

Report To:	Management Committee Meeting
Agenda Item 5.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held by hybrid access using MS Teams and Pineview Office on 26 January 2023
Prepared By:	Joyce Orr, Director
Date Prepared:	7 February 2023
Meeting Date:	23 February 2023

Minutes - Rule 62 - SFHA Charitable Model Rules (Scotland) 2013

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.

Item Details

1. Sederunt

All papers issued in advance of meeting unless detailed in minute.
The meeting started at 6.20pm.

<p>Present: Richard Bolton (RB) John Brechany (JB) Linda Devlin (LD) Myra Frater (MF) Jamie Graham (JG) Laura Nahar (LN) Josephine McGinty (JMc) David Syme (DS) - Chair</p>	<p>Apologies: Daniel Martyn (DM)</p> <p>Absent: Teresa Brannan (TB) Kenny McGinty (KMc) Anna Welsh (AW)</p> <p>Leave of Absence: None</p>	<p>In Attendance: Karen Byrne (KB), Housing Services Manager Isobel Ferguson (IF), FCSO Robert McGinley (RM), FMD Joyce Orr (JO), Director & Secretary</p> <p>Guest Speaker/Presenter(s): Scott McCready (SM), Wylie Bisset Linda Ewart (LE)</p> <p>Observing: None</p>
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JM, MF and JO in person at office.

David Syme agreed to Chair the meeting in Daniel Martyn's absence.
The Chair welcomed everyone to the meeting.

Item Details

2. Declaration of Interest

The Chair reminded everyone of the importance of keeping their Register of Interest entry up to date, declaring any interests and ensuring their ongoing committee eligibility status. The Chair reminded everyone of confidentiality and collective responsibility.

Declarations – Tenant members regarding rent review decision(s).

3. Decisions / Approvals Summary Report

The Chair advised report to guide meeting and decisions required.

Item Details	Lead Action	By
4. Covered at Items 6.1, 6.2 and 6.3		
5. Minutes of Previous Meeting(s) / Matters Arising		
<p>5.1 Minute of the Management Committee Meeting of 24 November 2022 noted. Committee advised no changes required.</p> <p>5.2 Director's Six-Month Appraisal – the Chair advised that this had been completed and signed off, with no concerns to raise to wider Committee. The Chair advised that any of the office bearers would be happy to discuss further with any committee member if wanted.</p> <p>5.3 Previous Minutes Decisions Action Implementation Report and progress updates noted.</p> <p>Decisions Made:</p> <p>5.1 - Minute 24/11/2022 CoM meeting approved - proposed by LD, seconded by MF. Minute to be signed by Chair of Meeting approving - DS.</p> <p>5.3 – Previous Minutes Decisions Action Implementation Report – Committee noted updates:</p> <ul style="list-style-type: none"> ➤ 30/09/21 6.2.1 & 6.2.4 - life cycle costings review - included in budget and KB will update on position at meeting. ➤ 30/06/22 6.3.4 - committee member recruitment - committee to consider as part of collective assessment process. ➤ 24/11/22 4.2 & 5.3 - budget, long term review and life cycle updates - included at Item 6.1. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	IF/DS	
6. Items Requiring Decision / Approval		
<p>6.1 2023/24 Rent Charges Review & Consultation Outcome</p> <p>The Chair asked KB to present the rent charges review proposal and the outcome to the consultation. KB apologised for late issue of report and explained that this was due to the closing date for consultations being extended to try to get a good return.</p> <p>KB advised that 102 responses had been received and the breakdown of tenants consultation on the 3 options was - 73.53% for 3%, 23.53% for 5%, 2.94% for 7%. Committee noted responses to other queries in the consultation and requested that KB include proposed actions to address these as part of the action plan from the 2022 tenant satisfaction survey.</p> <p>KB detailed, and committee discussed, the proposal for the remaining capped rents and restricting to Oct CPI only (11.1%). This would result in only 5 rents remaining capped, whilst bringing remainder to correct charge.</p> <p>KB advised on proposal for HMO rents and service charge freeze.</p> <p>KB advised on proposal for shared ownership charges and charges for owner occupiers.</p> <p>KB presented updated current year comparable average rents for Drumcog, with PHA rents being between £1.20 and £2.17 different from the lowest.</p>		

