

<b>Report To:</b>	Management Committee Meeting
<b>Agenda Item:</b>	5.1 Minutes of Pineview Housing Association Ltd Management Committee Meeting held using MS Teams and Office 29 June 2023
<b>Prepared By:</b>	Joyce Orr, Director
<b>Date Prepared:</b>	3 July 2023
<b>Meeting Date:</b>	23 August 2023 at 6.15pm – Pineview Office & Teams

## 1. Sederunt

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

<p><b>Present:</b>  Teresa Brannan (TB)  John Brechany (JB) joined  6.20pm  Linda Devlin (LD) joined 6.23pm  Myra Frater (MF)  Josephine McGinty (JM)  Daniel Martyn (DM)  Laura Nahar (LN)</p>	<p><b>Apologies:</b>  Richard Bolton  Jamie Graham  David Syme  Anna Welsh</p> <p><b>Absent:</b></p> <p><b>Leave of Absence:</b>  Kenny McGinty – LOA until June</p>	<p><b>In Attendance:</b>  Isobel Ferguson (IF), FCSO  Joyce Orr (JO), Director  Karen Byrne (KB), HSM  Robert McGinlay (RM), FMD  Stuart Beattie (SB), Senior Audit Manager, CT</p> <p><b>Observers:</b></p>
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Via Teams: JB, LD, LN, IF, RM, SB

The Chair to welcome everyone to the meeting. The meeting started at 6.15pm.

## 2. Declaration of Interest

The Chair reminded committee and staff to declare as appropriate. Reminder of confidentiality and collective responsibility.

➤ **Nothing to declare.**

## 3. Decisions/Approvals Report

Committee noted the decisions/approvals report issued 29/06/23.

### 4.1 Annual Financial Statements and Associated

RM presented the annual financial statements report advising positive overall position with no adjustment and no points arising out of the audit. RM took the meeting through the reconciliation for the 31/03/23 Q4 management accounts and the annual financial statements for year ending 31/03/2023. The adjustments were made by FMD in preparation of the annual financial statements following submission of the Q4 accounts to committee – there were no adjustments arising from the external audit process. RM then passed to SB for audit report.

SB advised committee on a clean audit report and an unqualified position. SB advised on the process of the audit and the checks undertaken to allow the auditors to give their opinion. SB took the meeting through the audit report explaining the business and audit risk assessment process and outcomes; issues arising during the audit and adequacy of internal controls. SB advised that auditors do not only look at what has happened but consider the business looking ahead and beyond just numbers. SB advised satisfactory position regarding business and audit risks assessed. SB highlighted the deficit on

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<p>other activities and noted this was a conscious decision to allow wider action activities to support tenants. SB highlighted difference in service charge income and expense and advised that management would review this during 2023/24 when reviewing staff allocation of time. SB advised that it was noted that the Treasury Management policy has been reviewed and more cash is on deposit following the year end. SB advised on the likely future requirement for reporting on sustainability in the future. SB advised there were no control issues to report and there were no uncorrected misstatements arising from the audit.</p> <p>Committee raised question on pension movement position and SB advised that this was an accounting position that is advised by TPT and it has been accounted for and disclosed accurately within the financial statements. The Chair thanked SB for his time and informative reporting. The Chair advised that SB was welcome to remain for the rest of the meeting or to leave. SB left the meeting at 6.35pm.</p> <p>The Chair requested RM present the remainder of the report. RM advised there were now four document that required signing if Committee approved the financial statements:</p> <ul style="list-style-type: none"> <li>Annual Financial Statements</li> <li>Response to audit summary report</li> <li>Letter of Representation</li> <li>Covenant compliance certificate</li> </ul> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>➤ Approved 2022/23 annual financial statements for signing and distribution – signed at meeting by DM, JM, JO.</li> <li>➤ Approved PHA response to audit summary report for signing and issue.</li> <li>➤ Approved Letter of Representation for signing and issue.</li> <li>➤ Approved signing of covenant compliance certificate and issue.</li> </ul> <p>Committee confirmed all matters noted and no additional queries to raise.</p> <p>RM left the meeting at 6.40pm.</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 25 May 2023</b></p> <p>The Chair introduced the Minute. Minute noted and approved. Committee advised no changes required and no matters arising outwith agenda.</p> <p><b>Proposer:</b> JM    <b>Seconder:</b> MF    <b>Chair to sign minute:</b> DM</p>	<p>JO JO JO</p> <p>IF</p>	<p>Various 06/07/23 06/07/23 06/07/23</p> <p>-</p>
<p><b>5.2 Decision Tracker Report - JO</b></p> <p>The Chair asked JO to present any matters that required consideration. JO advised that items were either complete, not due yet (either due to original timing or rescheduling), or for this meeting. Committee considered the updates as below:</p> <ul style="list-style-type: none"> <li>➤ 23/2/23 6.3.3 Priorities renaming and adding year 25/26 – complete.</li> <li>➤ 23/02/23 7.1 Senior staff succession – approved to remove from report.</li> <li>➤ 23/02/23 7.1 Feedback on Director’s appraisal – happy with proposal.</li> </ul>		

