

<b>Report To:</b>	Management Committee Meeting
<b>Agenda Item:</b>	5.1. Minute of Management Committee Meeting of 22 January 2025 held in Pineview office and on MS Teams
<b>Prepared By:</b>	Joyce Orr, Director
<b>Date Issued:</b>	10 February 2025
<b>Meeting Date:</b>	18 February 2025 at 6.15pm – Golden Jubilee Hotel and on MS Teams

## 1. Sederunt

P = In Person, T = On MS Teams

<b>Present Due:</b>		<b>Apologies Received:</b>	<b>In Attendance</b>	
Morven Baigent (MB)	P	Richard Bolton (RB)	Karen Byrne, HSM (KB)	P
Linda Devlin (LD)	P	Helena McNulty (HM)	Isobel Ferguson, SFCSO (IF)	P
Jamie Graham (JG)	T	Laura Nahar (LN)	Robert McGinlay (FMD)	P
Frazer Lord (FL)	T	Anna Welsh (AW)	Joyce Orr, Director (JO)	P
Daniel Martyn (DM)	T		Robert Reid, SHO (RR)	P
Aarti Passi (AP)	P	<b>Absent:</b>		
Lyndsey Robinson (LR)	T		Linda Ewart (LE)	T
		<b>Leave of Absence:</b>	Graham Gillespie, wbg (GG)	T
		Richard Bolton (RB) – approved at meeting.	<b>Observers:</b>	
			None	

Meeting started 6.15pm.

All papers issued in advance of meeting unless detailed in minute.

The Chair welcomed everyone to the meeting.

Committee discussed and agreed request for leave of absence from RB as may be unable to attend Feb CoM. Leave of absence to April 2025.

## 2. Declaration of Interest

The Chair reminded committee and staff to declare as appropriate and reminded everyone of confidentiality and collective responsibility. Declarations made:

- **Director declaration on use of specialist contractor – as detailed in Decision time.**
- **Item 6 - Anna and Helena as tenants subject to rent review – neither present.**
- **Item 8 – Director for Director’s appraisal feedback – staff to leave meeting.**

## 3. Decisions/Approvals Report

Committee noted the decisions/approvals report issued on 21/01/2025 as an aid to ensure all decisions required are considered and made.

### 4.1 Internal Audit

The Chair asked JO to introduce the report. JO took committee through the report highlighting matters requiring Committee consideration and decision.

**Requirement for Internal Audit** – committee noted the regulatory requirement for internal audit and the good practice for effective internal audit to assist committee in gaining their assurance.

**Phase 3 outcome on Budgetary and Financial Reporting** – JO explained the outcome of the audit visit and the strong assurance, as had previously been advised to committee following the audit closing meeting. Committee confirmed the assurance gained from the audit outcome report with no additional queries to raise.

**2024/25 Audit Report from wbg** – JO passed over to GG to discuss annual audit report with Committee. GG took committee through the annual report,

