

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 February 2019 at 6.00pm
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Prepared By:	Joyce Orr, Director
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Date Prepared:	15 March 2019
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Meeting Date:	26 March 2019 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		
	<p>Present: Jean Black (JB) Myra Frater (MF) Josephine McGinty (JMc) – Chair Jim O'Connor (JO'C) – Treasurer Victoria Phelps (VP) – Vice Chair Anna Welsh (AW)</p> <p>David Syme (DS) – observer Jamie Speirs (JS) - observers</p>	<p>Apologies: Sharon Kane (SK) Winifred McPhail (WM)</p> <p>Matthew Dillon - observer</p> <p>Special Leave: Gail Boyle (GB) Asa Brooks (AB)</p> <p>Absent Without Apologies: Kenny McGinty (KMc)</p>	<p>In Attendance: Karen Byrne (KB) – Housing Services Manager Howard Dales (HD) – FMD Daradjeet Jagpal (DJ) – ILS Harman Jagpal (HJ) - ILS 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>It was explained that the Vice Chair (VP) was going to chair tonight's meeting as part of her learning and preparation for considering role of Chair in the future. The minute would refer to the Vice Chair as Chair as she is the Chair of this particular meeting.</p> <p>The meeting started at 6.05pm and closed at 7.50pm.</p>		

2.	Declaration of Interest
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The Chair requested that any interest be declared and members were reminded of their responsibility to declare any change to their committee eligibility status (copies of criteria from Rules on table), to declare any changes to register of interest entries and to remember their obligations regarding confidentiality and collective responsibility. Members and staff present reminded of code of conduct requirements.

- DS and JS declared an interest for Item 7.1 Membership and Committee. No other declarations made.

Item	Action	By
<p>Item 3 – Daradjeet Jagpal, Data Protection Officer - Annual Report</p> <p>Daradjeet Jagpal (DJ) presented the Data Protection Officer (DPO) annual report. DJ explained the purpose of the report and took committee through the details of the report. DJ updated committee on the work that had been carried out over the previous 12 months including providing advice; developing policies and procedures; providing training and awareness raising; undertaking data protection audits; undertaking data protection impact assessments and dealing with data security incidents. DJ updated on the outcomes of the risk assessments and advised committee that there were no matters of concern. DJ updated committee on the management of data security incidents and advised that there had been no requirement to report anything to the ICO. DJ advised that much of the focus over the next 6 – 7 months will be on Freedom of Information.</p> <p>Committee advised that they had enjoyed, and found useful, the training they had undertaken with the DPO in Feb and were assured that the Association’s GDPR and Data Protection obligations were being managed appropriately.</p> <p><u>Decisions Made:</u> No decision required.</p> <p>Committee thanked DJ and HJ for their attendance. DJ and HJ left the meeting at this point.</p>		
<p>Item 4 – Minutes of Previous meetings</p> <p>4.1 Minute of Management Committee Meeting of 29/01/19 noted, no amendments. JO’C raised issue with gym equipment in St Marks hall.</p> <p>4.2 Previous Minutes Decisions Action Implementation Report noted and agreed.</p> <p><u>Decisions Made:</u></p> <p>4.1 - Minute approved - proposed JB, seconded MF, Minute signed by Chair JMc.</p> <p>- Staff to check St Marks hall prior to AGM to ensure gym equipment moved to prevent any possible health and safety issues.</p>	IF	02/07/19
<p>Item 5 – Internal Management Business Plan Report</p> <p>JO presented the report, all items noted.</p> <p>5.1 General Matters – noted DAG final report received, no issues and payment to be processed. Noted ongoing work with JMP and progress to date. Noted HD updating LTP during February 2019 with 2019/20 budget.</p> <p>5.3 Performance KPI Outcomes (finance) to 31/12/18 – noted KPIs included within management accounts and therefore not repeated at this item.</p> <p>JO apologised that the priorities outcomes and the non finance KPI outcomes that were presented to the January CoM meeting had been left in the report by mistake and advised that they should be ignored.</p> <p><u>Decisions Made:</u> No decision required.</p>		

