

Report To:	Management Committee Meeting
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Agenda Item 4.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 26 th March 2019 at 6.00pm
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Prepared By:	Joyce Orr, Director
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Date Prepared:	27 March 2019
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Meeting Date:	30 April 2019 at 6.00pm
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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			
1.	Sederunt		
	<p>Present: Jean Black (JB) Josephine McGinty (JMc) – Chair Jim O'Connor (JO'C) – Treasurer Winifred McPhail (WM)</p> <p>David Syme (DS) – observer, pending signed documentation Matthew Dillon - observer</p>	<p>Apologies: Myra Frater (MF) Victoria Phelps (VP) – Vice Chair Jamie Speirs (JS) Anna Welsh (AW)</p> <p>Special Leave: Gail Boyle (GB) Asa Brooks (AB) Sharon Kane (SK)</p> <p>Absent Without Apologies:</p>	<p>In Attendance: Karen Byrne (KB) – Housing Services Manager Howard Dales (HD) – FMD Joyce Orr (JO) – Director & Secretary</p> <p>Guest Speaker/Presenter:</p>
	<p>All papers issued in advance of meeting unless detailed in minute.</p> <p>The meeting started at 6.00pm.</p>		

2.	Declaration of Interest
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Those present were requested to make any required declarations of interest and members were reminded of their responsibility to declare any change to their committee eligibility status, to declare any changes to their register of interest entries and to remember their obligations regarding confidentiality and collective responsibility.

- KB, JO'C and JO declared interest for Item 7.2.3 EVH salary ballot.

No other declarations made.

Item	Action	By
<p>Item 3 – SHR’s Revised Regulatory Framework</p> <p>Joyce Orr (JO) made a presentation to the meeting detailing the outcome of the SHR regulatory framework review consultation; the key changes; the new /amended requirements; the timescales for achieving; and how Pineview will take forward to ensure compliance.</p> <p>The meeting discussed the requirement of Committee to complete an assurance statement each year detailing the Association’s level of compliance and keeping this updated throughout the year. JO emphasised that this is the Committee’s document and they need to now formally declare to SHR that they are “assured” of compliance and have seen the necessary evidence to support their assurance statement. JO gave examples of how assurance can be confirmed by committee including, for example, through reporting by staff; questioning of staff reporting; internal audit reviews, external audit reviews etc. JO was asked if there was any concern about the Association being able to meet the assurance statement submission timescale. JO confirmed that the assurance statement would be the core business of the Association’s staff and committee strategy day on 7 June 2019 and that Linda Ewart would facilitate to assist committee, and there should be no reason for any timescale concerns.</p> <p>The meeting discussed the new equalities requirements and a question was raised about why the Association is to collect more data (on all 9 protected characteristics) when the SHR will no longer collect and when most organisations are collecting less personal sensitive data due to GDPR implications. JO explained the requirement from the Equality and Human Rights Commission (EHRC) and the SHR requirement to assess RSLs compliance with EHRC requirements. JO advised that SHR has confirmed that they do not expect RSLs to be collecting all required data from 01/04/19 and that they will work with the sector and EHRC and SHRC to develop a guidance framework, including effective data collection. SHR will not start assessing compliance with requirements on equalities and human rights until April 2021. JO updated on the work the Association is doing with Dr Stewart Montgomery and the Glasgow Council for Inclusive Living (GCIL) and how this will assist with achieving these requirements effectively.</p> <p>JO reminded committee that Michael Cameron, Chief Executive of SHR, would be attending the committee training event of Monday 20/05/19.</p> <p><u>Decisions Made:</u> No decision required.</p>		
<p>Item 4 – Minutes of Previous meetings</p> <p>4.1 Minute of the Management Committee Meeting of 26/02/19 noted, no amendments. JO’C asked if St Mark’s had been checked – JO advised that IF had this planned in for nearer the time.</p> <p>4.2 Previous Minutes Decisions Action Implementation Report noted and agreed. JO updated that risk assessment for terrorist attack will be completed before the HSS Sub Committee. KB updated that housing services team meeting arranged for 01/04/19 to review estate management.</p> <p><u>Decisions Made:</u> 4.1 - Minute approved - proposed JO’C, seconded JB, Minute signed by Chair JMc.</p>		

