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				
	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)	Apologies: Gail Boyle (GB)  Absent Without Apologies:	In Attendance: Karen Byrne (KB) – Housing Services Manager Howard Dales - FMD Joyce Orr (JO) – Director		
	JO issued summary report highlighting items that required decisions.  Meeting started 6.00pm				

2.	Declaration of Interest
Non	e

Item	Action	By
Item 3 – Minutes of Previous meetings		
<ul><li>3.1 Minute of Management Committee Meeting of 31/10/17 noted.</li><li>3.2 Previous Minute Decision Implementation Report noted and agreed.</li><li>Decisions Made:</li></ul>		
3.1 - Minute approved - proposed MF, seconded WM, signed by Chair JMc.		
Item 4 – Internal Management Business Plan Report		
Committee noted the report, considered its content and noted the positive performance of finance KPIs to 30/09/17.  Decisions Made: None.		
Item 5 – Directors Report		
Committee noted the report issued (24/11/17), and considered its content.  Decisions Made:		
5.04 - Pensions review – JO to feedback to January committee meeting following SHAPs event 18/12/17.	JO	30/01/18
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.	JO	30/01/18
Item 6 – Finance & Corporate Services Reports		
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 fedback 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.  Decisions Made:		
6.1.1 - Applications for membership – approved membership applications 773 - 778.	IF	
AT THIS POINT IN PROCEEDINGS A FIRE ALARM DRILL TOOK PLACE		
<ul> <li>6.2 Staffing &amp; Health &amp; Safety and Wellbeing Report:</li> <li>Committee noted the report and considered its content.</li> <li>6.2.1 – Committee welcomed the positive remarks of the internal auditor on PHA management of attendance and absence.</li> <li>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.</li> </ul>		
Decisions Made:  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.	KB	

Item	Action	By
6.2.2 – Temporary staff member update – for continuity, approved extension of contract for existing Grade 6 temporary staff member for 18 month period.	KB	22/12/17
<ul> <li>6.3 Gifts, Hospitality &amp; Donations Report: Committee noted the report and considered its content. Gift &amp; Hospitality Given register signed for September. Donation request considered. Decisions Made: 6.3.4 – Charitable Donation Request- Committee approved decided to donate £50 to </li> </ul>	IF	22/12/17
the Glasgow Winter Night Shelter (Glasgow City Mission SC001499).		
6.4 Treasury Management Report:  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).		
<u>Decisions Made</u> : Approved that Officers, subject to sufficient operating cash requirements, continue to	JO/HD	
manage deposits towards aim of regular 2 monthly maturity dates.  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.	JO/HD	27/02/18
6.5 Management Accounts to 30/09/17 Report:  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.  Decisions Made:		
Approved management accounts and there onward transmission to lenders.	JO	29/11/17
6.6 2018/19 Budget and rent Increase Report:  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.		
<u>Decisions Made</u> : Approved consultation to tenants on rent and service charge increase options of 3%,	KB	01/12/17
3.5% and 4%. Consultation to 12/01/18.  Approved proposed freeze to rent and service charges for Homelink property.  Customer & Resident Forum to have budget and rent increase proposals presented for consultation.	KB KB/HD	01/04/18 06/12/17

Item	Action	By
Outcome of rent consultation and draft final budget to be presented to January 2018 committee meeting for consideration and decision.	KB/HD	30/01/18
6.7 30 Year Financial Projections Report:  Committee noted the report and considered its content. HD took committee through the report and explained the key assumptions used and initial results. HD then presented a number of sensitivities being applied and their outcomes. The initial results model does not produce a positive cashflow throughout the 30 year period. Committee discussed the initial results and scenarios and examined possible options to prevent a deficit over the period. Committee discussed and recognised the benefit of "smoothing out" some of the planned maintenance programme, if practical, to reduce the impact on cash. HD explained that the initial draft results are simply a work in progress for committee information. More work on the projections will be undertaken by staff with the intention of bringing updated projections to the February 2018 meeting.  JO confirmed the vital importance of such projections for the Association's short, medium and long term viability and the importance of accuracy and regular reviewing. JO advised committee that it would be beneficial to have the final proposed projections independently reviewed and validated by an independent financial consultant experienced in doing this type of work. Discussed experience of Paul McNeil in this area of work.  Decisions Made:  Staff to work on refining projections with a view to bringing a revised set to the February 2018 committee meeting.  JO to discuss independent review and validation work options with Paul McNeil and update committee with options/cost in February.  TAKING ACCOUNT OF IMPACT OF FIRE DRILL, COMMITTEE DECIDED TO SUSPEND STANDING ORDERS AND ALLOW CONTINUATION OF MEETING UNTIL 8.30PM	HD/JO/KB JO	27/02/18 27/02/18
7.1 Housing Services Update Report:  Committee noted the report and considered its content. KB provided updates on the district heating replacement works and that timescales were largely dependent upon utilities (Scottish Gas Networks) installing pipework first and then the co-ordination of the gas supplier (Scottish Gas) installing meters and contractor (Frews) installing boilers. KB explained that Association had little control over the timing of the work of Scottish Gas Networks and Scottish Gas but were continually liaising with them to keep programme on track. KB advised that 6 properties should be complete before the festive break and that these will give crucial learning points for the remaining 87 properties. KB advised committee of an enquiry from Bill Kidd MSP on behalf of a constituent within the district heating stock. KB confirmed tenant had heating and hot water and has been advised to contact Association if any concerns. KB advised committee on staff work to improve performance in rent arrears. KB advised that GCC being pursued monthly regarding outstanding HMO licence.  Decisions Made:  None.		

Item				Action	Ву
7.2 Implementation	on of Decree for Repossession Rep	ort (Ref 1207):			
Committee noted the report and considered its content. KB updated that the arrear in					
	nigh before being booked into court	and that staff training	ng had		
	deal with this for future arrears.				
<u>Decisions Made</u> :					
_	decree approved and to be implement	nted as soon as poss	sible as per	KB	
awaited extract.					
Item 8 – Policy Re	views				
None.					
Item 9 – Correspo	ndence				
Committee noted co	orrespondence issued.				
Item 10 – A.O.C.B	3				
There was no other	business raised.				
There being no other	er business, the meeting closed at 8.2	20pm.			
Minute	M. E.	0 1 11	r D1 1		
Approved by:	Myra Frater	Seconded by	: Jean Black		
Signed by					
Chairperson:	Josephine McGinty	Date:	30 January	2018	