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<p>KB advised that the budget for 2023/24 has been based on a charges income increase as detailed.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - Approved charges for 2023/24 as follows: <ul style="list-style-type: none"> General needs rents (non capped) – increase to base rent of 3% - this results in 2.99% increase on monthly charge. HMO – no increase to rent or service charge for 2023/24. Capped rents – increase restricted to Oct CPI of 11.1%; remaining 5 capped rents to be brought to correct charge when become void during 2023/24 or at 2024/25 review. Shared ownership occupancy charges and fees increase by 3%, service charges at cost. Owner occupier management fee increase of 3%, service charges at cost. - Notifications to be issued to tenants and owners before 28/02/2023. - Direct debits and standing orders to be amended as required for payment being made for 2023/24 charges from 1st April. - Relevant external agencies (GCC Housing Benefit, DWP etc.) to be advised of 2023/24 charges by timescales set. - Comments action plan – to be considered and developed in conjunction with 2022 tenant satisfaction survey report action plan, for presentation at 31/03/2023 strategy day. Any specific concerns raised by individual tenants/owners who have identified themselves, to be followed up during February. 	<p>IF</p> <p>KB</p> <p>IF</p> <p>KB</p>	<p>28/02/23</p> <p>01/04/23</p> <p>Various</p> <p>24/03/23</p>
<p>6.1 2023/24 Final Draft Budget (incl. impact on existing 30 year financial projections)</p> <p>The Chair asked RM to present the budget report for decisions on recommendations.</p> <p>RM took the meeting through the budget and assumptions used.</p> <p>Committee discussed the difficulty of trying to keep rents affordable during the cost of living crisis whilst experiencing increasing business costs.</p> <p>Committee discussed the fact that a low rent increase for 2023 would help tenants now but would have a medium and long term effect on the business financially and this would require to be addressed by reduced costs and/or increases in income with above inflation rent increases in the future.</p> <p>RM took committee through the new report format which included the proposed annual budget for 2023/24 and the long term projections.</p> <p>Committee noted that there were some additional changes to be incorporated including the inclusion of cyclical painterwork costs for years 2 – 30, and the bringing forward of works to the 10 properties in the Cairnsmore Phase 10 properties to 2023/24. JO advised that until these were added in, the Committee could not approve the long term element of the report or its use for the 2023 five year financial projections submission to SHR. Committee noted that KB and RM would be reconciling these matters, along with considering smoothing of medium and longer term maintenance programmes, with intention of bringing this back to committee to finalise at the 23/02/2023 CoM meeting.</p>		

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<p>RM confirmed that there were no covenant compliance concerns and this would remain so once the long terms were updated with cyclical painterwork and Cairnsmore Phase 10.</p> <p>RM took committee through the positive and negative scenario sensitivity analysis. Committee noted that it was a difficult time to plan due to so much economic uncertainty and that financial management would need to continue to be regularly reviewed.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - Approved budget for year 2023/24 on assumptions presented and subject to budget being updated to bring forward the works to the 10 properties in the Cairnsmore Phase 10 properties to 2023/24. - Long term budget (incorporating the SHR Five Year Financial Projections) to be reviewed and updated and brought back to committee for discussion and decision. <p>The Chair thanked RM for his report and advised that RM was welcome to stay for the remainder of the meeting or leave – RM left the meeting at 18:53.</p>	<p>RM</p> <p>KB/RM</p>	<p>16/02/23</p> <p>16/02/23</p>
<p>6.2 Internal Audit Annual Report 2022 and Plan Review for 2023</p> <p>The Chair introduced SM of Wylie Bisset and asked SM to present to the meeting the 2022 audit report and the proposed plan for 2023.</p> <p>SM advised that Graham Gillespie sent his apologies as he was unable to attend the meeting tonight.</p> <p>SM shared his screen and took committee through the 2022/23 internal audit outcome report, highlighting the work undertaken during 2022/23 and findings. Committee confirmed that they receive the internal audit reports throughout the year. SM drew Committees attention to the executive summary and the audit findings. Committee had raised a query regarding the debt management audit, the management response and the timing of follow up work. SM confirmed that there had been a comprehensive management response to the debt management audit and that the follow up would be undertaken during the first visit of 2023 for committee assurance. SM took committee through the benchmarking within the report.</p> <p>SM then moved onto the proposed internal audit plan for 2023/24. SM advised that the internal audit plan was ultimately the committee's plan so committee needed to ensure that they were satisfied with what is proposed or change to what they want. SM advised that the plan had been drafted to take account of what are viewed as risk areas, or areas which have not been reviewed recently. Committee asked if there were any additional areas of risk that Wylie Bisset thought should be being considered. SM advised that recent audits and those proposed for 2023 cover the main areas of risk being experienced within the sector – procurement, IT, maintenance, tenant safety. SM took committee through the proposed plan explaining the reasons behind the areas proposed, the scope of work that would be undertaken and the planned timings of the 3 audit visits. SM advised that the plan for 2023/24 included 2 more days than originally planned, and that these two days were removed the following year.</p>		

