

Report To:	Management Committee Meeting
Agenda Item:	5.1 Minute of Pineview Housing Association Ltd Management Committee meeting held using MS Teams and Golden Jubilee Hotel on 25 May 2023
Prepared By:	Joyce Orr, Director
Date Prepared:	29 May 2023
Meeting Date:	29 June 2023 at 6.15pm – MS Teams and Pineview Office

1. Sederunt

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

Present:

Richard Bolton (RB)
Linda Devlin (LD)
Myra Frater (MF)
Jamie Graham (JG) - MT
Josephine McGinty (JM)
Daniel Martyn (DM) – Chair
Laura Nahar (LN)
David Syme (DS) - MT
Anna Welsh (AW)

Apologies:

Teresa Brannan
Calum McLeod, SMO
Robert Reid, SHO

Pauline McMahon – as observer

Absent:

John Brechany

Leave of Absence:

Kenny McGinty – LOA until June

In Attendance:

Isobel Ferguson (IF), FCSO
Joyce Orr (JO), Director
Karen Byrne (KB), HSM
Robert McGinlay (RM), FMD

Observers:

Jesulonimi Sodeinde (JS) - MT

Joining Via Microsoft Teams (MT): JG, DS, JS

The Chair to welcome everyone to the meeting.

2. Declaration of Interest

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

- **Declaration from staff regarding Item 6.4 re membership of PHA pension scheme – to leave meeting for this item.**

3. Decisions/Approvals Report

Committee noted the decisions/approvals report issued 25/05/2023.

4.1	Annual Return on the Charter (ARC) – Karen Byrne, Housing Services Manager	Lead	Due By
	<p>KB gave a PowerPoint presentation of the main outcomes of the 2022/23 ARC, highlighting changes in performance for previous years ARC. The increase in arrears and the associated risk was discussed and committee advised they were aware of action being taken by HSM to improve this position. Committee noted the rent increase % was the overall higher average total due to capped rents, with most tenants having a 2.99% increase.</p> <p>Committee discussed the negative impact of contractors difficulties (material and labour shortages) on repair satisfaction and achievement of right first time. Committee noted the differences and the reasons for these in ARC outcomes compared to Pineview performance reporting due to SHR exclusions or</p>		

<p>requirements for calculating. Committee noted query in Decision Time on refusal of offers of let and KB advised no trend and no direct adverse impact on void times (the cause for longer void times relates to other matters). IF advised on ARC absence reporting and the different calculation use by SHR, which reduces absence rate.</p> <p>Committee noted the increase in volume of complaints and seen this as a positive, especially in respect of the ex KHA tenants who were now happy to complain as something gets done unlike pre Pineview management. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved the 2022/23 ARC for submission to SHR by 31/05/23. 	JO	31/05/23
<p>4.2 Five Year Financial Projections (FYFP) Return and Long Term Financial Projections (LTFP - 30 years) – Robert McGinlay, FMD</p>	Lead	Due By
<p>RM presented the updated 30 year financial projections from which the FYFP Return is taken. RM explained the updates and assumptions used in the LTFP. Committee noted the further work required by HSM, Director and FMD re smoothing of property related spending peaks to make delivery manageable and to try to remove need for above CPI increases in rents – currently in for years 6, 7 and 8. Committee noted queries in Decision Time and responses. JO explained the importance of Committee understanding that the LTFP has no expenditure included for ESSH2/Net Zero or possible future pension deficits as there is no realistic way to estimate possible cost at this time. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved the updates made to and assumption used, in the LTFP and FYFP, and approved both as final current versions. ➤ Approved the 2022/23 FYFP for submission to SHR by 31/05/23. 	RM JO	31/05/23
<p>5. Minutes of Previous Meeting(s) / Matters Arising</p>	Lead	Due By
<p>5.1 Minute of the Management Committee Meeting of 27 April 2023</p> <p>The Chair introduced the Minute. Minute noted and approved. Committee advised no changes required and no matters arising outwith agenda.</p> <p>Proposer: DM Seconder: AW 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 due yet (either due to original timing or rescheduling), with three outstanding matters: Outstanding matters for update – highlighted with red fill:</p> <ul style="list-style-type: none"> ➤ Disaster Recovery Plan – policy and appendices confirmed as updated. ➤ Priorities renaming and adding year 25/26 – to be completed by Jun CoM. ➤ SDPR Form update – completed. ➤ Committee noted update to 2022/23 write offs. <p>Committee confirmed all matters noted and no additional queries to raise.</p>		