<ul style="list-style-type: none"> <li>➤ 27/04/23 4.2 and 25/05/23 6.4 Pensions – Chair will contact Director.</li> <li>➤ 27/04/23 6.1.4.3 Scheme of Delegation – within Report 6.2</li> <li>➤ 27/4/23 6.3A Shared Ownership – within Report 8.1</li> <li>➤ 27/4/23 7.2 Allocation Policy – within Report 8.1</li> <li>➤ 25/05/23 6.2 Loan Portfolio – within report 6.2 for approval</li> <li>➤ 25/05/23 6.5 committee meetings – within Report 6.3 for decision</li> <li>➤ 25/05/23 8.1 Arrears and HMO void – within Report 8.1</li> <li>➤ 25/05/23 8.1 SHFSF update – within Report 8.1</li> </ul> <p>Committee confirmed all matters noted and no additional queries to raise.</p>		
<b>6. Items Requiring Decision / Approval</b>	<b>Lead</b>	<b>Due By</b>
<p><b>6.1 Secretary Confirmation Report</b></p> <p>The Chair asked JO to present. JO advised on purpose and requirement of report. JO, as Company Secretary, confirmed that Rules 62 – 67 had been complied with as required.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> <li>➤ Acknowledged Secretary’s report to be recorded in meeting minute.</li> </ul>	JO	14/08/23
<p><b>6.2 Business Planning General Report</b></p> <p>The Chair asked JO to present matters for decision and/or discussion/update. Scheme of Delegation – JO advised on the three proposed additions for committee to consider. JO recommended that any future changes found to be required to the SoD should be brought to the next available CoM meeting. Outwith any changes required on an ongoing basis, it was recommended that the SoD sit as an appendix to the Standing Orders and be reviewed in conjunction with this, at least 3 yearly.</p> <p>SHR Loan Portfolio (LP) Return – JO advised that submission was due to SHR by 30/06/23 (as per returns schedule). JO advised there were no changes to the year-end loan portfolio, as reported to the May meeting, as a result of the year end audit, so no changes required.</p> <p>Internal Audit – committee noted outcomes for ARC, Payroll, and debt management follow up. JO advised on recommendation to purchase of an additional audit day for further debt management follow up in Dec 2023. Committee considered the high level of risk around debt management.</p> <p>Regulatory Framework (RF) – JO advised on background to review and the separate but related SFHA Altair research. The meeting worked through the consultation questions posed by SHR and determined response. There was particular discussion around question 5 on damp and mould and the intended level of involvement by SHR in one specific area of safety amongst many.</p> <p>IT system review and tender process – JO gave a verbal update and advised that whilst this was an operational matter it was being brought to committee’s attention due to the intended change of approach. JO advised that the intention was to move away from an “on premise” system and that the tender process would be constructed around this.</p> <p>Committee noted</p> <ul style="list-style-type: none"> <li>- Equalities Action Plan – JO confirmed priority work to have this updated.</li> <li>- Letter to be sent to Housing Minister re rent increase notification matters.</li> <li>- No fraud matters, and no Returns concerns to report.</li> </ul>		