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<p>Committee noted the proposal and planned reporting dates – the only change would be reporting for the 2nd visit as Committee no longer had a meeting in October. JO advised that the report could be issued as correspondence and referred to at the November meeting, which committee were satisfied with.</p> <p>JO reminded the committee that the plan is their plan, and also that members have direct access to the internal auditor either collectively and/or individually. Committee advised on the assurance gained by having a comprehensive internal audit programme.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - Approved 2022/23 internal audit outcome report. - Approved formal adoption of the proposed 2023/24 internal audit plan for implementation. To be diaried in. <p>The Chair thanked SM for his presentation and reporting and advised that SM was welcome to stay for the remainder of the meeting or leave – SM left the meeting at 19:12.</p>	JO	
<p>6.3 Committee Collective Assessment 2022/23</p> <p>The Chair introduced LE to the meeting.</p> <p>LE thanked committee for inviting her to attend the full meeting as it can be useful for her to observe how committee work and make decisions.</p> <p>As a reminder for longer term committee members and as an introduction for newer members, LE explained the purpose of the collective assessment, and the follow on individual meetings that will take place during February.</p> <p>LE advised that staff who work with / service the committee were asked to attend the collective assessment meeting as governance is a shared responsibility.</p> <p>LE took the meeting through the performance review template with committee providing their opinion on the collective performance of the committee in each area and providing explanations for the answers provided.</p> <p>LE explained that following on from tonight’s collective assessment, individual meetings would be undertaken during February. Following this, the outcome report would be written and presented to the April CoM meeting (27/04/2023).</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - Individual meetings between committee members and LE to be undertaken during February (mix on Teams and in person). - Annual Review of Committee Effectiveness Report to be presented to April CoM meeting. <p>The Chair thanked LE for all her work with committee at tonight’s meeting.</p>	IF/LE CoM LE	Feb 2023 20/04/23
<p>Standing Orders Suspended</p> <p>At 8.15pm committee approved the suspension of standing orders to allow the meeting to continue to cover the remaining agenda items.</p>		

Item Details		Lead Action	By
7.	Correspondence		
7.1 Share Memberships – Committee considered and approved the two share membership applications presented (Mrs Hosie; Mr Gorman).		IF	
7.2 Committee strategy day 31/03/2023 – committee noted the date for the strategy day arranged for Friday 31/03/2023. Everyone committed to attending. JG still trying to negotiate time off work and will advise at Feb CoM meeting.		CoM	31/03/23
8.	A.O.C.B.		
The Chair permitted the below AOCB to be considered.			
Recruitment update and interim revision to recruitment policy: <ul style="list-style-type: none"> ➤ Committee noted the recruitment update provided. ➤ Committee considered the proposed interim review to the recruitment policy covering membership of shortlisting and interview processes. JO explained that the changes proposed were to take account of the increased size of the association with various different roles, and to allow some staff development with more staff members being able to be involved. Committee asked for clarification on the purpose of the “1 non interviewing staff member” – JO explained that this was to ensure fairness and transparency at the interviews and to ensure that policy and good practice was followed.			
Decisions Made:			
<ul style="list-style-type: none"> - Approved interim review of the recruitment policy to replace existing shortlisting and interviewing panels with those proposed. - Full review of recruitment policy on completion of the current batch of recruitment, to be presented to May CoM (25/05/23). 		JO IF/KB/JO	18/05/23
9.	Date of Next Meeting		
Management Committee Meeting – Thursday 23/02/2023 at 6.15pm Hybrid – Golden Jubilee Hotel and MS Teams			
Committee and staff review day – Friday 31/03/23			

There being no other business the meeting closed at 8.25pm.

Minute Approved by: R Bolton

Seconded by: M Frater

Signed by Chairperson: D Martyn
of meeting approving

Date Approved: 23 February 2023