Item	Action	By
<p>Item 5 – Internal Management Business Plan Report</p> <p>JO presented the report, all items noted.</p> <p>5.1 General Matters – Noted ongoing work with JMP and KB/JO attending HUB IT system user group meeting in April. Noted HD updated LTP during February 2019 with 2019/20 budget and will update further when stock condition survey details finalised.</p> <p>5.2 Priorities Outcomes to 28/02/19 – noted performance in priorities to year end of 28/02/19 with over 91% of priorities fully or partly achieved. JO and KB took meeting through details of priorities not achieved, reasons and proposal to deal. Committee noted outcomes and that there was nothing business critical around those not achieved, and noted proposals to complete in the year ahead.</p> <p>5.3 Proposed Priorities for 2019/20 and 2020-22 – noted proposals for the next three year period. Worked through proposals, detailing those priorities that are ongoing annually and those that are planned specifically for certain years. KB clarified that 2020/21 priority for HMO licence renewal was specifically for that year as licence is due to be reviewed every 3 years, whilst compliance with licence requirements is an ongoing constant requirement. Committee noted the comprehensive nature of the proposals and meeting discussed that this forward planning gave committee assurance that work was been planned in and not just being reacted to in response to events. Quarterly reporting of achievements against plan ensured that this section of the business plan was kept live and committee aware of progress.</p> <p><u>Decisions Made:</u></p> <p>5.3 – Proposed Priorities for 291/2020 and 2020 - 2022 – committee approved the proposed priorities with quarterly reviews of achievements. Business plan to be updated with approved priorities.</p>	JO	30/04/19
<p>Item 6 – Directors Report</p> <p>JO presented the report. JO advised that no decisions were required. All items noted and following items were discussed in detail.</p> <p>6.02 Scottish Housing Regulator (SHR) - Discussed ongoing regulatory action within the sector by the SHR and learning that can be taken. Discussed draft Regulatory Status from SHR, with no concerns raised. Discussed letter from SHR regarding request for RSLs to prepare for Brexit. JO updated meeting on her attendance at a meeting with the Housing Minister and Cabinet Secretary about Brexit the previous week. Meeting discussed that there was little preparation that could be done amongst the uncertainties but that PHA were aware of potential implications and had built those known into long term financial projections.</p> <p>6.05 GDPR and FOI – JO updated on GWSF meeting at which the Information Commissioner for Scotland attended. JO advised that PHA will be undertaking preparations to work towards compliance with FOI for 11/11/19, and that staff will be attending various practitioners' events over the coming months.</p> <p>6.07 Drumcog – JO updated the meeting on the community council event of 23/03/19 and that another meeting will be planned in for a few months' time.</p> <p>6.15 Director's Diary– JO clarified that first 4 dates should read Feb not Mar.</p> <p><u>Decisions Made:</u></p> <p>None required.</p>		

Item	Action	By
Item 7 – Finance & Corporate Services Reports		
7.1 Committee and Membership Report:		
JO presented the report and advised decisions required at Items 7.1.1 and 7.1.3. All items noted and the following items were discussed in detail.		
7.1.1 Applications for Membership – Committee considered the membership applications.		
7.1.3 Committee Membership – Noted special leave request for this evenings meeting for SK due to personal circumstances. Noted 7 RSL organisations currently advertising in daily housing news to recruit committee members.		
Discussed committee and staff strategy day book for Fri 07/06/19 at Golden Jubilee Conference Centre, Dalmuir.		
7.1.4 Training – Meeting fed back on Finance training that had taken place on 18/03/19. JO advised that the Drumcog event for 15/04/19 was more an information session rather than training. JO advised that EVH Governing Body One Day Event for 12 May was only the event and did not include the AGM.		
7.1.5 Committee Diary – noted events planned.		
7.1.6 Committee attendance – noted overall attendance against target.		
7.1.7 Committee training – noted overall attendance against target.		
<u>Decisions Made:</u>		
7.1.1 - Applications for Membership – applications approved (810 - 816).	IF	
7.1.3 - Governing Body Specific Matters:		
- Approved special leave for SK for this evening's meeting.	JO	
- Decision to delay any possible advertising for additional committee members until committee have had Linda Ewart report to consider (going to April CoM meeting). All committee and staff to encourage any interested parties to contact Joyce re committee membership.	JO	
- Committee members to confirm attendance for 07/06/19 Strategy Day by end of April.	All	30/04/19
7.1.4 – Training – JB and MF to attend EVH Governing Body One Day Event of 12 May 2019. IF will book and remind.	JB/MF/IF	12/05/19
7.2 Staffing & Health & Safety Report:		
JO presented the report, all items noted and the following items were discussed in detail.		
7.2.1 – Staff attendance and absence – figures to 28/02/19 and comparative noted. JO updated on current position.		
7.2.2 – Health, Safety and Wellbeing – noted no accidents or incidents. Noted property insurance incidents. Noted update on HWL, JO advised dates were wrong way round for HWL session and that Blair had presented an oral health session this morning. JO confirmed that the employee wellbeing survey had now been issued following HWL approval.		
7.2.3 – EVH/ACS – JO'C, JO and KB declared an interest in the salary negotiations and left the meeting for committee to discuss with HD. JO'C, JO and KB were invited back into the meeting once decision made.		
7.2.4 – 360 Feedback system – JO confirmed close of survey 29/03/19 and Tanya Kennedy booked in to provide feedback session to JO & KB.		
7.2.6 – IIP – JO updated committee on the first annual review process that had taken place on 14 March 2019 and advised that there was no concern regarding current accreditation.		