6. Items Requiring Decision / Approval	Lead	Due By
<p>6.1 Management Accounts to 31/03/2023</p> <p>The Chair asked RM to present the management accounts to 31/03/2023. RM presented outcomes highlighting variances from budget and reasons within the report to explain. Committee noted arrears analysis should have 2022 and 2023 dates rather than 2023 and 2024 – typographical error. Committee noted all loan covenants complied with, and loan debt reducing. Committee noted ratios and performance indicators were within parameters other than arrears, which was discussed under ARC reporting and business plan performance monitoring. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved management accounts for the period to 31/03/2023. ➤ Management accounts to be forwarded to lenders by 30/05/2023 as per covenant requirement. 	JO	30/05/23
<p>6.2 Treasury Management Quarterly Report</p> <p>The Chair asked RM to present the quarterly treasury management report. RM presented outcomes to 31/03/2023 and investment movements since. Committee noted the position with cash and equivalents. Committee noted loan position, with reduced balances and the positive impact of the fixed rate loans. RM explained that the loan portfolio outcomes within the report would be those used for the SHR Loan Portfolio Return due to be submitted by 30/06/2023. JO updated on April inflation figures published 24/05/2023. Committee noted the impact of higher rates of food and energy inflation on customers. Committee noted that the treasury management policy is to be reviewed at Item 7.2 and noted the impact on operational strategy. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved loan information from report to be used to complete SHR loan portfolio return for submission by 30/06/2023. ➤ Approved treasury management operational strategy, subject to Policy approval at Item 7.2. <p>The committee approved that the timing of agenda business be amended to allow Item 7.2 to be brought forward to this part of the meeting to tie in and allow Robert to leave meeting following this item.</p> <p>7.2 F.05 Treasury Management Policy Review</p> <p>The Chair asked RM to present the policy review report. RM explained the background to the review and the significant change from existing policy, with the proposed revised policy incorporating SFHA good practice guidance. RM explained that operational practices would only differ slightly with the new policy. JO updated on Auditors view on internal audit timing and Directors recommendation to reword this section so that treasury management is</p>	RM RM/JO	30/06/23

<p>considered for internal audit every three years and has to be undertaken at least every five years, with first audit being undertaken in 2024. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved proposed policy for implementation, subject to proposed change on internal audit (as above). <p>RM left the meeting at this point (18:55)</p>	JO	22/06/23
<p>6.3 Risk Register Quarterly Review</p> <p>The Chair asked JO to present the quarterly risk register report. JO advised there were no proposed changes since the Feb 2023 review. JO advised that updates on planned actions from Feb 2023 review had been given for committee information at Appendix 6.3.1 – committee noted. Committee advised no proposed changes from committee at this review. Updates provided on Feb 2023 planned actions. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved review of risk register without change. Business Plan to be updated. 	JO	22/0623
<p>6.4 Business Plan Report – Joyce, Isobel, Karen</p> <p>Committee advised they would deal with Pension section of report once other matters addressed. The Chair asked JO to present the report, other than Pension element. Pls outcomes discussed. IF advised no concerns regarding staff absence outcome due to very particular circumstances. KB advised on housing services performance outcomes, many of which had already been covered at Item 4 ARC return. It was noted that the comments for outcomes not met would be more specific moving forward. Committee noted explanations and were keen to see improvements being made over 2023. Committee asked if resources were sufficient to improve outcomes and KB advised resources sufficient. KB updated on the Strategic Delivery Plan (SDP) outcomes to 31/03/23 and the explanations for those not achieved yet. KB responded to query in Decision Time regarding estate inspections only being at 66% - KB advised one of the main reasons was recent recruitment and post recruitment training for team members becoming familiar with their roles. JO advised on the Priorities outcomes to 31/03/23 and explanations for those not met. Committee noted only area to bring to attention was outstanding ACS health & safety audit that IF was pursuing. Committee noted only 4 of the original 46 transfer promises update remaining. JO advised on positive internal audit draft outcomes. JO advised no fraud or Returns concerns to report. Committee noted all other matters for update and had no queries to raise.</p> <p>Staff left the meeting at this point for committee to discuss DB pension.</p> <p>Following discussion by committee, staff were invited back into meeting and Chairperson provided an update – Committee would like risk of remaining in</p>		

