

Report To:	Management Committee Meeting
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Agenda Item 5.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held by hybrid access using MS Teams and Office on 25 August 2022
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Prepared By:	Joyce Orr, Director
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Date Prepared:	19 September 2022
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Meeting Date:	29 September 2022
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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 Details

1. Sederunt

All papers issued in advance of meeting unless detailed in minute.
The meeting started at 6.15pm.

<p>Present: Teresa Brannan (TB) Linda Devlin (LD) Myra Frater (MF) Josephine McGinty (JMc) Kenny McGinty (KMc) Daniel Martyn (DM)- Chair David Syme (DS) Anna Walsh (AW)</p>	<p>Apologies: Richard Bolton (RB) John Brechany (JB) Jamie Graham (JG)</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 Isobel Ferguson, FCSO</p> <p>Robert McGinlay (RM) - FMD Joyce Orr (JO) – Director & Secretary</p> <p>Guest Speaker/Presenter(s): None</p> <p>Observing: None</p>
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The Chair welcomed everyone to the meeting. JO introduced new members Teresa Brannan and Kenny McGinty and advised on apologies received.

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

Item Details	Lead Action	By
4. Post AGM Signing and Decisions Requirements		
<p>The Chair asked IF to update. IF advised all received with exception of members on holiday/leave. IF will follow up with JB, JG and VP.</p> <p><u>Decisions Made:</u> IF to follow up with JB, JG and VP to conclude requirements.</p>	IF	21/09/22
5. Minutes of Previous Meeting(s) / Matters Arising		
<p>5.1 Minute of the Management Committee Meeting of 30 June 2022 noted, no changes.</p> <p>5.2 Previous Minutes Decisions Action Implementation Report and progress updates noted.</p> <p>5.3 Minute of Annual General Meeting of 07 July 2022 noted, no changes.</p> <p><u>Decisions Made:</u></p> <p>5.1 - Minute of 30/06/2022 CoM meeting approved - proposed by LD, seconded by MF. Minute to be signed by Chair of Meeting approving - DM.</p> <p>5.2 – Previous Minutes Decisions Action Implementation Report – Committee noted updates on outstanding /due matters, and following update(s):</p> <ul style="list-style-type: none"> ➤ KB advised that estate management plans for customers being drafted and due for delivery to customers week ending 02/09/2022. <p>5.3 - Minute of 07/07/2022 AGM approved for proposing to members at 2023 AGM.</p> <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>IF/DM</p> <p>KB</p> <p>IF</p>	<p>02/09/22</p>
6. Items Requiring Decision / Approval		
<p>6.1 Management Accounts to 30 June 2022 (including 6.2 restatement of budget figures following audit of annual accounts):</p> <p>The Chair asked RM to present report.</p> <p>RM explained the updated format of the management accounts. RM presented the report and took Committee through the SOCI and SOFP, highlighting variances from budget. Committee noted staffing costs within budget but likely to be greater than budget over the course of the year due to temporary staff costs and temporary increase in AHO provision (0.5 to 1 FTE). Increased reactive repair and void repair costs, affected by labour and material costs and the condition of some voids. Cyclical and planned maintenance costs above budget due to carry forward work, increases in costs largely due to labour and material shortages.</p> <p>Committee noted cashflow projection to 30/06/2023.</p> <p>RM took Committee through KPI ratio and benchmarking outcomes – Pineview’s previous year outturn will be added to peer group too so that Pineview can benchmark against itself as well as against others. RM highlighted the ratio of arrears and the difference between net arrears and gross arrears, which continued to increase and which Committee had been kept updated on through Housing Services reporting.</p>		

