

<b>Report To:</b>	Management Committee Meeting
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<b>Agenda Item 5.1:</b>	Minutes of Pineview Housing Association Ltd Committee Meeting Held by remote access using MS Teams on 25 August 2020
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<b>Prepared By:</b>	Joyce Orr, Director
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<b>Date Prepared:</b>	15 September 2020
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<b>Meeting Date:</b>	29 September 2020 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.

<b>Item Details</b>
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<b>1. Sederunt</b>
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<b>Present:</b> Matthew Dillon (MD) Myra Frater(MF) Sharon Kane (SK) Dan Martyn (DM) Victoria Phelps (VP) – Chair David Syme (DS)	<b>Apologies:</b>  <b>Special Leave:</b> Jean Black (JB) Winifred McPhail (WM) – agreed due to circumstances. Josephine McGinty (JMc) Jim O'Connor (JO'C) Anna Welsh (AW)  <b>Absent Without Apologies:</b>	<b>In Attendance:</b> Karen Byrne (KB) – Housing Services Manager Isobel Ferguson – Finance & Corporate Services Officer Lucy Neilson (LN) - FMD Joyce Orr (JO) – Director & Secretary  <b>Guest Speaker/Presenter:</b> Olwyn Gaffney (OG) – SHARE, to assess VP.
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All papers issued in advance of meeting unless detailed in minute.  
The meeting started at 6.00pm.

<b>2. Declaration of Interest</b>
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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.  
- All confirmed no declarations and no updates.

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<b>3. Decisions / Approvals Summary Report</b>		
<p>The Chair referred members to the Decisions / Approvals Summary Report issued. The Chair advised that this report would be used to guide the meeting decisions / approvals required, and will be utilised with the assumption that members have read all the full reports and had the opportunity to raise comments in advance of the meeting.</p> <p><u>Decisions Made:</u></p> <p>Detailed below under each section to which they relate.</p>		
<b>4. Minutes of Previous meetings</b>		
<p>4.1 Minute of the Management Committee Meeting of 30 June 2020 noted, no changes requested.</p> <p>4.2 Minute of the Management Committee Meeting of 21 July 2020 noted, to be changed to remove 6.20pm start time recorded for SK – this was an error carried forward from previous minute – JO apologised for this.</p> <p>4.3 Previous Minutes Decisions Action Implementation Report noted and agreed. Committee noted items either complete; to be considered at meeting; or not yet due. Committee noted update in Decision Time regarding KHA notifying KHA tenants about decision of 21 July 2020.</p> <p><u>Decisions Made:</u></p> <p>4.1 - Minute of 30 June 2020 approved - proposed by DM, seconded by DS. Minute to be signed by Chair when Covid19 restrictions lifted.</p> <p>4.2 – Amended Minute of 21 July 2020 approved - proposed by DM, seconded by DS. Minute to be signed by Chair when Covid19 restrictions lifted.</p>	<p>VP</p> <p>VP</p>	<p>TBC</p> <p>TBC</p>
<b>5. Items Requiring Decision / Approval</b>		
<p><b>5.1 Management Accounts to 30/06/2020</b></p> <p>The meeting Chair introduced the report and asked LN if any updates to the report. LN advised on update within Decision Time to detail figures from the original approved 2020 budget (Jan 2020) and revised 2020 budget as used in FYFP (June 2020). LN advised important for governance that Committee see outputs against both. Committee thanked LN for update and agreed this was useful.</p> <p>LN advised the meeting on the positive variance position due to Covid19 created underspend on maintenance work, which should reduce as works recommence and costs incurred. Committee raised questions regarding impact of Covid19 on revenue – LN advised income relates to what is charged, and arrears deal with charges not paid. As such, revenue not being impacted as yet, although arrears increasing as shown in KPIs to management accounts; Covid19 Report and Housing Services Report. Void loss being minimise through partnership work with GCC to assist with homelessness need. Noted Turnover KPI and Debt Burden KPI based on turnover for quarter and not for the year. Noted positive effect on KPIs due to Covid19 works restrictions, and discussed how these should come more in line with budgets as work is undertaken and paid for.</p> <p>Noted all banking covenants met comfortably.</p> <p>LN advised no variances in the reporting period giving rise for concern.</p>		

