

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 28 August 2018 at 6.00pm
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Prepared By:	Joyce Orr, Director
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Date Prepared:	17 September 2018
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Meeting Date:	25 September 2018 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		
	Present: Jean Black (JB) Gail Boyle (GB) Asa Brooks (AB) – Vice-Chair Myra Frater (MF) Sharon Kane (SK) Josephine McGinty (JMc) - Chair Kenny McGinty (KMc) Winifred McPhail (WM) Jim O'Connor (JO'C) - Treasurer	Apologies: Victoria Phelps (VP) Special Leave: Absent Without Apologies: Anna Welsh (AW)	In Attendance: Karen Byrne (KB) – Housing Services Manager Howard Dale – FMD Joyce Orr (JO) – Director & Secretary
	The Chair welcomed KMc returning as a committee member. All papers issued in advance of meeting unless detailed in minute. Meeting started 6.00pm and closed 8.00pm.		

2.	Declaration of Interest
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Chair requested that any interest be declared – None declared. Members were reminded of their responsibility to declare any change to their committee eligibility status (copies of criteria from Rules on table) and to declare any changes to register of interest entries.

Item	Action	By
<p>Item 3 – Minutes of Previous meetings</p> <p>3.1 Minute of Management Committee Meeting of 26/06/18 noted. JO apologised for minute issued having wrong date of 29 May, minute presented for approval and signing had been updated to show 26 June 2018.</p> <p>3.2 Minute of AGM meeting of 03/07/18 noted and approved to be presented to members 2019.</p> <p>3.3 Minute of post AGM Management Committee Meeting of 03/07/18 noted.</p> <p>3.4 Previous Minutes Decisions Action Implementation Report noted and agreed.</p> <p><u>Decisions Made:</u></p> <p>3.1 - Minute approved - proposed MF, seconded JB, signed by Chair JMc.</p> <p>3.2 - Minute approved - proposed WM, seconded SK, signed by Chair JMc.</p> <p>3.1 - Minute approved - proposed GB, seconded SK, 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><u>4.1 General Matters</u> – Updated printed version of business plan issued. Members to feed back to JO as required.</p> <p><u>4.2 Performance KPIs to 30/06/18</u> – JO provided the meeting with details of comments provided by VP for meeting. Committee noted updates and were pleased with the performance achieved. KB took committee through areas where targets not met, provided the update on maintenance post inspection performance. KB advised on ongoing work to improve performance in the few areas not met.</p> <p><u>Decisions Made:</u></p> <p>None required.</p>		
<p>Item 5 – Directors Report</p> <p>JO presented report and provided meeting with VP comments. All items noted and the following items discussed in more detail.</p> <p>5.02 Update on regulation plans/statutory action within the sector. JO provided additional update on Thistle HA plan which was published after papers issued. Committee noted common themes and need for effective governance; compliance with rules and regulatory requirements; the strategic role of committee rather than operational; effective performance management; effective internal controls; and ensuring sufficient committee recruitment and committee members having a mix of appropriate skills that are kept updated.</p> <p>Committee noted JO involvement with SHR working party reviewing regulatory standards.</p> <p>Noted publication of National Panel of Tenants and Service Users 5th year report.</p> <p>Noted publication of SHR Unacceptable Actions Policy.</p> <p>JO updated on retirement of Christine Macleod , SHR Director of Regulation with no replacement. Discussed resource implications for SHR.</p> <p>5.04 SHAPS Accounting Changes survey considered.</p> <p>5.06 EVH – no one able to attend meeting 03/09/18</p> <p>5.08 SFHA Board – Committee advised support for JO to consider position of Vice-Chair of SFHA Board if JO happy to do so.</p> <p>In principle support for SFHA Chairs’ Forum. Information to be forwarded to JMc and AB as received.</p>		

