

Report To:	Management Committee Meeting
Agenda Item:	5.1 Minute of Management Committee Meeting of 20 September 2023
Prepared By:	Joyce Orr, Director
Date Prepared:	16 October 2023
Meeting Date:	22 November 2023 at 6.15pm – Golden Jubilee Hotel & Teams

1. Sederunt

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

Present: Linda Devlin (LD) Laura Nahar (LN) Jamie Graham (JG) Daniel Martyn (DM) – Chair	Apologies: Richard Bolton David Syme (DS) Robert Reid (RR), SHO Absent: Anna Welsh (AW) Leave of Absence: Josephine McGinty (JM)	In Attendance: Karen Byrne (KB), HSM Isobel Ferguson (IF), FCSO Joyce Orr (JO), Director Observers Due: Joined after Item 4 Morven Baigent (MB) Frazer Lord (FL) Aarti Passi (AP) Lyndsey Robinson (LR)
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Joining Via Teams: LD, LN, JG, DM, MB, FL, AP, LR

The Chair welcomed everyone to the meeting.
Leave of Absence - Committee noted request from JM for a leave of absence due to ill health – this was approved until Jan 2024 when it would be reconsidered if required.

2. Declaration of Interest

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

- Staff and CoM members subject to EVH Terms & Conditions re Item 6.3.1 2024 salary consultation. Chair determined that as observers would not be contributing to the discussion they could remain for this Item.

3. Decisions/Approvals Report

Committee noted the decisions/approvals report issued 19/09/2023.

4. Committee Recruitment Update and Decisions Report	Lead	Due By
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The Chair asked JO to present the report and take the meeting through the decisions required.
JO took Committee through the recruitment process that has been undertaken and the four applications for committee membership that had come from this.
The Chair advised that he had had a meeting with the four applicants and was pleased with the range of skills and knowledge they could add to the committee and would recommend their applications for approval.
JO explained the position regarding co-optee and casual vacancy positions if the applicants were approved. JO advised on induction and signing requirements for new members.
Committee noted position with K McGinty, D Syme and J Brechany.
Committee noted the work that would be being undertaken over the next 6 months by the housing services team to engage with Pineview tenants to encourage more tenant committee members.

<p>JO advised that LD and RB had agreed to fill vice chair roles on a shadowing basis, along with DS, to allow them to fill roles, and JO would support. The Chair thanked staff for all their work on the recruitment process and the positive outcome for Pineview.</p> <p>Decisions Made:</p> <p><u>Applications for Committee Membership:</u> The four share applications and committee applications were approved and applicants to take office once they sign the Association's code of conduct. New members to be pursued for initial induction and signing requirements during Oct - Nov and attend Nov CoM as co-optee / casual members. Casual vacancies to be filled by new members in order of date of application.</p> <p><u>Office Bearers Position:</u> Committee approved LD and RB to fill roles, shadowing David initially. Committee confirmed all matters noted and no additional queries to raise.</p>	<p>IF</p> <p>JO</p> <p>JO/IF</p> <p>LD&RB</p>	<p>31/10/23</p> <p>10/11/23</p> <p>31/10/23</p> <p>21/09/23</p>
<p>5. Minutes of Previous Meeting(s) / Matters Arising</p>		
<p>5.1 Minute of the Management Committee Meeting of 23 August 2023</p>		
<p>The Chair introduced the Minute. Minute noted and approved. Committee advised no matters arising outwith Agenda for tonight's meeting. Proposer: JG Seconder: LD Chair to sign minute: DM</p>		
<p>5.2 Decision Tracker Report</p>		
<p>The Chair asked JO to present any matters that required consideration. JO advised that items were either complete, for this meeting or not yet due. Committee considered the outstanding matters as below:</p> <ul style="list-style-type: none"> ➤ 26/05/22 6.3.1.9 Review position re full stock valuation (not insurance revalue valuation which is required) – decision not to undertake at present and no borrowing requirement. ➤ 29/06/23 6.3 committee signing requirements – noted JB being pursued. ➤ 29/06/23 7.9 Druncog allocation policy – noted CoM kept updated. ➤ 23/08/23 5.2 DB Pension. Agreed Chair to attend SHAPS session 16 Nov and will provide feedback to Jan CoM meeting, and then committee will consider further. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>-</p> <p>IF/JO</p> <p>KB</p> <p>DM</p>	<p>-</p> <p>-</p> <p>-</p> <p>24/01/24</p>
<p>6. Items Requiring Decision / Approval</p>		
<p>6.1 2022/23 Committee Annual Appraisal 6 Month Update Report</p>		
<p>The Chair asked JO to present the report for the decisions required. JO advised on progress against the suggestions from the April 2023 CoM meeting. Committee noted outcomes achieved and one matter outstanding – Include improved understanding of tenant obligations as a success measure of PHA's tenant engagement activities – which the Housing Services Manager, Senior Housing Officer and Senior Maintenance Officer would be reviewing during Sept - Nov to provide an update to the 22 Nov CoM meeting.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Committee approved for outstanding item to be reported to Nov CoM. ➤ Committee approved the 2023/24 Annual Review timeline – with the collective assessment at Jan CoM meeting, individual meetings Feb, and feedback report to April 2024 CoM. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>KB</p> <p>IF</p> <p>IF</p> <p>JO</p>	<p>15/11/23</p> <p>24/01/24</p> <p>29/02/24</p> <p>1704/24</p>