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<p>RM confirmed all financial covenants for loans comfortably met and no matters of concern to highlight.</p> <p>Following discussion on the matter, JO asked Committee to determine their decision on the recommended change to variance threshold reporting. Committee noted that all variances are clear to see from the new reporting format and that they could raise a query on any smaller variance. JO asked Committee to advise if they are happy with the new format of the management accounts. Committee advised that they found the new format easier to read.</p> <p>Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - Pineview's previous year outturn to be added to peer group benchmarking from Q2 onwards. - Committee approved recommendation to alter variance threshold to provide explanations within report for any variance of £3,000 or more. - Committee approved the management accounts for forwarding to lenders and publication on website. <p>6.3 Treasury Management Report to 30 June 2022:</p> <p>The Chair asked JO to present report recommendations. JO advised that the report was for update, discussion and decision on three matters seeking Committee approval.</p> <p>Committee noted loan portfolio and update on interest rate position now that variable loans had moved onto bank base rate (BBR) plus margins, replacing libor. Committee discussed whether or not it would be worth fixing some of the Clydesdale Bank variable loans. RM advised that we are currently within the policy requirements and that it can be beneficial to have a mix of fixed and variable debts. JO advised that while the variable costs are increasing, they are still low by historic standards and that any fix would likely be priced to take account of any further anticipated increase in bank base rate. JO suggested that she contact Clydesdale Bank to get an indication of rates and the costs that would be involved in fixing and bring this back to September CoM meeting for further discussion and consideration.</p> <p>Noted all loan covenants met and no forecasted compliance concerns.</p> <p>Noted stock security position.</p> <p>Noted investment/cash position and split of fixed/notice and variable.</p> <p>Noted no forecasted investment policy concerns for coming year.</p> <p>Discussed inflation rates and impact on business costs and impact on customers incomes with increasing cost of living.</p> <p>Committee confirmed their assurance with the treasury management policy and operational strategy.</p> <p>Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - 1.3 Approved no non planned repayment of loan debt during 2022/23. - 1.7 Approved not to seek any security release during 2022/23. - 4. Committee confirmed their assurance with the adequacy of the policy and operational strategy. 	<p>RM FMD</p> <p>RM FMD</p> <p>JO</p> <p>JO</p> <p>JO</p> <p>CoM</p>	<p>17/11/22</p> <p>29/08/22</p>

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<p>6.4 Risk Management Quarterly Review Report: The Chair asked JO to present report for decisions on recommendations. Committee considered the updates for risks that had had planned actions agreed at the May 2022 meeting, and confirmed satisfaction with progress and explanations given. JO presented detail of risks being proposed for review – risks 13, 28, 73 and 74, which committee considered and discussed. Committee raised the pre mitigation scoring of Risk 72, the transfer of engagements risk, and requested that this be examined further for possibly reducing at next quarterly review. JO advised on response from internal auditor regarding their six monthly review of the Association’s risk register and suggestion to have a specific risk on cyber security. Committee discussed that cyber security is referred to as a control/mitigation for other risks but could also see the benefit of having it as a standalone risk. JO updated meeting on outcome of researching risk management software and the opinion of the internal and external auditor, who both advise against. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - 3.3 Approved review of risks 13, 28, 73 and 74 – register to be updated. - Approved additional risk to risk register as recommended by internal auditor on cyber security - register to be updated. - 4.3 Decided not to pursue specific risk management software at this point in time. <p>6.5 Business Plan Report: The Chair asked JO to present report for decisions on recommendations. 6.5.1 Committee Timetable 2022/23 Proposal – JO presented proposals for committee year to 2023 AGM. Committee discussed meeting start time, meeting days and time in month. Committee considered option for AGM dates moving forward and requested that HSM get opinion of customer forum and include in next newsletter. Committee considered the proposal for realigning business reporting and the outcome on the reporting calendar. 6.5.2 Standing Orders review and Scheme of Delegation format proposal – JO presented the proposed changes to the Committee Structure, Standing Orders and Delegated Authority Policy, as detailed in the tracked changes. JO presented the proposed format of Scheme of Delegation that is proposed to sit as an appendix to Standing Orders eventually. Committee discussed the review timescale for the Scheme of Delegation and agreed that an annual review would be beneficial, at least initially. 6.5.3 Strategic objectives delivery plan and reporting – JO updated Committee on the work undertaken by HSM, FCSO and respective colleagues to develop delivery plan proposal. Committee considered proposal and accepted that it will take a few rounds of reporting against this to review format in detail. Committee thanked team for work in developing. 6.5.4 Pensions – JO updated on correspondence from TPT re pension valuation and future contributions work. JO reminded committee of the conflict of interest that staff have as members of the pension scheme and that Committee require to deal with this matter and take external</p>	<p>JO JO</p>	<p>29/09/22 29/09/22</p>