Item	Action	By
<p>Item 6 – Directors Report</p> <p>JO presented the report. JO advised that the only decision required was at Item 6.14. All items noted and following items were discussed in detail.</p> <p>6.02 Scottish Housing Regulator (SHR) – JO advised nothing to report since last meeting as nothing issued by SHR probably due to their priority to conclude revisions to regulatory framework for issue by the end of February.</p> <p>6.04 Pensions – noted advice sessions for staff arranged for 16 April 2019.</p> <p>6.05 GDPR & FOI – noted extension of FOI with effect from 11/11/19 and preparatory work to be undertaken by staff team and DPO.</p> <p>6.06 Principal Officer Salary Assessment – noted assessment due to be undertaken by EVH. This allows the Committee to gain assurance in respect of the principal officer’s salary in line with regulatory standard 3.6. JMcG signed the authority form for EVH to undertake this assessment.</p> <p>6.08 SFHA – noted events attended by JO and the benefits this brings to PHA in terms of the Directors CPD external awareness and networking.</p> <p>6.14 External Audit Tender – noted progress with tender process and interviews planned for 07/03/19. HD advised he was seeking two committee volunteers to be part of the interview panel. HD will provide an outcome report for decision to the March CoM meeting.</p> <p>Decisions Made:</p> <p>6.14 – External Audit Tender – JB and MF volunteered to be part of the tender interview panel. HD to provide tender outcome report for decision to March CoM.</p>	<p>HD</p> <p>HD</p>	<p>07/03/19</p> <p>26/03/19</p>
<p>Item 7 – Finance & Corporate Services Reports</p> <p>7.1 Committee and Membership Report:</p> <p>DS and JS left the meeting for this item due to a declared interest – KB accompanied them. 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.</p> <p>7.1.1 Applications for Membership – Committee considered the three (3) membership applications.</p> <p>7.1.3 Committee Membership – Noted that in line with Rule 44.3 KMc ceases to be a committee member due to having missed 4 meetings in a row. Noted Mathew Dillon unable to attend tonight’s meeting due to personal matters. Considered applications for committee membership from DS and JS and the respective skills they could bring to the committee composition.</p> <p>Noted remaining committee performance review meetings booked in for 13/03/19. Committee noted committee and staff strategy day book for Fri 07/06/19 at Golden Jubilee Conference Centre, Dalmuir.</p> <p>7.1.4 Training – Members provided feedback on 18/02/19 Data Protection/GDPR training session, and advised that the session gave them assurance about the approach of PHA to these important matters. Noted next Drumcog training event being held 18/03/19 on the topic of financial statements (accounts) and KPIs. Noted additional events due and members will advise if they wish to attend.</p> <p>7.1.5 Committee Diary – noted events planned.</p> <p>7.1.6 Committee attendance – noted overall attendance against target.</p> <p>7.1.7 Committee training – noted overall attendance against target.</p>		

Item	Action	By
<p><u>Decisions Made:</u> 7.1.1 - Applications for Membership – applications approved (807, 808, 809). 7.1.3 - Committee Membership –</p> <ul style="list-style-type: none"> - Confirmed KMc committee membership ceases in accordance with Rule 44.3. - Approved applications for committee membership from DS & JS, who will fill casual vacancies. DS & JS advised of approval when returned to meeting following decision. <p>JO to arrange completion of necessary signing requirements to allow DS and JS to take up committee member positions. Induction process to be undertaken, and DS and JS advised to contact any committee member for mentoring and/or advice.</p> <ul style="list-style-type: none"> - Decision to invite Matthew Dillon to attend CoM meeting of 26/03/19 as an observer. 	<p>IF</p> <p>JO, DS, JS</p> <p>JO</p>	<p>05/03/19</p> <p>26/03/19</p> <p>26/03/19</p>
<p>KB, DS and JS returned to the meeting.</p>		
<p>7.2 Staffing & Health & Safety Report: JO presented the report, all items noted and the following items were discussed in detail.</p> <p>7.2.1 – Staff attendance and absence – figures to 31/01/19 and comparative noted. JO updated on current position.</p> <p>7.2.2 – Health, Safety and Wellbeing – noted no accidents or incidents. Noted property insurance incidents. Noted update on HWL, including pending employee wellbeing survey to be issued following HWL approval.</p> <p>7.2.3 – EVH/ACS – noted latest position with EVH and Unite on pay negotiations and pending ACAS meeting. Noted updates to health and safety control manual. JO advised that the health and safety audit report had been received and took committee through this – committee were pleased to note the very positive audit outcome and the assurance gained.</p> <p>7.2.5 – 360 Feedback system – noted commencement of 360 process.</p> <p>7.2.6 – Behaviours Framework and Roles and Responsibilities work – noted proposal to review and refresh with the staff team at a staff away day event.</p>		
<p><u>Decisions Made:</u></p>		
<p>7.2.5 – 360 Feedback System – decided, on the advice of Tanya Kennedy, that rather than entire committee undertaking the Director’s 360 review, this would be completed by the three office bearers.</p> <p>7.2.6 – Behaviours Framework and Roles and Responsibilities work – approved that office be closed on 2 May 2019 for staff event.</p>	<p>JMc, JO’C, VP</p> <p>All Staff</p>	<p>29/03/19</p> <p>02/05/19</p>
<p>7.3 Gifts, Hospitality & Donations Report: JO presented the report, advising no decision required. All items noted.</p>		
<p><u>Decisions Made:</u></p>		
<p>No decision required.</p>		
<p>7.4 Management Accounts to 31/12/18: HD presented and took committee through the report explaining variances. HD advised that variance at year end should be less as some timing issues will be resolved by then. HD explained the new variance highlight system and advised that there were no concerns regarding variances within the analysis of operating costs. HD took committee through the statement of financial position which remained healthy. Committee considered the</p>		