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<p>LN and KB advised that, at this time, delivery of planned works is still achievable unless increased Covid19 restrictions reintroduced. Noted that management accounts will be forwarded to Clydesdale Bank as per covenant requirement.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>- Management accounts approved and to be forwarded to Clydesdale Bank as per covenant requirement.</li> </ul> <p><b>5.2 Treasury Management Annual Report</b></p> <p>The meeting Chair introduced the report and asked JO if any updates to the report. JO advised only update was additional information issued at Item 5.5.4.3 regarding loans and Transfer of Engagements (ToE). Loans - Committee considered the loan portfolio of the Association. Committee discussed PHA loan position; implications of ToE with KHA loans and associated options; the recommendations within Item 5.5.4.3; and the provisions of the Clydesdale Bank consent offer. Investment and Cash - The investment and cash position was noted. The ongoing drop in interest rates, and the effect this was having and would continue to have on interest income, was noted. Drop in inflation noted. Investment policy compliance noted. Noted the changes in investments since July, and those planned. Committee noted cash position in report and the updated figure for end of July as per SHR Covid19 return. Discussed compounding impact of any rent increase freezes and the implication of rent freezes in creating reduced resources to provide services to tenants, for a small short term saving.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>- KHA Loans - To repay KHA loan debt on transfer of engagements. Approved investment release to continue to ensure funds available to achieve, assuming earliest date of 30 November 2020 for transfer. Delegated authority to Director to progress, implement and sign on behalf of Association. DS, Treasurer, advised he could make himself available for any additional required signing – approved by meeting.</li> <li>- PHA ToE Consent Financing - To accept terms of Clydesdale Bank PHA consent provisions for ToE, including increased margin, consent and legal fees, and no change to covenants. Delegated authority to Director to progress, implement and sign on behalf of Association. DS, Treasurer, advised he could make himself available for any additional required signing approved by meeting.</li> <li>- Nationwide to be thanked for their interest in the Association.</li> <li>- No changes to investment strategy or delegated operational management, other than those added above.</li> </ul> <p>The Chair advised that Item 5.3 was for information rather than decision and if members were in agreement this would be considered after Item 5.6 – approved by members.</p> <p><b>5.3 Secretary Statement:</b></p> <p>The meeting Chair introduced the report and asked JO to present report to Committee. JO advised requirement of report in line with Association’s Rule 68.</p>	<p>JO</p> <p>JO</p> <p>JO</p> <p>JO</p> <p>-</p>	<p>29/08/2020</p> <p>Ongoing</p> <p>26/08/2020</p> <p>26/08/2020</p> <p>-</p>

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<p>JO confirmed that Rules 62 to 67 have been complied with since the AGM of 2 July 2019. Committee noted report and confirmation of compliance.</p> <p><u>Decisions Made:</u> Note Secretary Report and compliance confirmation within minute.</p> <p><b>5.5 Business Plan General Report:</b> The meeting Chair introduced the report and asked JO if any updates to the report – JO advised no additional updates. All matters within report noted.</p> <ol style="list-style-type: none"> <li>Returns - noted the Returns update and all met on time to date.</li> <li>KPI Outturns to 30/06/2020 –noted outcomes; discussed reasons for those not met and the impact of Covid19; and committee thanked staff for ongoing attempts to maintain and improve performance. KB advised that staff will continue to push performance outcomes for improvement as year progresses. Committee noted impact of Court position on arrears case, especially those in the system at time of lockdown.</li> <li>Internal Audit – noted the final internal audit report on PHA response to Covid19 and the overall audit conclusion from Wylie &amp; Bisset: “We can provide a strong level of assurance over the steps taken by the Association during the Covid-19 lockdown to ensure that there are sufficient arrangements in place for gas safety, rental income and arrears, business continuity, emergency repairs and health &amp; safety. This is highlighted further through the 22 good practice points raised and no recommendations for improvement have been raised.” Committee were pleased with the outcome and the timing of this audit work being undertaken (July).</li> <li>Kendon Housing Association - noted progress update on ToE. Item 5.5.4.3 had been considered at Item 5.2 and decision confirmed regarding loan position. LN updated the meeting on the ToE pension position and work being undertaken on behalf of TPT (BDO and Linklaters) and PHA (VI <a href="#">Pensions Law</a>). Committee discussed timetable and thought probably unlikely to transfer this side of New Year (if tenants vote for transfer). Committee suggested that KHA ask SHR to consider as quickly as possible to allow matters to be expedited for protection of tenants interests – JO advised KHA doing.</li> </ol>	JO	29/09/2020
<p><u>Decisions Made:</u> As at Item 5.2.</p>	-	-
<p><b>5.6 Gift, Hospitality and Donations Report</b> The Chair introduced the report and asked if any updates to the report - IF advised no additional updates. Committee considered EVH CHAS Appeal, and the financial strength of CHAS in comparison to other local charities. Discussed a possible upward review of the donations budget at the end of quarter 2 given the reduction in spend on other matters this year (summer trip etc.)</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> <li>- Not to support CHAS Appeal at this time – retain funds for local less financially strong charities.</li> <li>- Review Donations Budget at end of Quarter 2 once management accounts produced.</li> </ul>	-  IF	-  24/11/2020