<p>KHA/PHA comparisons - KB reported comparison outcomes to 31/03/23 for arrears, voids &amp; allocations, and antisocial behaviour. (Graph presentation will be uploaded to Decision Time – completed 03/07/2023). Committee confirmed all matters noted and no additional queries to raise.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>➤ Scheme of Delegation – committee approved the recommendations as presented, with Policy schedule to be updated.</li> <li>➤ SHR Loan Portfolio (LP) Return – submission to SHR approved.</li> <li>➤ Internal Audit – approved purchase of an additional day of audit for further debt management follow up in Dec 2023 – auditor to be advised.</li> <li>➤ Regulatory Framework (RF) – agreed response to discussion paper to be submitted to SHR by 11/08/2023.</li> <li>➤ IT system review and tender process – approved planned approach.</li> </ul>	<p>JO</p> <p>JO</p> <p>JO</p> <p>JO</p> <p>IF</p>	<p>01/08/23</p> <p>30/06/23</p> <p>06/07/23</p> <p>11/08/23</p> <p>Ongoing</p>
<p><b>6.3 Membership and Committee Report - Isobel</b></p> <p>The Chair asked IF to present matters for decision and/or discussion/update. IF advised on the one application for share membership. IF advised, in respect of committee membership, that both potential new members have withdrawn at present due to personal circumstance and will revisit Jan 2024. Committee membership advert has been posted through SFHA and DPO has also shared with university students. IF advised that the Chair and Director had some biographies for consideration. IF advised that opportunity would also be discussed with members of the community at the D70 event on 15/07/2023. IF requested Committee to assist with recruitment and highlight opportunity to others. JM advised that she thought the reduction in meeting volume now might also help. Committee confirmed they would provide proxy forms for the AGM in case anything happened on the night to prevent attendance. Committee considered post AGM meeting arrangements but thought it could be quite disruptive and agreed first meeting would be August and IF would pursue members for signing requirements in advance of August meeting. Committee discussed leave of absence for KM and thought there may be confusion about whether or not leave included June. Discussed extending leave of absence until end of July with KM due back at Aug CoM meeting. Committee considered possible changes to meeting arrangements for committee year beginning Aug. IF presented outcomes of survey and advised the more suitable arrangement appears to be the second last Wednesday of the month and starting at 6.15pm. Committee discussed and agreed this with option to change if requested by other members. TB, JM and LN reported back on business planning training held through Drumcog 19/06/23. Committee confirmed all matters noted and no additional queries to raise.</p> <p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>➤ Share membership - Approved share membership application T1529.</li> <li>➤ Committee membership Committee to advise IF of anyone interested in considering committee membership. Chair and Director to consider biographies provided by SFHA.</li> <li>➤ Committee to provide proxy forms for AGM – IF to pursue.</li> </ul>	<p>IF</p> <p>CoM</p> <p>DM/JO</p> <p>IF</p>	<p>-</p> <p>Ongoing</p> <p>14/08/23</p> <p>15/07/23</p>

<ul style="list-style-type: none"> <li>➤ No meeting to be held immediately after AGM. IF to pursue members for signing requirements in advance of Aug CoM meeting.</li> <li>➤ Leave of absence extended for KM to end July 2023 – JO to advise.</li> <li>➤ Committee meeting preference for Aug onwards – second last Wednesday of meeting months, starting at 6.15pm, member can attend in person or virtually (with preference for in person at quarterly meetings at Golden Jubilee Hotel). JO to issue updated calendar.</li> </ul>	<p>IF</p> <p>JO</p> <p>JO</p>	<p>23/08/23</p> <p>06/07/23</p> <p>31/07/23</p>
<p><b>7. Policy Review Section</b></p>	<p><b>Lead</b></p>	<p><b>Due By</b></p>
<p><b><u>7.1 M.04 Stock Condition Survey Policy Review</u></b></p> <p>The Chair asked KB to present the review report for decision. KB advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise.</p> <p><u>Decisions Made:</u></p> <p>Approved reviewed policy for implementation.</p> <p><b><u>7.2 G.11 Code of Conduct for Governing Body Members Review</u></b></p> <p>The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise.</p> <p><u>Decisions Made:</u></p> <p>Approved reviewed Code and associated for implementation.</p> <p><b><u>7.3 G.12 Role Descriptions for Committee Review</u></b></p> <p>The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. JO explained purpose of proposed additional role description for non-office bearing committee members. Committee confirmed proposal noted and no queries to raise.</p> <p><u>Decisions Made:</u></p> <p>Approved reviewed role descriptions for implementation.</p> <p><b><u>7.4 G.14 Governing Body Members Guide Review</u></b></p> <p>The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise.</p> <p><u>Decisions Made:</u></p> <p>Approved reviewed Guide for implementation.</p> <p><b><u>7.5 S.04 Entitlement, Payment and Benefits Policy Review</u></b></p> <p>The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise.</p> <p><u>Decisions Made:</u></p> <p>Approved reviewed policy for implementation.</p>	<p>KB</p> <p>JO</p> <p>JO</p> <p>JO</p> <p>JO</p> <p>JO</p>	<p>13/07/23</p> <p>13/07/23</p> <p>13/07/23</p> <p>13/07/23</p> <p>13/07/23</p> <p>13/07/23</p>