Item	Action	By
<p><u>Decisions Made:</u> 7.2.3 – EVH Salary Ballot – Committee approved the recommended 3 year deal of the EVH employers negotiating team. JO to confirm to EVH.</p> <p>7.3 Gifts, Hospitality & Donations Report: JO presented the report, advising decision requested for 7.3.5. All items noted. 7.3.5 – Charitable Donation Requests - Committee considered request for a £200 donation to be made to the charity Drumchapel Foodbank. Gifts and Hospitality record signed.</p> <p><u>Decisions Made:</u> 7.3.5 – Charitable Donation Requests - £200 Foodbank donation approved.</p> <p>7.4 External Audit Report: HD presented the report advising that a decision was required on the recommendation of the external auditor appointment to be taken to 2019 AGM. HD took committee through the tender process and the quality/price ratio scoring outcomes. A member raised a question on audit price for future years and HD confirmed inflationary increases will be applied.</p> <p><u>Decisions Made:</u> Committee decided to recommend the appointment of the highest scoring company from the tender process – Chiene and Tait. HD to advise tenderers of outcome. Recommendation for appointment to go to AGM of 02/07/19.</p>	<p>JO</p> <p>IF</p> <p>HD JMc/JO</p>	<p>28/03/19</p> <p>31/03/19</p> <p>31/03/19 02/07/19</p>
<p>Item 8 – Housing Services Reports</p> <p>8.1 Housing Services Update Report: KB presented the report and advised that decision required at 8.1.6. All items notes with the following discussed in further detail. 8.1.3 – Cyclical Painterwork – KB advised of delay to issue of tenders due to changes required to tender documentation. KB advised should be issued this week/next week. KB advised that delay will not impact on programme for works being undertaken. 8.1.4 – Arrears – KB updated Committee on arrears increases. KB updated on the impact of Universal Credit and HB issues. KB advised on income maximisation plan put in place and the focus on arrears with the housing services staff team restructure. KB updated on progress with potential shared ownership buy back. 8.1.5 – Customer Forum – discussed proposal to put customer forum minutes on website for other customers to access in spirit of FOI. 8.1.6 – Housing (Scotland) Act 2014 Tenancy Agreement changes from 01/05/19 – KB updated committee on requirements and proposals. KB explained request for delegated authority to HSM and Solicitors.</p> <p><u>Decisions Made:</u> 8.1.4 – Arrears – arrears recovery to be prioritised for year end. 8.1.4 – Arrears – Shared Ownership Case - detailed and costed option report to committee for consideration and decision following valuation and inspection outcomes. 8.1.5 – Customer Forum – KB to advise forum on publication of minutes and need for council elected personnel to be made aware of this. 8.1.6 – Revised tenancy agreements – approved delegated authority to HSM with update at April meeting.</p>	<p>KB KB KB KB</p>	<p>31/03/19 30/04/19 03/04/19 30/04/19</p>

Item	Action	By
<p>Item 9 – Policy Reviews</p> <p>9.1 Asbestos Management KB presented the report and explained the proposed revisions and timing of review. Committee considered the proposed revised policy. <u>Decisions Made:</u> Approved adoption and implementation of revised policy.</p> <p>9.2 Disclosure Policy JO presented the report prepared by IF and explained the proposed revisions and those received from DPO. Committee considered the proposed revised policy. <u>Decisions Made:</u> Approved adoption and implementation of revised policy with DPO revisions.</p> <p>9.3 Audit Policy & Procedures HD presented the report and explained the proposed revisions. <u>Decisions Made:</u> Approved adoption and implementation of revised policy.</p> <p>9.4 SPSO Model Complaints Handling Procedure JO presented the report prepared by IF and explained the proposed revisions. JO advised the SPSO is due to review model and an updated version is anticipated later in the year. <u>Decisions Made:</u> Approved adoption and implementation of revised policy, with further review when SPSO amended procedure is issued.</p> <p>9.5 Smoke Free JO presented the report prepared by IF and explained the proposed revisions and the link with HWL. Committee considered the proposed revised policy. <u>Decisions Made:</u> Approved adoption and implementation of revised policy.</p> <p>9.6 Anti-Social Behaviour KB presented the report and explained the proposed revisions and the input of the customer forum. Committee considered the proposed revised policy. <u>Decisions Made:</u> Approved adoption and implementation of revised policy.</p>	<p>KB</p> <p>IF</p> <p>HD</p> <p>IF</p> <p>IF</p> <p>IF</p> <p>KB</p>	<p>01/04/19</p> <p>01/04/19</p> <p>01/04/19</p> <p>01/04/19</p> <p>01/04/19</p> <p>01/04/19</p> <p>01/04/19</p>
<p>Item 10 – Correspondence</p> <p>- No additional correspondence to that referred to in report.</p>		
<p>Item 11 – A.O.C.B</p> <p>There being no other business, the meeting closed at 7.55pm</p>		

Minute Approved by: Jim O'Connor Seconded by: Winifred McPhail

Signed by Vice-Chairperson: Victoria Phelps Date: 30/04/2019