<p>the DB scheme to be quantified for them to be able to consider against long term viability. Committee advised that contributions were not the issue as these are easily quantified, instead it was the potential cost and liability due to the “last man standing” element of the scheme. Committee would be keen to get advice on this so they had something quantifiable to base any decision on.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ DB Pension Scheme - Chairperson to liaise with Director to determine a specification for the seeking of advice. ➤ Performance indicators and strategic development plan - comments for outcomes not met to be more specific moving forward (SMART basis) for outcomes from 01/04/23, reported to Aug CoM. 	<p>DM</p> <p>All</p>	<p>22/06/23</p> <p>Aug CoM</p>
<p>6.5 Membership and Committee Report - Isobel</p> <p>The Chair asked IF to present the report. IF advised on two share membership applications, which committee noted.</p> <p>The Chair advised that MF had advised on her decision to retire at this years AGM, after 19 years of service. The Chair presented MF with flowers, wine and chocolate to say thank you for all her service.</p> <p>RB was asked about his intentions regarding remaining on the committee. RB advised the difficulty for him was the volume of meetings due to have two committee meetings each month through employment, and other work evening meetings. RB advised that the last week of the month was especially problematic. The Chair advised that the timing of the meetings could be reviewed to assist members – the Chair advised that RB brought a different perspective to meetings that was very valued. The Chair advised that the last week of the month, and the Thursday, were difficult for him. JO reminded members that while their diligence was beneficial, every committee member is not expected to attend every committee meeting. The target for meeting attendance was 70%. There are currently 9 CoM meetings, 1 strategy day and 1 AGM, making 11 meetings in the year. The Chair asked all members to consider which weeks and dates were best and feed this back to the Director and committee would consider further at June CoM for the new AGM year from August 2023.</p> <p>Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved the presented two applications for share Membership. ➤ Committee members to consider the different weeks of the month and days of the week for committee meetings and feedback Director on what is suitable / not suitable. ➤ Director to collate responses and report to June CoM for committee to consider and decide upon for the new AGM year. 	<p>CoM</p> <p>JO</p>	<p>15/06/23</p> <p>22/06/23</p>
<p>7. Policy Review Section</p>		
<p>7.1 F.04 Risk Management Policy Review – Joyce</p> <p>The Chair asked JO to present the policy review report. JO explained the work on the policy review; the minimal changes proposed; the view of the internal auditor; and the proposed position on ISO31000. Committee confirmed all matters noted and no additional queries to raise.</p>	<p>Lead</p>	<p>Due By</p>

<u>Decisions Made:</u>			
➤ Approved proposed policy for implementation.		JO	22/06/23
8.	Items for Updating	Lead	Due By
8.1 Housing Services Report - Karen			
<p>The Chair advised on updated in Decision Time regarding management of arrears and HMO void loss. KB advised further updates would be included in the Housing Services Report to the June CoM.</p> <p>The Chair advised report for update and asked if KB had any other updates or if committee had any queries to raise. KB provided an update on the Scottish Housing Fuel Support Fund Round 4, Phase 1 and the proposed partnership between Pineview and Kingsridge Cleddans HA and the Wise Group. B advised that a proposal had been submitted to SFHA and an update would be provided in the Housing Services Report to the June CoM.</p> <p>Committee confirmed all matters noted and no additional queries to raise.</p>			
<u>Decisions Made:</u>			
➤ Arrears management and HMO void position to have further detailed update in the Housing Services Report to the June CoM.		KB	22/06/23
➤ Scottish Housing Fuel Support Fund Round 4, Phase 1 funding application position update to be included in the Housing Services Report to the June CoM.		KB	22/06/23
9.	Correspondence	Lead	Due By
Nothing additional.			
10.	A.O.C.B.	Lead	Due By
None.			
11.	Date of Next Meeting		
<p>➤ Committee of Management Meeting – Thursday 29/06/2023 – PHA office and Teams.</p> <p>Important meeting for approval of accounts and pre AGM reports to enable AGM to be able to go ahead.</p>			
The Chair thanked everyone for their attendance and input and closed meeting at 19:40pm			

Minute Approved by: J McGinty Seconded by: M Frater

Signed by Chairperson: D Martyn Date Approved: 29 June 2023
of meeting approving