

Report To:	Management Committee Meeting
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Agenda Item 3.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 27 March 2018 at 6.00pm
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Prepared By:	Joyce Orr, Director
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Date Prepared:	09 April 2018
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Meeting Date:	24 April 2018 at 6.00pm
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Minutes - Rule 62 - SFHA Charitable Model Rules (Scotland) 2013
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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		
	Present: Jean Black (JB) Gail Boyle (GB) Myra Frater (MF) Josephine McGinty (JMc) Winifred McPhail (WM) Victoria Phelps (VP) Anna Welsh (AW)	Apologies: Asa Brooks (AB) – co-optee Amanda Smith (AS) Special Leave: Jim O'Connor (JO'C) Sharon Kane (SK) Absent Without Apologies:	In Attendance: Karen Byrne (KB) Joyce Orr (JO) – Director
	JO issued summary report highlighting items that required decisions. Agreed JO to try to amend future meeting agendas to include this information to save duplication and clarify what is for information/update and what is for decision. All papers issued in advance of meeting unless detailed in minute. Meeting started 6.00pm.		

2.	Declaration of Interest
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None

Item	Action	By
<p>Item 3 – Minutes of Previous meetings</p> <p>3.1 Minute of Management Committee Meeting of 27/02/18 noted.</p> <p>3.2 Previous Minutes Decisions Action Implementation Report noted and agreed.</p> <p><u>Decisions Made:</u></p> <p>3.1 - Minute approved - proposed GB, seconded JB, signed by Chair JMc.</p>		
<p>Item 4 – Internal Management Business Plan Report</p> <p>JO presented the report, all items noted and the following items discussed in detail.</p> <p>4.2 SHR Standards of Governance and Financial Management Self - Assessment – discussed the updates from previous review. Committee satisfied with continued progress being achieved.</p> <p>4.3 Priorities Outcomes to 28/02/18 – outcomes noted.</p> <p>4.4 Proposed Priorities for 2018/19 and 2019-21 – discussed priorities proposed and timelines for achievement. Committee reminded JO that any KPIs that had dates against them (rather than numbers or % figures) were to be moved to priorities. JO apologised for some of these being missed and will add post meeting.</p> <p>4.5 AGM and Calendar of Meetings – discussed change of date and time for AGM. Discussed the business planning benefit of planning in provisional committee meeting dates in advance of them being formally agreed at the post AGM meeting.</p> <p><u>Decisions Made:</u></p> <p>4.4 - Proposed priorities approved with KPIs with dates (rather than numbers or % figures) to be added.</p> <p>4.5 - Approved change of date and time of AGM to Tuesday 3 July at 6.00pm. Approved provisional committee meeting dates to be planned in.</p>	<p>JO</p> <p>JO</p> <p>JO</p>	<p>10/04/18</p> <p>03/07/18</p> <p>10/04/18</p>
<p>Item 5 – Directors Report</p> <p>JO presented the report, all items noted and the following items discussed in detail.</p> <p>5.01 Decision Between Meetings (DBM) – KB updated on the DBM regarding award of landscaping contract as agreed by JB, JMc and MF.</p> <p>5.02 Scottish Housing Regulator (SHR) – noted updates provided. JO reminded committee of the importance of keeping updated on regulatory matters within the sector. Discussed the adversarial publicity that can also arise as a result of regulatory engagement, as recently demonstrated with Wishaw & District HA.</p> <p>5.03 Pensions - Discussed additional quote requested from Chiene & Tait for pension review work. Discussed EVH SHAPS Pension Support group meeting due 30/05/18 – 1 place free, other charged at £40.</p> <p>5.05 EVH AGM & Seminar Sunday 08/04/18 – members to advise if wish to attend.</p> <p>5.06 Drumcog – discussed request from G15 for a representative of Drumcog to attend a group locally which includes the health board, Police Scotland, DWP, COPE Scotland and local churches, to examine ways to make Drumchapel a suicide safer community.</p> <p><u>Decisions Made:</u></p> <p>5.01 - Decisions Between Meetings – approved decision made.</p> <p>5.03 - Pensions –additional review quote to be pursued with Chiene and Tait. SHAPs Support Group Event 30/05/18 –JMc and GB to attend. JO to book.</p> <p>5.05 - EVH Seminar & AGM 08/04/18 – JB & WM to attend. JO to book.</p> <p>5.06 - Drumcog – Suicide Project – GB agreed to attend a meeting to see if worthwhile being involved.</p>	<p>JO/HD</p> <p>JMc & GB</p> <p>JO</p> <p>GB</p>	<p>24/04/18</p> <p>10/04/18</p> <p>31/03/18</p> <p>TBC</p>