<p>6.2 Regulatory Compliance 6 month update on recommendation</p> <p>The Chair asked JO to present the report for the decisions required. JO advised on progress against the suggestions from the 31 March 2023 committee and staff strategy review day. Committee noted outcomes achieved and plans for remaining actions. Committee discussed item on defined benefit pension and Chair suggested to consider review in Q1 2024/25.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Committee confirmed assurance with planned actions. ➤ Committee approved timescales for remaining items, with update reporting to Jan 2024 CoM as part of Committee appraisal. ➤ Committee agreed to consider defined benefit pension further from Q1 2024/25, with update position to June 2024 CoM. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>- JO, IF & KB CoM</p>	<p>24/01/24 19/06/24</p>
<p>6.3 Business General Report - Joyce</p> <p>Committee advised that observers could remain for item on EVH salary consultation as they would be observing and not taking part. Staff were requested to leave the meeting for committee discussion and then invited back. The Chair advised that the decision of committee was to leave the negotiations to EVH at this stage. Committee requested that different salary increase scenarios be included within the November draft budget.</p> <p>The Chair asked JO to present the remainder of the report for the decisions required by Committee. JO presented position in respect of the due external financial audit tender. Committee discussed the three options and the opinion from the internal auditor. Committee noted the good relationship with existing auditor but acknowledged policy position to retender every 5 years.</p> <p>JO presented position in respect of due Data Protection Officer service review and tender. Committee discussed the service and the benefit it brings to the staff team and the assurance it gives to customers and committee. Committee discussed options and the best practice position for testing the market.</p> <p>The Committee discussed that they will have tested the market by advertising for expressions of interest and taking forward any received.</p> <p>JO advised all other matters in report for update only and asked if Committee had any queries. The Chair highlighted the outcome of the query regarding EVH Director and Committee advised their satisfaction with response.</p> <p>Committee noted position on communication with Minister for Housing regarding rent increase process anomaly and await further response.</p> <p>Committee noted that SHAPS Financial Assessment had been completed with a Low Risk rating outcome.</p> <p>The Chair advised Committee on approval for Director to assist Cadder HA as a committee member should they wish this - this would be in JO's own time.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ EVH consultation – EVH to be advised that 2024 salary negotiations being left with EVH negotiators at this stage. ➤ External financial audit - to advertise for expressions of interest on SFHA Tender service, if no suitable expressions received then Director to negotiate with existing provider. Bring back to Nov CoM for decision. ➤ DPO Services - to advertise for expressions of interest on SFHA Tender service, if no suitable expressions received then Director to negotiate with existing provider. Bring back to Nov CoM for decision. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>JO JO JO</p>	<p>28/09/23 15/11/23 15/11/23</p>