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<p>advice/support as they deem appropriate. Committee discussed having someone from committee to lead on this and agreed DM would lead and DS would step in as required. Committee considered the need for consultation with staff for any changes to scheme, and the need for some external assistance with this.</p> <p>6.5.5 KPI outcomes – Committee noted the Governance KPI on staff absence being just outwith target and recognised the impact of one long term absence on this. KB apologised to committee for the housing services KPIs being late and confirmed that EPC outcomes were still being validated and would be added to Decision Time next week. Committee advised greatest areas of concern related to debt management, relet times, void loss and repair satisfaction – although the impact of the current market conditions on repair matters was recognised (shortages of maintenance labour and materials). KB advised that the Aug 2022 internal audit was examining debt management and this would assist with suggestions for improvements alongside the recent addition of two temporary members of staff with detailed experience in debt management.</p> <p>6.6 Equalities and Human Rights – Committee noted the quarterly update on equalities and the development of the equality action plan. JO advised that the Aug 2022 internal audit was examining this area of work and an update would be brought to the Sept CoM. Committee advised that the equality action plan was comprehensive and added to their assurance. JO advised that all other sections within report were for update only unless any queries from committee. Committee confirmed all matters noted and no additional queries to raise.</p>		
<p>Decisions Made:</p>		
<p>6.5.1 Committee Timetable 2022/23:</p>	JO	
<p>- meeting start time 6.15pm.</p>		
<p>- Meetings the last Thursday of meeting month.</p>		
<p>- AGM – customer forum members and tenants to be consulted on timing.</p>	KB	26/01/23
<p>- Meeting timetable approved as per proposal at section 1.6 of report with minor amendments to remove any duplication and to streamline. Business Plan to be updated to reflect and calendar to be issued to committee.</p>	JO	30/09/22
<p>6.5.2 Standing Orders review and Scheme of Delegation format proposal:</p>		
<p>- Policy review approved for Committee Structure, Standing Orders and Delegated Authority Policy, as detailed in the tracked changes.</p>	JO	30/09/22
<p>- Format of Scheme of Delegation (SoD) approved and Director to begin population.</p>	JO	24/11/22
<p>Once completed SoD approved this will be reviewed annually after AGM until Committee decide otherwise.</p>	JO	TBC
<p>6.5.3 Strategic objectives delivery plan and reporting:</p>		
<p>- format approved with first reporting to be to 24/11/2022 CoM meeting on outturns to 30/09/22, and quarterly reporting thereafter.</p>	JO	24/11/22
<p>6.5.4 Pensions:</p>		
<p>- DM will be committee lead for pension matters, with DS stepping in as may be required.</p>	DM/DS	
<p>- EVH to be invited to Sept CoM to advise and support committee with consultation with staff.</p>	JO	29/09/22

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<p>6.6 Regulatory Compliance – Advisory Guidance, Self-assessment and Annual Assurance Statement:</p> <p>The Chair asked JO to present report for decisions on recommendations.</p> <p>6.6.1 SHR update letter on 2022 annual assurance statement (dated 29 July 2022) - Committee considered the correspondence from SHR and noted proposed declaration for Pineview’s 2022 annual assurance statement.</p> <p>6.6.2 SHR advisory guidance on conducting reviews of regulatory compliance (July 2022) - Committee considered the guidance from SHR. Committee considered that 2023 would be a good time to undertake a fresh comprehensive compliance review, and then plan this in for every 3 -4 years, with ongoing interim annual light touch reviews.</p> <p>6.6.3 2022 Regulatory compliance self-assessment – Committee examined the existing evidence bank of compliance including the cross reference document linking the regulatory requirements to the standards of governance and financial management for RSLs, and the compliance database for each regulatory standard. Committee noted and approved the proposed changes to the evidence bank from the staff team (given as tracked changes). JO reminded committee that assurance with compliance must rest with the committee. Committee confirmed that they had confidence in and were assured with the compliance evidence. Committee also confirmed that they were aware that their assurance on compliance is an ongoing requirement and not a one off annual exercise.</p> <p>6.6.4 Annual Assurance Statement 2022 Draft – Committee considered the draft presented and confirmed their understanding that the assurance statement belongs to and is from the Committee. Committee discussed the statement and proposed an amendment of this at declaration on equalities. Committee confirmed all matters noted and no additional queries to raise.</p>		
<p>Decisions Made:</p>		
<p>6.6.2 Reviews of regulatory compliance – comprehensive review to be undertaken at Committee and staff business day in March 2023 (date to be agreed). Linda Ewart will be invited to facilitate.</p>	JO	31/03/22
<p>6.6.3 2022 Regulatory compliance self-assessment – Committee approved compliance evidence as per the tracked changes and Decision Time to be updated after Sept CoM with final documents for 2022 review.</p>	JO	31/10/22
<p>6.6.4 Annual Assurance Statement 2022 Draft – approved draft with following change: - final sentence under equalities to read “We have developed an equality strategy action plan with monitored milestones to measure progress to ensure we continue our compliance in this essential area of work.” Amended version of AAS to be brought to Sept CoM for final approval.</p>	JO	22/09/22
<p>6.7 Membership and Committee Report:</p> <p>The Chair asked IF to present report for decisions on recommendations.</p> <p>6.7.1 Membership applications – Committee considered the three share membership applications.</p> <p>6.7.3 Committee of Management Membership – IF advised she will pursue any outstanding declaration and signing documentation from committee members. Committee considered the application to join the Committee of Management from Laura Nahar who had attended the June CoM meeting as</p>		