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<p><b>5.3 SHAPS Financial Assessment Return</b>  The meeting Chair introduced the report and asked LN if any updates to the report - LN advised no additional updates.  LN explained the purpose of the SHAPS Financial Assessment and the outcome for the 2020 PHA assessment submitted by LN – low risk.  JO requested that the assessment be shared with Gordon Birrell, along with an update on the Kendoon ToE process, to allow him to consider in advance of his reporting to Committee at the September CoM meeting.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> <li>- Approved sharing of SHAPS Financial Assessment and ToE pension information with Gordon Birrell to inform his Sept CoM reporting.</li> </ul>	JO	15/09/2020
<p><b>6. Items For Update</b></p>		
<p>The Chair reminded members these item reports are for updating and should simply be noted unless staff have any additional updates and/or members require more information/clarification.</p> <p><b>6.1 Regulatory Compliance Self-Assessment Action Plan Update</b>  The meeting Chair introduced the report and asked if any updates to the report – JO advised no additional updates.  All matters within report noted, with following updates from meeting:</p> <ol style="list-style-type: none"> <li>1. Action Plan Update – plan to be updated to reflect June CoM decision to put on hold Action 1.7 (on committee member background information) until later in the year given other more pressing priorities and also now that no AGM elections are required.</li> <li>2. 2020 Standards Compliance Review – noted update on evidence bank; due SHR guidance (late Aug/early Sept); and draft Annual Assurance Statement to be brought to Sept CoM.</li> </ol> <p><b>6.2 Covid19 Summary Impact Report</b>  The meeting Chair introduced the report and asked if any updates to report – IF updated on telephone setup and testing (now operational); and updated on the remote mailing and website Live Chat and the pursuit of GDPR related matters to allow progress, anticipating set up and operation during September. KB updated on query raised in Decision Time and advised that customer facing and operational staff are, on the whole, working standard office hours.  Committee advised report noted with no further detail required.</p> <p><b>6.3 Director’s Report:</b>  The Chair introduced the report and asked if any updates to the report - JO advised no additional updates other than to confirm SFHA AGM will take place on 23 September 2020.  Committee advised report noted with no further detail required.</p> <p><b>6.4 Committee and Membership Report:</b>  The meeting Chair introduced the report and asked if any updates to the report. IF updated on AGM work and encouraging members to attend virtual meeting. IF advised that even if members not able to attend it had</p>		