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<p>5.12 SHARE – JO updated that VP keen to consider e-learning, especially the finance module. SK advised she would be keen to try this too and she and VP could feed back for others to consider.</p> <p>AB advised that he was intending to attend SHARES Chair’s Forum 06/09/18 and would feedback anything relevant at next meeting.</p> <p>5.14 OSCR – Discussed OSCR guidance on reducing risk of fraud in charities. Copies of guidance document issued to all members for reading and reference.</p> <p>Decisions Made:</p> <p>5.04 – Pension consultation – decision not to purchase either of the two additional options.</p> <p>5.08 – SFHA – JO to consider standing for position of Vice-Chair of SFHA Board.</p> <p>5.12 – SHARE – VP and SK to trial e-learning and feedback to other members. JO to arrange for registrations.</p>	<p>JO</p> <p>JO</p> <p>JO</p>	<p>29/08/18</p> <p>29/08/18</p> <p>25/09/18</p>
<p>Item 6 – Finance & Corporate Services Reports</p> <p>6.1 Committee and Membership Report:</p> <p>JO presented the report, all items noted and the following items discussed in detail.</p> <p>6.1.1 Applications for Membership – six (6) applications considered.</p> <p>6.1.3 Committee Membership – noted resignation of Amanda Smith who will be missed. Noted updated position with Mr Cord and Mr Faleu.</p> <p>Noted PHA’s Governing Body Member’s Guide updated for session 2018/19.</p> <p>6.1.4 Training - Noted next Drumcog training will be 17/09/18 on Financial Planning, with Chair encouraging attendance. Apologies submitted by JO’C (holiday).</p> <p>Discussed places for EVH conference with 4 members wishing to attend. Following discussion and consideration of training budget, agreed 3 places as originally agreed and booked. To prevent any conflict of interest in decision, Vice-Chair discussed options and meeting agreed names out of hat to determine who would attend.</p> <p>6.1.5 Committee Diary – noted events planned and that September CoM meeting should be dated 25/09/18 and not 29th. JO’C and SK apologies submitted for Drumcog training 17/09/18 and CoM meeting 25/09/18.</p> <p>Decisions Made:</p> <p>6.1.1 - Applications for membership – approved membership application 789 - 790.</p> <p>6.1.1 - EVH Conference 26 – 28 Oct – attendees GB, JMc and WMc. IF to try to get WMc a ground floor room or room near lifts. JO advised would try but no guarantee could be achieved.</p> <p>6.2 Staffing & Health & Safety and Wellbeing Report:</p> <p>JO presented the report, all items noted and the following items discussed in detail.</p> <p>6.2.1 – Staff attendance and absence – figures to 31/07/18 and comparative noted. Reduction on previous year noted.</p> <p>6.2.2 – Health, Safety and Wellbeing – noted no accidents or incidents. Noted update on HWL and confirmed support for ASH Scotland’s Charter for a Tobacco-free Generation.</p> <p>Noted update to Health & Safety Control Manual.</p> <p>6.2.3 – Assistant Housing Officer Recruitment – noted update and equal opportunities monitoring.</p> <p>6.2.4 – Recruitment Policy Review – considered review of policy with no changes.</p> <p>6.2.5 – Maintenance Officer Recruitment – noted update and agreed options for interview panel.</p> <p>6.2.6 – EVH Terms & Conditions – noted update and discussed change to public/annual leave and sick leave treatment.</p>	<p>IF</p>	

Item	Action	By
Noted issue of EVH salaries consultation to all committee members with response to be agreed at September meeting.		
<u>Decisions Made:</u>		
6.2.4 - Recruitment Policy Review – approved with no changes.	IF	31/08/18
6.2.5 - Maintenance Officer Recruitment – Interview panel to comprise of Dir, HSM, Associations maintenance consultant and 1 committee member – KMc, MF and JB offered.	JO	05/09/18
6.2.5 - EVH – Members to read issued EVH salaries consultation to allow response to be agreed at September meeting.	CoM	25/09/18
6.3 Gifts, Hospitality & Donations Report:		
JO advised that all items within report were for update only, with no decisions required. All items noted.		
<u>Decisions Made:</u>		
None Required.		
6.4 Complaints & Compliments Report:		
JO presented the report and all items noted. Committee considered the case study presented and the learning outcomes.		
<u>Decisions Made:</u>		
None Required.		
6.5 SHR AFS Return for 2017/18		
HD presented the report and all items noted. HD explained where the AFS layout differed from the audited annual financial statements. Committee noted that outcome ratios have now been included in PHA business plan.		
<u>Decisions Made:</u>		
SHR AFS Return approved for submission to SHR.	JO	30/09/18
6.6 The Pension Trust SHAPS Employer Assessment 2018		
HD presented the report and all items noted. HD explained the purpose of the assessment and the possible outcomes and related implications. HD confirmed the outcome of Low Risk for PHA.		
<u>Decisions Made:</u>		
Assessment Return approved for submission.	HD	31/08/18
6.7 Revised 2018/19 Budget		
HD presented the report, all items noted. Discussed changes from original budget and assumptions used in preparation of revised budget. HD explained the replacement of January budgeted opening figures with the actual closing figures from 2017/18 audited accounts and the incorporation of smoke and heat alarm regulations estimated costs. HD advised of impact of changes on budgeted outcomes for 2018/19, the main impact being reduced cash at year end (due to increased expenditure). HD explained changes to KPI expectations due to changes made. HD explained that resultant budgeted KPIs for 2018/19 will now vary from those included in FYFP. Future management accounts will show both figures.		
<u>Decisions Made:</u>		
Revised budget approved and to be forwarded to lenders for information.	JO	31/08/18
6.8 Management Accounts to 30 June 2018		
HD presented the report, all items noted and the following items discussed in detail.		