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<p>an observer. IF explained that there was a casual vacancy with the resignation of RS. JO advised she would arrange induction for new members. 6.7.4 In person meeting – IF presented options for committee to consider. Committee discussed whether it may be better to have the in person meeting at Golden Jubilee hotel delayed until the November meeting due to budget and rent setting discussions required, and that these items might be better discussed with more members there in person. 6.7.5 Committee training and development – Chair reminded everyone of importance of keeping skills updated and would discuss Drumcog training at AOCB. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> 6.7.1 Membership applications – applications approved. 6.7.3 Committee of Management Membership – approved application to join Committee of Management from Laura Nahar who will fill the available casual vacancy. IF to pursue any outstanding documentation from CoM members. 6.7.4 In person meeting – meeting at Golden Jubilee hotel delayed until the November meeting to better facilitate budget and rent setting discussions.	<p>IF IF/JO</p> <p>IF IF</p>	<p>22/09/22 24/11/22</p>
<p>Policy Reviews</p> <p>JO advised no policies for review other than Committee Structure, Standing Orders and Delegated Authority Policy, which had been considered at Item 6.5. Noted.</p>		
<p>7. Items for Update</p>		
<p>7.1 Complaints and Compliments Quarterly Report: IF advised report for update and no queries raised in advance of meeting. Committee confirmed all matters noted, were pleased to note compliments from customers, and had no queries to raise.</p> <p>7.2 Staffing and health and Safety Quarterly Report: IF advised report for update and no queries raised in advance of meeting. KB provided verbal update on staffing changes, with temporary amendment to structure within housing services team, and advised that whilst this had involved a lot of work (and meant other workload was set aside), especially for FCSO, SHO and HSM, the outcome was very positive so far. Committee confirmed all matters noted and had no queries to raise.</p> <p>7.3 Gifts, Hospitality and Donations Quarterly Report: IF advised report for update and no queries raised in advance of meeting. JO advised that customer forum had requested at AGM that Pineview consider donating Santa suit for the work members do on Drumchapel Christmas Santa run – IF advised that forum updated that this would no</p>		

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<p>longer be needed, and IF advised that she would discuss any other requests with forum. Committee confirmed all matters noted and had no queries to raise.</p> <p>7.4 Housing Services Report: KB advised report for update and one comment raised in decision time regarding fuel prices and support for tenants. KB advised on work applying to fuel support fund to assist tenants. KB advised that staff team providing assistance to tenants on support options and specialist advice services. Committee confirmed all matters noted and no additional queries to raise.</p>		
<p>8. Correspondence</p>		
<p>Nothing additional.</p>		
<p>9. A.O.C.B.</p>		
<p>9.1 The Chairperson permitted discussion on Drumcog training needs analysis. JO presented item explaining background to Drumcog training and the need to devise the training programme for the next two years. Committee started working through the pro forma. It was decided that it would be better if each member considered this individually and then fed back to JO to pass on the DHC who are co-ordinating.</p> <p><u>Decisions Made:</u></p> <p>Committee members to consider training requirements and feedback on requirements and preferences to JO for Drumcog.</p>	<p>CoM</p>	<p>31/08/22</p>
<p>10. Date of Next Meeting</p>		
<p>Management Committee Meeting – Thursday 29/09/2022 at 6.15pm</p> <p>There being no other business the meeting closed at 8.10pm.</p>		

Minute Approved by: L Devlin

Seconded by: T Brannan

Signed by Chairperson: D Martyn
of meeting approving

Date Approved: 29 September 2022