin

Seconded by: Myra Frater

Signed by Chairperson: Daniel Martyn
of meeting approving

Date Approved: 25 August 2022