Item	Action	By
<p>Item 6 – Finance & Corporate Services Reports</p> <p>6.1 Committee and Membership Report: JO presented the report, all items noted and the following items discussed in detail. 6.1.1 Applications for Membership – 1 application presented for consideration (received after papers issued). 6.1.4 Training - Discussed training undertaken. Feedback provided on 19/03/18 Notifiable Events and Transparency session – very useful session. Discussed next Drumcog event on “GDPR Data Protection” due 16/04/18 and the Chair encouraged members to attend, especially those not working with compliance. <u>Decisions Made:</u> 6.1.1 - Applications for membership – approved membership application 788.</p> <p>6.2 Staffing & Health & Safety and Wellbeing Report: JO presented the report, all items noted and the following items discussed in detail. 6.2.1 Staff Attendance & Absence – noted update statistics and discussed ways to increase staff awareness of impact of absences. 6.2.2 Staff Development Work – Committee noted behaviours framework being developed. 6.2.3 IIP re-accreditation process – Committee noted work undertaken. 6.2.4 Terms & Conditions of Employment – discussed recent updates. 6.2.5 Health & Safety & Wellbeing – noted recent near miss by contractor and follow up. <u>Decisions Made:</u> 6.2.5 - Terms & Conditions of Employment – decision to continue payment of Chartered Institute of Housing professional membership fees for staff and other professional memberships will be considered as requested.</p> <p>6.3 Gifts, Hospitality & Donations Report: JO presented the report, all items noted. <u>Decisions Made:</u> Register approved and signed.</p> <p>6.4 Social Media Strategy Update: JO presented the report, all items noted. VP advised that draft of new website format appears much more user friendly for both staff updating and customers visiting. <u>Decisions Made:</u> None required.</p>	IF	06/04/18
<p>Item 7 – Housing Services Reports</p> <p>7.1 Housing Services Update Report: KB presented the report, all items noted and the following items discussed in detail. 7.1.1 Planned Maintenance - discussed the impending new regulations from the Scottish Government regarding smoke alarms, CO alarms and heat alarms. KB advised she will find out the details of the statutory requirements and bring back more information on planning in compliance works and their cost implications. Discussed option to start complying with new regulations in voids or in properties due to have a periodic electrical check undertaken. 7.1.3 Cyclical Maintenance - noted the previously confirmed decision between meetings for landscaping contract.</p>		

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<p>7.1.4 Void Cost Variance from Budget – discussed reasons for increased void repair costs being greater than budget - number of voids overall, 3 properties with extensive repairs required. KB advised costs will be monitored closely.</p> <p>7.1.5 Arrears – Chairperson requested update on arrears levels. KB advised arrears had increased to 28/02/18 and were above target. KB advised that staff members now had individual targets which KB was monitoring. Chairperson reaffirmed priority to reduce arrears levels.</p> <p><u>Decisions Made:</u></p> <p>7.1.2 - Planned Maintenance – New smoke/heat.CO alarm statutory requirements to be implemented in void properties and properties subject to periodic electrical inspection work once statutory requirements determined by KB. A programme and implementation plan, with costs, to be calculated for all stock and reported back to Committee.</p> <p>7.2 Welfare Reform Action Plan: KB presented the report, all items noted. Committee were pleased to note the ongoing work to deal with welfare changes.</p> <p><u>Decisions Made:</u> None require.</p>	<p>DM/KB/HD</p> <p>KB</p>	<p>29/05/18</p>
<p>Item 8 – Policy Reviews</p> <p>8.1 Attendance and Absence Management Policy: JO presented the report and took committee through the proposed changes.</p> <p><u>Decisions Made:</u> Approved adoption of proposed revised policy.</p> <p>8.2 Adult and Child Protection policies: KB presented the report and took committee through the proposed changes and the proposal to merge the two policies.</p> <p><u>Decisions Made:</u> Approved adoption of proposed merged policy.</p> <p>8.3 Challenging Behaviour Policy: KB presented the report and took committee through proposed changes.</p> <p><u>Decisions Made:</u> Approved adoption of proposed revised Challenging Behaviour Policy.</p> <p>8.4 Previous Child Protection Policy Please refer to 8.2 above.</p> <p>8.5 Tenant/Customer Participation Policy: KB presented the report and discussed with Committee the proposal to delay review until June 2018 to take account of ongoing tenant satisfaction survey work.</p> <p><u>Decisions Made:</u> Approved delay of policy review until June.</p> <p>8.6 Lobbying Policy Statement: JO presented the report and took committee through the proposed statement.</p> <p><u>Decisions Made:</u> Approved adoption of proposed Lobbying Policy Statement.</p>	<p>JO</p> <p>KB</p> <p>KB</p> <p>KB</p> <p>JO</p>	<p>01/04/18</p> <p>01/04/18</p> <p>01/04/18</p> <p>26/06/18</p> <p>01/04/18</p>

Item	Action	By
Item 9 – Correspondence Committee noted correspondence issued during month.		
Item 10 – A.O.C.B The Chair allowed the following AOCB: 10.1 Strategy Day 01/06/18 Location – agreed to book Golden Jubilee Hotel, Dalmuir. 10.2 Committee Annual Review Confidential paperwork for signing – individual reviews signed by those present.	IF	15/04/18
There being no other business, the meeting closed at 7.30pm.		

Minute

Approved by: Jean Black

Seconded by: Victoria Phelps

Signed by
Chairperson: Josephine McGinty

Date: 24 April 2018