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<p>been a really good engagement exercise. Quorum requirement is 1/10 of membership at date of meeting, with quorum anticipated to be 17. Meeting discussed the normal post AGM committee meeting and how this would not fit especially well with the virtual set up. Committee discussed that there will be no election required and therefore all existing committee members would remain. Committee discussed the role of office bearers, the duties these positions involve, and who would fill these roles post AGM. Discussed annual signing requirements and how to complete remotely. Discussed apologies submitted for Sept CoM and consideration of delaying meeting by one week, however same apologies would apply. Members who have not submitted apologies for Sept meeting are aware of requirement of 4 members to attend for quorum and confirmed ability to attend.</p> <p>Committee advised report noted with no further detail required.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>- No immediate post AGM committee meeting to be held this year.</li> <li>- Post AGM Office Bearers determined as follows: <ul style="list-style-type: none"> <li>Chair – Victoria Phelps</li> <li>Vice Chair – Daniel Martyn</li> <li>Treasurer – David Syme (although preference not long term)</li> <li>Secretary – Joyce Orr</li> </ul> </li> <li>- Post AGM signing requirements – Isobel will issue paperwork by e-mail for signing and returning during September.</li> <li>- Retain Sept CoM date and time of 6pm Tuesday 29/09/2020, with apologies from VP and SK.</li> </ul> <p><b>6.5 Staffing &amp; Health &amp; Safety Report:</b>  The meeting Chair introduced the report and asked if any updates to the report. IF advised no additional updates.  JO updated on the good HWL session on Men’s Health at this morning’s staff meeting.  JO update on position with Directors 360° feedback process, and decision from Chair of HSSSC to cancel for 2020 due to other priorities, cost of only doing for Director (as opposed to Director and HSM), and the current staff working arrangements. Decision to wait until 2021 with hopefully a more settled “new normal” and undertake then. CoM requested to approve decision – agreed.  Committee advised report noted with no further detail required.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>- Approved cancelation of 2020 Directors 360° feedback process until period B 2021 and thereafter. Business Plan to be updated.</li> </ul> <p><b>6.6 Complaints and Compliments Report:</b>  The Chair introduced the report and asked if any updates to the report. IF advised that a review had been undertaken by IF and KB and 1 of the 3 complaints reported has been reclassified as a request for service rather than a complaint. Committee were pleased to note compliments received from tenants.  IF explained no case study due to small number and nature of complaints. Committee advised report noted with no further detail required.</p>	<p>-</p> <p>-</p> <p>IF/CoM</p> <p>-</p> <p>JO</p>	<p>-</p> <p>-</p> <p>29/09/2020</p> <p>-</p> <p>18/09/2020</p>

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<p><b>6.7 Housing Services Report:</b>  The Chair introduced the report and asked if any updates to the report. KB advised there was an update in report Note within Decision Time regarding NoPs. KB advised that there was another update for CoM to consider. KB provided a brief update on the Glasgow City Health and Social Care Partnership (HSCP) official request to all Glasgow based RSLs that 90% of non-transfer lets got to homeless applicants; that current homeless leases be “flipped” into permanent tenancies for those living in the properties; and that RSLs consider allowing under occupying. JO advised that she had responded to the request advising that Pineview would do what it could to assist and that the Housing Services Manager will consider the request and collate information for the PHA CoM to consider for decision making. KB advised that the information would be included in the September CoM Housing Services Report for CoM consideration and decision making.  Committee noted that they were pleased that tenants and customer housing services were being “normalised” as much as possible and being delivered even with the office remaining closed.  Committee advised report noted with no further detail required.  <u>Decisions Made:</u>  - HSM to provide detailed information on HSCP request and implications in Sept CoM Housing Services Report for consideration and decision making.</p> <p><b>6.8 SDM/HUB Reconciliation Report (issued 24/08/2020):</b>  The Chair introduced the report and asked KB to present the report given its later issue to CoM and that everyone may not have had time to consider in detail.  KB took Committee through the report. It was noted that the reconciliation exercise, with any remedial work and final audit check, is due to be completed by 31/08/2020. It was noted that procedures have been put in place to ensure ongoing update and reconciliation, which the HSM will regularly audit and update on.  Committee note the importance of matching and reconciliation and the additional importance if ToE progresses and databases are merged.  <u>Decisions Made:</u>  - HSM to provide update on the 31/08/2020 position through the Sept CoM Housing Services Report and include as regular item in report.</p> <p><b>6.9 Welfare Reform Action Plan Update Report (issued 20/08/20):</b>  The Chair introduced the report and asked if any updates to the report – KB advised no additional updates.  Committee noted the ongoing work within the staff team.  Committee advised report noted with no further detail required.</p>	<p>KB</p> <p>KB</p>	<p>29/09/2020</p> <p>29/09/2020</p>
<p><b>7. Policy Reviews</b></p>		
<p>Nothing due.</p>		

Item Details	Action	By
<b>8. Correspondence</b>		
Committee noted correspondence issued and additional Note added to Decision Time by Chair regarding Make a Stand Pledge and the BBC documentary about the implications of lockdown on domestic abuse.		
<b>9. A.O.C.B</b>		
There being no other business, the meeting closed at 7.30pm		

Minute Approved by: D Martyn                      Seconded by: D Syme

Signed by Chairperson: \_\_\_\_\_                      Date: 29 September 2020

*Minute to be signed by Chair when Covid19 restrictions lifted.*