<p>6.4 Equalities Data Collected Analysis Report – Isobel and Robert</p> <p>The Chair asked IF to present the report for the decisions required. IF advised on the quantitative data collected to date. It was highlighted that this information provided a base that would need to be developed and built upon over the year ahead. Discussed that the report presents data collected and that this would be developed to have analysis of what the data means for our service provision, any representation matters and how Pineview would propose to address. Discussed the need to analyse Pineview data in comparison to larger societal data in order that any potential anomalies could be identified. Committee suggested that the Association employ the services to Stewart Montgomery to assist with this large societal data aspect given his experience in this area and the assistance he has provided to date. JO advised on planned staff training with Stewart Montgomery Oct and Nov 2023. Committee advised they were satisfied with the start made and the proposed work over the next year to develop this further.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Reporting to be built upon over the coming months to develop more robust, contextual and comparative data for reporting in Sept 2024 and annually thereafter. ➤ Assistance of S Montgomery to be sought for identifying appropriate larger societal data to use for contextual and comparative purposes. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>IF/RR</p> <p>JO</p>	<p>18/11/24</p> <p>30/11/23</p>
<p>6.5 Membership and Committee - Isobel</p> <p>The Chair asked IF to present the report for the decisions required. IF advised decision had been taken at Item 4 regarding share and committee memberships and all other matters for update only. Noted that Share application had been considered and approved at Item 4. Committee noted Share register membership and Committee membership. Committee noted position regarding J Brechany. Committee noted that Drumcog training of 16/10/23 has been cancelled with next session due 15/01/2024 on Regulatory Framework changes.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Share applications approved as per Item 4. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>IF</p>	
<p>6.6 Housing Services Report - Karen</p> <p>The Chair asked KB to present the report for the decisions required. KB apologised for the report being issued later than it should have been and for only arrears graphs being within report – KB advised she will have additional graphs, and target lines within graphs, for next meeting. KB explained the new format of reporting, with main report focusing on decisions required, strategic matters, matters of compliance and/or performance, and any matters of concern, to bring to committee’s attention. The supplementary report is provided to give updates on general housing services matter and provide further assurance to committee. Meeting discussed the damp and mould reporting and agreed future reporting to have less individual case detail but more analysis. Discussed need for more proactive action needed from housing services team to gain access to properties to check follow on for any reported damp/mould.</p>		

<p>Meeting discussed ground maintenance contract position in detail. Committee noted debt management outcomes and need for improvement. KB advised on HMO void update reporting and meeting of 14/09/23. KB advised on shared ownership reporting update. Committee noted summary report on GWSF rent increase discussion paper. Karen advised on media enquiries re RAAC and tenant garden matter. KB advised that there was a further electrical periodic inspection outwith timescale and this was being pursued. Committee thanked KB for the work on the new report format and that as this is refined over time it will be more useful and allow committee to focus increasingly on decisions and area of non-compliance and/or concern.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Performance graphs - more with target line, to be included in future reports for easy visualisation of performance matters – priority to be on areas of work where performance not meeting target and/or of concern. ➤ Ground maintenance contract – approved recommended action within report, with update to Nov CoM meeting. ➤ Damp and Mould reporting - future reporting to have less individual case detail but more analysis. ➤ Damp and Mould follow up - KB to ensure Housing Services Team being more proactive in damp and mould follow up work and gaining access to homes for this purpose. ➤ KB to further pursue complaint with GCC regarding HMO void and report back to Nov CoM. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>KB</p> <p>KB</p> <p>KB</p> <p>KB</p> <p>KB</p>	<p>15/11/23</p> <p>15/11/23</p> <p>15/11/23</p> <p>Ongoing</p> <p>15/11/23</p>
<p>6.7 Policy Review Section</p>	<p>Lead</p>	<p>Due By</p>
<p><u>6.7.1 H.09 Vulnerable Adults and Child Protection Policy</u> The Chair invited KB to present the policy review for decision by committee. KB referred committee to tracked changes and advised minimal changes proposed. Committee considered proposal and confirmed no additional queries to raise. KB confirmed equality impact assessment (EIA) completed.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved revised policy for implementation. <p><u>6.7.2 H.15 Unacceptable Behaviours Policy</u> The Chair invited KB to present the policy review for decision by committee. KB referred committee to tracked changes and advised minimal changes proposed. Committee considered proposal and confirmed no additional queries to raise. KB confirmed equality impact assessment (EIA) completed.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved revised policy for implementation. <p><u>6.7.3 S.02 Staff Development and Performance Review</u> The Chair invited JO to present the policy review for decision by committee. JO apologised that report should read as Item 6.7.3 not 6.7.8. JO referred committee to tracked changes and advised minimal changes proposed. Committee considered proposal and confirmed no additional queries to raise. JO confirmed equality impact assessment (EIA) completed.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved revised policy for implementation. 	<p>KB</p> <p>KB</p> <p>JO</p>	<p>11/10/23</p> <p>11/10/23</p> <p>11/10/23</p>