<p><b><u>7.6 S.06 Code of Conduct for Staff Policy Review</u></b></p> <p>The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise.  <u>Decisions Made:</u>  Approved reviewed Code and associated for implementation.</p> <p><b><u>7.7 S.11 Flexible Working Policy Review</u></b></p> <p>The Chair asked IF to present the review report for decision. IF advised no queries raised in advance and minimal changes proposed. IF advised on intention to update policy further when legislative change enacted and to report update to committee rather than do a further full review. Committee confirmed proposal noted and no queries to raise.  <u>Decisions Made:</u>  Approved reviewed policy for implementation with additional approval to update further when pending legislative changes enacted, without need to return to CoM, other than to confirm to committee when complete.</p> <p><b><u>7.8 S.23 Sabbatical Policy Review – Isobel</u></b></p> <p>The Chair asked IF to present the policy review report for decision. IF advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise.  <u>Decisions Made:</u>  Approved reviewed policy for implementation.</p> <p><b><u>7.9 Drumcog Allocation Policy Review – Karen</u></b></p> <p>KB advised delay due to Drumcog joint action required. KB advised a meeting has been arranged for early July to progress. Update to be provided to Aug CoM.</p>	<p>JO</p> <p>IF</p> <p>IF</p> <p>KB</p>	<p>13/07/23</p> <p>13/07/23</p> <p>13/07/23</p> <p>17/08/23</p>
<p><b>8. Items for Updating</b></p>	<p><b>Lead</b></p>	<p><b>Due By</b></p>
<p><b>8.1 Housing Services Report</b></p> <p>The Chair asked KB to present any updates to report, confirming no queries from committee in Decision Time.  KB updated on</p> <ul style="list-style-type: none"> <li>- 9.3 HMO voids meeting 26/06/23 outcome, with commitment from Head of Commissioning Glasgow to review position.</li> <li>- 10. Customer forum – Karen will discuss accuracy with Team and confirmed that Forum have been advised the AGM is 20/07/2023.</li> <li>- 11.2 Summer Estate Action Plans being issued in Q2.</li> <li>- 13.5 Wider action programme of activities to be finalised once team member leading (AC) returns from annual leave.</li> <li>- 14.8 Social Housing Fuel Support Fund – no decision on application yet.</li> </ul> <p>Committee confirmed all matters noted and no additional queries to raise.</p>		

<b>9.</b>	<b>Correspondence</b>		
Nothing additional.			
<b>10.</b>	<b>A.O.C.B.</b>	<b>Lead</b>	<b>Due By</b>
<p>The Chair allowed the following A.O.C.B.</p> <ul style="list-style-type: none"> <li>- LD advised on Drumchapel transformation plans and funding document and asked if we could share with tenants. KB advised she had details and would arrange.</li> <li>- JO advised on D70 event in Drumchapel Park on Sat 15/07/2023 and that PHA would have a stall – Committee encouraged to attend and enjoy the day.</li> </ul>		KB	13/07/23
<b>11.</b>	<b>Date of Next Meeting</b>		
<ul style="list-style-type: none"> <li>➤ AGM Thursday 20<sup>th</sup> July 2023 at 6.00pm, Drumchapel St Mark's Church, 281 Kinfauns Drive, G15 7BD</li> <li>➤ Committee Meeting, Wednesday 23/08/2023 at 6.15pm, Golden Jubilee Hotel</li> </ul>			
The Chair thanked everyone for their attendance and input and closed the meeting at 19:38pm			

Minute Approved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Signed by Chairperson:  
of meeting approving \_\_\_\_\_

Date Approved: \_\_\_\_\_