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<p>HD advised that quarter 1 management accounts gave budget figures from January 2108 approved budget as committee had not approved the revised budget at the time of writing the report. HD advised that future management accounts would compare to revised budget approved this evening.</p> <p>Discussed statement of comprehensive income and statement of financial position, and performance against budget. HD took committee through variances. HD explained that first set of management account in a financial year tend to have more variances due to timing of spend. Committee considered the projected cashflow to March 2019. HD advised Association's cash position healthy and loan debt reducing, which will allow future planned renewal works to tenants' homes. Committee noted outcomes for loan covenants, all being met comfortably.</p> <p><u>Decisions Made:</u></p> <p>Management accounts approved for onward transmission to lenders.</p> <p>6.9 Treasury Management Report to 30 June 2018:</p> <p>JO presented the report, all items noted. Committee noted position with loans and investments as at 30/06/18. Committee noted that investment practice is in line with policy. Committee considered maturing deposits for period June 2018 – January 2019 and approved actions/intended actions. JO updated on VP comments on report and support for continued delegated operational management to Director and Finance Agent.</p> <p><u>Decisions Made:</u></p> <p>Retrospective approval for changes made.</p>	JO	29/08/18
<p>Item 7 – Housing Services Reports</p> <p>7.1 Housing Services Update Report:</p> <p>KB presented the report, all items noted. KB advised all matters for update only. KB updated committee on the shared ownership arrears case and action being taken. KMc raised for discussion the option of undertaking smoke alarm procurement from reactive maintenance framework contractors or an SPA framework in order to commence work as quickly as feasible/possible.</p> <p><u>Decisions Made:</u></p> <p>To investigate and take forward procurement of smoke/co/heat alarm works from reactive maintenance framework contactors if possible and consider any suitable SPA framework.</p> <p><i>Post meeting note, no suitable SPA framework in place.</i></p>	KB	25/09/18
<p>Item 8 – Policy Reviews</p> <p>No policy reviews.</p>		
<p>Item 9 – Correspondence</p> <p>Committee noted correspondence issued during month.</p>		
<p>Item 10 – A.O.C.B</p> <p>The Chair allowed the following AOCB:</p> <p>10.1 FMD Financial Services Contract – HD was asked to leave the meeting. JO explained that FMD contract due for renewal September. JO advised that with other recruitment ongoing, no consideration had been given to recruitment of Finance Manager. JO explained ongoing work that FMD were undertaking and the benefits of continuity of service give other staffing changes currently. JO advised that it would be useful to have extra time from FMD for the second half of the year to get</p>		

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<p>things completed and allow some proactive work rather than simply reactive. JO proposed that FMD time be increased to 2 days per week to achieve this. <u>Decisions Made:</u> Approved recommendation for extending FMD contract for 1 year and increasing time to 2 days per week if FMD can accommodate.</p> <p>10.2 Xmas Lunch – Committee considered arrangements for xmas lunch for committee, staff and customer forum. <u>Decisions Made:</u> Delegated to staff to arrange xmas lunch.</p>	<p>JO</p> <p>IF</p>	<p>31/08/18</p> <p>30/10/18</p>
<p>There being no other business, the meeting closed at 8.00pm.</p>		

Minute
Approved by: M Frater _____

Seconded by: G Boyle _____

Signed by
Chairperson: J McGinty _____

Date: 25 September 2018 _____