

Report To:	Management Committee Meeting
Agenda Item 3.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 28 November 2017 at 6.00pm
Prepared By:	Joyce Orr, Director
Date Prepared:	21 December 2017
Meeting Date:	30 January 2018 at 6.00pm

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			
1.	Sederunt		
	<p>Present: Jean Black (JB) Asa Brooks (AB) Myra Frater (MF) Sharon Kane (SK) Winifred McPhail (WM) Josephine McGinty (JMc) Jim O'Connor (JO'C) Victoria Phelps (VP) Amanda Smith (AS) Anna Welsh (AW)</p>	<p>Apologies: Gail Boyle (GB)</p> <p>Absent Without Apologies:</p>	<p>In Attendance: Karen Byrne (KB) – Housing Services Manager Howard Dales - FMD Joyce Orr (JO) – Director</p>
	<p>JO issued summary report highlighting items that required decisions.</p> <p>Meeting started 6.00pm</p>		

2.	Declaration of Interest
None	

Item	Action	By
<p>Item 3 – Minutes of Previous meetings</p> <p>3.1 Minute of Management Committee Meeting of 31/10/17 noted. 3.2 Previous Minute Decision Implementation Report noted and agreed. <u>Decisions Made:</u> 3.1 - Minute approved - proposed MF, seconded WM, signed by Chair JMc.</p>		
<p>Item 4 – Internal Management Business Plan Report</p> <p>Committee noted the report, considered its content and noted the positive performance of finance KPIs to 30/09/17. <u>Decisions Made:</u> None.</p>		
<p>Item 5 – Directors Report</p> <p>Committee noted the report issued (24/11/17), and considered its content. <u>Decisions Made:</u> 5.04 - Pensions review – JO to feedback to January committee meeting following SHAPs event 18/12/17. 5.06 - Drumcog joint work on GDPR/FOI – decided to pursue joint working with Drumcog and seeking expressions of interest to take matters forward. £5000 to be added to 2018 budget for DGPR/FOI matters, and any unbudgeted expenditure required during 2017/18 approved.</p>	<p>JO</p> <p>JO</p>	<p>30/01/18</p> <p>30/01/18</p>
<p>Item 6 – Finance & Corporate Services Reports</p> <p>6.1 Committee and Membership Report: Committee noted the report and considered its content. JO advised of additional application for membership – ref 778. Attending committee feedback from Drumcog training of 20/11/17 on being an effective committee member – useful session and hand-outs useful (copies distributed to all committee). Noted next Drumcog training event due 15/01/18. Noted committee diary for November, December and January. JO’C submitted apologies for H&SSC 30/11/17. JO’C and SK submitted apologies for Linda Ewart meeting of 13/12/17. <u>Decisions Made:</u> 6.1.1 - Applications for membership – approved membership applications 773 - 778.</p> <p>AT THIS POINT IN PROCEEDINGS A FIRE ALARM DRILL TOOK PLACE</p> <p>6.2 Staffing & Health & Safety and Wellbeing Report: Committee noted the report and considered its content. 6.2.1 – Committee welcomed the positive remarks of the internal auditor on PHA management of attendance and absence. 6.2.2 – Committee discussed various options in respect of staffing resources and the recommendation of the HSM in respect of the estate caretaker service. <u>Decisions Made:</u> 6.2.2 – Estate Caretaking Service – service to be focused on standard good quality estate caretaking services and to be continued with 2 members of staff.</p>	<p>IF</p> <p>KB</p>	

Item	Action	By
<p>6.2.2 – Temporary staff member update – for continuity, approved extension of contract for existing Grade 6 temporary staff member for 18 month period.</p>	KB	22/12/17
<p>6.3 Gifts, Hospitality & Donations Report: Committee noted the report and considered its content. Gift & Hospitality Given register signed for September. Donation request considered.</p>		
<p><u>Decisions Made:</u></p>		
<p>6.3.4 – Charitable Donation Request- Committee approved decided to donate £50 to the Glasgow Winter Night Shelter (Glasgow City Mission SC001499).</p>	IF	22/12/17
<p>6.4 Treasury Management Report:</p>		
<p>Committee noted the report and considered its content. Committee noted reduced interest rates available for investments and change to Bank of Scotland (BoS) commercial call account interest rate. Committee considered deposits maturing to January 2018 and noted investment of 23/11/17 in line with approved strategy. Committee noted that investment strategy will be reviewed following completion of 30 year long term financial projections. Noted next Treasury Management report will be February 2018 (report mistakenly stated January).</p>		
<p><u>Decisions Made:</u></p>		
<p>Approved that Officers, subject to sufficient operating cash requirements, continue to manage deposits towards aim of regular 2 monthly maturity dates.</p>	JO/HD	
<p>Approved delegated authority, in line with approved strategy, for Officers to manage sums maturing on 13/12/17, 22/12/17, 23/02/18 and report investment updates through February treasury management report.</p>	JO/HD	27/02/18
<p>6.5 Management Accounts to 30/09/17 Report:</p>		
<p>Committee noted the report and considered its content. HD took Committee through the accounts and explained the reported performance and variances. HD answered questions regarding void variance and loan covenant requirements. Committee were pleased to note performance against budget, however it was noted that some of this performance was due to timing of spend. Committee noted re-profiled cashflow statement to reflect changing of timing of spend for planned renewal works. Committee noted positive KPI outturns and that all covenant requirements met.</p>		
<p><u>Decisions Made:</u></p>		
<p>Approved management accounts and there onward transmission to lenders.</p>	JO	29/11/17
<p>6.6 2018/19 Budget and rent Increase Report:</p>		
<p>Committee noted the report and considered its content. HD took committee through the draft budget and associated rent increase with KB updating on rental increase matters. HD explained assumptions used in the draft budget. Committee examined the draft budget and considered it in relation to the 30 year long term projections. Committee discussed rent affordability and comparability and KB took committee through this section of the report. KB updated that all Pineview HA's rents had been run through the SFHA rent affordability tool and all had met the affordability thresholds.</p>		
<p><u>Decisions Made:</u></p>		
<p>Approved consultation to tenants on rent and service charge increase options of 3%, 3.5% and 4%. Consultation to 12/01/18.</p>	KB	01/12/17
<p>Approved proposed freeze to rent and service charges for Homelink property. Customer & Resident Forum to have budget and rent increase proposals presented for consultation.</p>	KB KB/HD	01/04/18 06/12/17

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<p>7.2 Implementation of Decree for Repossession Report (Ref 1207): Committee noted the report and considered its content. KB updated that the arrear in this case had been high before being booked into court and that staff training had been undertaken to deal with this for future arrears.</p> <p><u>Decisions Made:</u> Implementation of decree approved and to be implemented as soon as possible as per awaited extract.</p>	KB	
<p>Item 8 – Policy Reviews None.</p>		
<p>Item 9 – Correspondence Committee noted correspondence issued.</p>		
<p>Item 10 – A.O.C.B There was no other business raised.</p>		
<p>There being no other business, the meeting closed at 8.20pm.</p>		

Minute

Approved by: Myra Frater

Seconded by: Jean Black

Signed by
Chairperson: Josephine McGinty

Date: 30 January 2018