Lead

Due By

<p>advising on the auditors opinion of a clean internal audit. GG advised on the outcome of the three internal audit visits and the benchmarking outcomes, with Pineview having a lower number of recommendations to consider (4 v's 11). Committee noted the annual audit outcome report, confirmed the assurance this gave, and advised no additional queries to raise.</p> <p><b>2025/26/27 3 year audit needs assessment and 2025 draft plan</b> – GG explained the planning process behind the development of the proposed audit plan. GG advised on the work undertaken to consider what should be incorporated within the plan including reviewing previous audits; reviewing the risk register; considering audits and risk outcomes from other wbg audits; and meetings with Pineview’s senior staff management team. GG explained what had been incorporated in the plan and highlighted areas that were currently viewed as optional. GG presented the audit universe of audits undertaken since 2018, and that planned to 2027/28. GG explained that years 2 and 3 of the plan were provisional and would be subject to annual review for committee to consider and approve or amend as required.</p> <p><b>Committee and auditor private time</b> - JO asked if committee wanted staff to leave meeting to allow committee to have private time with the auditor – committee advised they had nothing to raise privately.</p> <p><b>Training</b> – GG reminded Committee of the free training that is available to Pineview as clients of wbg. GG advised on example training as given on page 19 of the Audit Needs Assessment report and advised that Committee can suggest other topics too. GG confirmed he would be attending the committee and staff review day of Friday 21 March 2025 and covering risk.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>➤ Committee approved draft 3 year audit plan, with year 2 subject to advance review Jan 2026, and year three Jan 2027. Business plan to be updated.</li> <li>➤ Committee approved 2025/26 internal audit plan for implementation.</li> <li>➤ Committee confirmed their assurance with audit work completed and planned.</li> <li>➤ Committee decided no private meetings with auditor required at this time, but would request as needed.</li> </ul> <p>Committee thanked GG for the reporting to committee and the audit work undertaken by wbg. Committee confirmed all matters noted and no additional queries to raise. GG was invited to remain for the rest of the meeting or to leave at this point – GG advised their preference to remain.</p>	<p>JO</p> <p>JO CoM</p> <p>CoM</p>	<p>31/03/25</p> <p>Per plan - -</p>
<p><b>4.2 Insurance Renewal Report</b></p>	<p><b>Lead</b></p>	<p><b>Due By</b></p>
<p>The Chair requested JO to present the report for decision by Committee. JO explained the content of the report and the action to date with AJG as insurance broker. Committee noted the SFHA article and the NHF blog on the sector wide difficult position with insurance availability and cover restrictions. JO advised that pre renewal information had been provided to AJG and renewal quotes are being sought. JO advised that insurance is largely an operational matter, with staff reporting on the renewal process to committee each year to confirm adequate insurances are in place (G.09 Committee Structure, Standing Orders and Delegated Authority Policy). However, given the time since the current contract award (2022) and the ongoing uncertain market conditions (and the level of spend on insurance), the Director determined that it was best to seek approval from committee to continue the approach with Gallagher. JO advised on recommendation from staff to</p>		

<p>continue long term relationship with AJG to get suitable cover and best value outcome.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>➤ Committee approved the recommendation for the renewal of insurance terms through Gallagher, with cover to be in place for 01/04/2025.</li> <li>➤ The standard annual insurance report from the SCSFO and HSM to be brought to the April CoM for update and assurance.</li> </ul>	<p>IF/KB</p> <p>IF/KB</p>	<p>31/03/25</p> <p>23/04/25</p>
<p><b>5. Minutes of Previous Meeting(s) / Matters Arising</b></p>	<p><b>Lead</b></p>	<p><b>Due By</b></p>
<p><b>5.1 Minute of the Management Committee Meeting of 20 November 2024</b>          Committee confirmed approval, with no matters arising outwith agenda.          Proposer: LR Seconder: JG          Chair of approving meeting to sign minute: LD</p>	<p>IF/LD</p>	
<p><b>5.2 Decision Tracker Report</b>          Committee noted items either complete, not due yet (either due to original timing or rescheduling), or part of this meeting. The Chair asked staff to present any matters that required consideration. Matters presented as below.</p> <ul style="list-style-type: none"> <li>➤ The committee considered and approved recommendations to mark highlighted items as complete for reasons detailed.</li> <li>➤ 18/09/2024, 6.3 – RR confirmed HS outstanding equalities work, monthly updating and analysis being implemented from Jan 2025.</li> </ul>	<p>RR</p>	<p>Ongoing</p>
<p><b>6. Rent Review and Final Budget and Long Term Projections</b></p>	<p><b>Lead</b></p>	<p><b>Due By</b></p>
<p><b>6.1 Rent and Management Fee Increase &amp; Value for Money Statement</b>          The Chair requested KB to present the report for decision by Committee. KB presented the report and took Committee through the review proposals; the housing affordability and comparability outcomes, updated with Drumcog, GWSF and SFHA updates; the Pineview consultation results regarding increase proposal; and the Pineview consultation results and comments regarding service provision and value for money and the proposed action plan from this. Committee were pleased to see the increase in consultation responses with 75% support for proposal. KB advised that the budget is based on the 4.5% proposal as consulted on.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>➤ Approved 4.5% increase for rental, shared ownership and factoring charges.</li> <li>➤ Approved 0% increase for supported accommodation charges.</li> <li>➤ Approved non HMO service charges in line with budget.</li> <li>➤ Approved that Customer Forum review Value for Money Statement at the Forum’s Feb 2025 meeting, with recommendation to Feb 2025 CoM.</li> <li>➤ Approved follow on proposed action plan to address consultation results and comments regarding service provision, with action implemented by end February 2025 – update report to April 2025 CoM.</li> </ul> <p><b>6.2 Final Budget 2025-26 and Long Term Projections</b>          The Chair requested RM to present the report for decision by Committee. RM advised on changes from Nov 2024 draft budget and the rent and management fee increase proposal at 4.5% and with updated budget assumptions, resulting in the proposed final budget for 2025/26 and associated long term projections (LTP). RM explained the reconciliation of cash and cash equivalents per draft and final budgets. RM advised on unfavourable impact of increased inflation rate used in final budget. RM explained the longer term</p>	<p>KB/IF</p> <p>KB/IF</p> <p>KB/IF</p> <p>KB</p> <p>KB</p>	<p>01/04/25</p> <p>01/04/25</p> <p>01/04/25</p> <p>19/02/25</p> <p>23/04/25</p>