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<p>cashflow statement for the year ahead and noted updates to reflect 2019/20 budget and anticipated spend between January and March. HD advised cash balances were projected to drop over the cashflow period due mostly to investment in stock on planned replacements and cyclical maintenance. JO took committee through the KPI and covenant sections of the report. No issues other than arrears levels being higher than budgeted – KB updated on debt recovery being prioritised to year end and impact of roll out of universal credit from December.</p> <p><u>Decisions Made:</u></p> <p>Committee approved quarterly management accounts and approved that they be sent to lenders in line with information covenant requirements.</p> <p>7.5 Treasury Management Report to 31/12/18:</p> <p>JO presented report and advised decision required on continuation of investment strategy. Committee noted position with loans balances and payments, and loan covenants being met. Committee noted investment and instant cash position at 31/12/18, the update since and the proposals for the period to May 2019. Committee considered the recommendation to continue with the existing investment strategy and delegated authority.</p> <p><u>Decisions Made:</u></p> <p>Approved continuation of previously agreed investment strategy and delegated authority.</p>	<p>HD</p> <p>JO</p>	<p>01/03/19</p>
<p>Item 8 – Housing Services Reports</p> <p>8.1 Housing Services Update Report:</p> <p>KB presented the report and advised that 2 decisions now required. All items notes with the following discussed in further detail.</p> <p>8.1.1 – Planned Maintenance – KB confirmed MCN contract now complete for 2018/19 and tenant satisfaction high. KB advised that Atkinson Partnership are arranging contract extension for 2019/20.</p> <p>8.1.2 – Cyclical Maintenance – KB presented periodic electrical testing tender report and advised on outcome of quality and price analysis. KB recommended approval of award of contract to the highest scoring contractor, subject to required award standstill period.</p> <p>8.1.4 – Arrears – Committee noted arrears down slightly on previous month but still considerably higher than previous year and requested an explanation. KB updated on the impact of Universal Credit roll out from December 2018. KB advised on housing services target to improve arrears position for 31/03/19. VP advised that UC was having an impact for most RSLs. JO’C asked if PHA had any update regarding the possibility of UC payments to landlords becoming quarterly. KB advised no knowledge of this but would investigate further as such a move would have a dramatic impact. JO advised that if this was the case then the risk register would require to be updated. Committee were expectant of an improvement in arrears with additional members of staff now in post.</p> <p>KB advised committee on the updated position with the legal action involving a shared ownership property. KB advised on possible options including buy back and requested authority from committee to investigate options and report back with a recommendation. Discussed need for due diligence including district valuer valuation, property inspection, SHQS and EESSH</p>		

Item	Action	By
<p>compliance assessment, legal advice, and priced option report to CoM to allow consideration of options.</p> <p>Decisions Made:</p> <p>8.1.2 – Cyclical – Approval to award electrical periodic testing contract to Magnus Electrical Services, subject to the award standstill period.</p> <p>8.1.4 – Arrears – arrears recovery to be prioritised for year end.</p> <p>8.1.4 – Arrears – Shared Ownership Case - Approved that KB arrange required work and bring detailed and costed option report to committee for consideration and decision.</p> <p>8.2 Reform Action Plan Update: KB presented the report that had been carried forward from January. Committee noted contents and work being undertaken. Next update report due to be taken to August committee meeting.</p>	<p>KB</p> <p>KB</p> <p>KB</p>	<p>01/04/19</p> <p>31/03/19</p> <p>30/04/19</p>
<p>Item 9 – Policy Reviews</p> <p>There were no policies due for review this month.</p>		
<p>Item 10 – Correspondence</p> <p>Committee noted correspondence issued during month. JO presented additional correspondence on the following:</p> <ul style="list-style-type: none"> - 05/02/19 – Thank you letter from Glasgow City Mission for donation to Glasgow Winter Night Shelter. - 12/02/19 – EVH Governing Body One Day Seminar advance notice for event Sunday 12/05/19. - 20/02/19 – Thank you letter from CiH for signing up to the Make a Stand pledge. - 22/02/19 – SHR letter about need for RSLs to plan for Brexit. 		
<p>Item 11 – A.O.C.B</p> <p>There was no other business considered.</p>		
<p>VP thanked everyone for their input to the meeting. The meeting members thanked VP for, and complimented her on, her effective chairing.</p> <p>There being no other business, the meeting closed at 7.50pm.</p>		

Minute Approved by: Jim O'Connor Seconded by: Jean Black

Signed by Chairperson: Josephine McGinty Date: 26 March 2019