<p><u>6.7.4 S.15 Stress Management Policy</u> The Chair invited IF to present the policy review for decision by committee. IF referred committee to tracked changes and advised minimal changes proposed. Committee considered proposal and confirmed no additional queries to raise. IF confirmed equality impact assessment (EIA) completed. Decisions Made: ➤ Approved revised policy for implementation.</p>	IF	11/10/23
<p><u>6.7.5 S.16 Office Call Out Policy</u> The Chair invited IF to present the policy review for decision by committee. IF referred committee to tracked changes and advised on changes proposed. Meeting discussed that this is a confidential staff and committee policy that is not published on the website due to the sensitive and personal data included. Committee considered proposal and confirmed no additional queries to raise. JO requested that committee decide on office closure between Christmas and New Year. Committee discussed usual practice of staff using two days of their annual leave for closing between the public holidays. Decisions Made: ➤ Approved revised policy for implementation. ➤ Approved office closure between Christmas and new year with this to be standard practice until committee determine otherwise.</p>	IF IF	11/10/23 -
<p><u>6.7.6 S.22 Shared Parental Leave Policy</u> The Chair invited IF to present the policy review for decision by committee. IF referred committee to tracked changes and advised minimal changes proposed. Committee considered proposal and confirmed no additional queries to raise. IF confirmed equality impact assessment (EIA) completed. Decisions Made: ➤ Approved revised policy for implementation.</p>	IF	11/10/23
<p><u>6.7.7 S.25 Senior Staff Succession Planning Policy – follow on actions update report</u> The Chair invited JO to present the report for decision by committee. JO took committee through the progress table giving the position as at 13/09/2023 and further planned actions for committee to consider. Committee discussed training on senior officer appraisal and recruitment and agreed that this would be a good session for 2024 committee and staff review day so that staff gain knowledge too. Discussed proposal regarding reporting on succession plan and Staff Development and Performance Reviews (SDPRs) to April CoM annually, or as matters change, from 2024. Committee considered proposal not to have separate protocol for deputising in absence of senior office as Policy covers this and additional document could confuse matters. Decisions Made: ➤ Training on senior officer appraisal and recruitment to form part of 2024 committee and staff review day. ➤ HSM and Director to review completed SDPRs in Dec 2023 and arrange for any remedial actions to be put in place for Feb 2024 SDPR meetings. ➤ HSM and Director to collate information from Feb 2024 SDPRs and provide report to April CoM meeting, and annually thereafter. ➤ Policy to be used to guide for managing absence of senior officer rather than having a duplicated separate protocol.</p>	JO KB+JO KB+JO CoM	22/03/24 22/12/24 10/04/24 -

6.7.8 G.08 Committee Performance Review Policy			
<p>The Chair invited JO to present the policy review for decision by committee. JO referred committee to tracked changes and advised minimal changes proposed. JO took committee through the additional review changes as suggested by Linda Ewart, and the draft templates. Committee considered proposals for review and confirmed no additional queries to raise. JO confirmed equality impact assessment (EIA) completed.</p> <p>The Chair advised observers to the meeting that the review process, whilst being required and useful, is also very enjoyable and is nothing to be feared.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved revised policy for implementation. 		JO	11/10/23
7.	Items for Updating	Lead	Due By
<p>7.1 Health and Safety Audit</p> <p>The Chair asked IF to advise of any further updates. IF advised current position as per decision Time - ACS cancelled 06/09/2023 audit and rescheduled to 29/11/23. Committee confirmed all matters noted and no additional queries to raise.</p> <p>7.2 Director's Appraisal Report</p> <p>The Chair advised on his report of the Director's June 2023 appraisal and advised that staff will leave the meeting if committee want to have a discussion or raise any matters – committee confirmed the report was useful for assurance purposes and no matters to raise. The Chair reminded all committee that any committee members can contact the Chair at any time to raise any concerns regarding the Director.</p>			
8.	Correspondence		
Nothing additional.			
9.	A.O.C.B.		
<p>The Chair allowed the following matter to be raised:</p> <ul style="list-style-type: none"> ➤ Pineview iPads - IF requested that any members using Pineview iPads, please update these to the latest software version and keep them updated. IF advised members to contact her if they would like some assistance with this. The Chair advised that he could return his iPad, if needed for another member, as he tends to use laptop and/or two screens. IF advised she would be following up with new members of committee regarding any equipment they may need. 		CoM & IF	11/10/23
11.	Date of Next Meeting		
Wed 22/11/2023 6.15pm – in person quarterly meeting at Golden Jubilee Hotel and Teams if unable to attend in person.			
There being no additional business the meetings closed at 7.42 pm.			

Minute Approved by: L Devlin Seconded by: J Graham

Signed by Chairperson: D Martyn Date Approved: 22 November 2023
of meeting approving