<p>projections and the need, at this point in time, for inflation plus 1% increases in years 6 and 7 of the LTPs. Committee noted changes from the Nov 2024 draft.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>➤ Approved budget assumptions and final budget for implementation.</li> <li>➤ Approved long term projections and approved long term projections to be used for submission of SHR five year financial projections return.</li> <li>➤ Approved that budgets be provided to lenders as per covenants.</li> </ul> <p>Committee thanked KB and RM for all their efforts in providing these detailed reports, and confirmed all matters noted and no additional queries to raise. 7.10pm - RMc left the meeting.</p>	<p>All RM</p> <p>RM</p>	<p>25/26 31/05/25</p> <p>01/05/25</p>
<b>7. Committee Collective Assessment 2024/25</b>		
<p>The Chair requested JO to present the report and pass to Linda Ewart (LE) for collective assessment. JO introduced the report providing updates on the 2023/24 enhancement suggestions and the process for 2024/25. JO explained the recommendation to approve the 2023/24 suggestions as concluded. JO passed to LE for collective assessment. LE explained the committee annual appraisal process and the role of the collective assessment in this. LE explained that while this was a regulatory requirement, it also provided a useful process to allow the committee to review their governance and assurance position. LE advised that it should not be viewed as a test. LE took committee through the template collective assessment form and recorded feedback. There was a discussion on the importance of committee gaining assurance without being involved in operational matters. JO advised on the importance of independent internal audit to assist committee with gaining their assurance on operational matters. GG gave some feedback to committee regarding the important distinction between committee strategic responsibilities and staff operational responsibilities. LE thanked committee for their input and advised that the next step would be the individual one to one meetings with members during February. LE will then collate all the collective and individual feedback and produce the 2024/25 report for presenting to the April 2025 CoM meeting.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>➤ Approved 2023/24 enhancement suggestions concluded.</li> <li>➤ Approved proposed arrangements for Feb individual meetings between committee members and Linda Ewart.</li> <li>➤ 2024/25 committee appraisal feedback report to April 2025 CoM.</li> </ul> <p>Committee thanked LE. Committee confirmed all matters noted and no additional queries to raise. LE was invited to remain for the rest of the meeting or to leave – LE advised their preference to remain. 8.00pm – DM left the meeting.</p>	<p>Lead</p> <p>JO IF/CoM</p> <p>JO/LE</p>	<p>Due By</p> <p>- 28/02/25</p> <p>23/04/25</p>
<p>Items 9, 10 and 11 were taken before Item 8 as staff were required to leave the meeting for Item 8.</p>		
<b>8. Director's Six Month Appraisal 04/12/2024 - Feedback</b>		
<p>The Chair requested staff leave meeting. The Chair presented their feedback report to committee on the Director's appraisal.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>➤ Committee confirmed their assurance with Director's appraisal process and feedback report provided.</li> </ul>	<p>Lead</p>	<p>Due By</p>

<b>9.</b>	<b>Correspondence</b>		
Nothing in additional to that already issued.			
<b>10.</b>	<b>A.O.C.B.</b>		
10.1 IF presented Share application to be considered for tenant 1604. <u>Decisions Made:</u> Approved Share membership application.		IF	
10.2 Committee noted Housing Services Assurance and Supplementary Reports uploaded to Resource Library. No queries to raise.			
<b>11.</b>	<b>Date of Next Meeting(s)</b>		
Wed 19/02/2025 - Committee of Management Meeting – Golden Jubilee Hotel & Teams Fri 21/03/2025 – Committee and staff review day – Auchentoshan Distillery, in person annual event  8.14pm Committee agreed to suspend standing orders until 8.30pm.			
The Chair thanked everyone for their attendance and input. There being no other business, the Chair closed the meeting at 8.30pm.			

Minute Approved by: M Baigent

Seconded by: A Passi

Signed by Chair of Meeting who approved: L Devlin

Date Approved: 19 February 2025