

Report To:	Management Committee Meeting
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Agenda Item 4.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held by remote access using MS Teams on 2 June 2020
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Prepared By:	Joyce Orr, Director
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Date Prepared:	15 June 2020
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Meeting Date:	30 June 2020 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 Details

1. Sederunt

Present: Dan Martyn (DM) Sharon Kane (SK) Winifred McPhail (WM) Victoria Phelps (VP) – Chair David Syme (DS)	Apologies: Matthew Dillon (MD) Special Leave: Jean Black (JB) Josephine McGinty (JMc) Myra Frater (MF) Jim O'Connor (JO'C) Anna Welsh (AW) Absent Without Apologies:	In Attendance: Karen Byrne (KB) – Housing Services Manager Isobel Ferguson – Finance & Corporate Services Officer Lucy Neilson (LN) - FMD Joyce Orr (JO) – Director & Secretary Guest Speaker/Presenter: Scott McCready – Wylie & Bisset, Internal Auditor Olwyn Gaffney – Share (assessing Victoria Phelps)
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All papers issued in advance of meeting unless detailed in minute.
The meeting started at 6.00pm.

2. Declaration of Interest

The Chair reminded everyone of the importance of keeping their Register of Interest entry up to date and declaring any interests and ensuring their ongoing committee eligibility status. The Chair reminded everyone of confidentiality and collective responsibility.
- All confirmed no declarations and no updates.

The Chair advised that the Internal Auditor would be invited to present first to allow him to then leave should he wish to.

Item Details	Action	By
3. Decisions / Approvals Summary Report		
<p>The Chair referred members to the Decisions / Approvals Summary Report issued. The Chair advised that this report would be used to guide the meeting decisions / approvals required, and will be utilised with the assumption that members have read all the full reports and had the opportunity to raise comments in advance of the meeting.</p> <p><u>Decisions Made:</u></p> <p>Detailed below under each section to which they relate.</p>		
5.1 Internal Audit – Audit Needs Assessment and ARC Audit Report		
<p>The meeting noted the error in the report, and the update recorded in Decision Time, that the 2022/23 days for the Share Register are actually for Housing Allocation and Management.</p> <p>The Internal Auditor took the meeting through the plan and the background to the proposal, including a review of the Association’s Risk Register and a meeting with staff members. The Internal Auditor advised that years 2021/22 and 2022/23 were simply proposals based on the current review and that this could easily be changed at the request of the Committee.</p> <p>The meeting discussed the 2020/21 and Committee were keen to bring forward the audit of Covid-19 Arrangements, as it was thought November was a bit late if any issues identified. The Internal Auditor advised that he would liaise with the Director to determine earlier dates.</p> <p>The Internal Auditor confirmed that the ARC element of the 2020/21 plan had been completed remotely as planned. This has been given a report rating of Strong, with no recommendations identified, and with five areas of good practice highlighted. The Internal Auditor confirmed that the Return contents were validated for submission. Committee noted the outcome of the audit and were pleased that this aided them in their assurance of the ARC Return to SHR.</p> <p>The meeting discussed the timing of the annual review of the audit needs assessment and the request to change this from the April to the May CoM meeting. JO advised that this would fit better with the review of the risk register being in April and for the reporting on the annual ARC audit in May.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Covid19 element of 2020/21 internal audit to be brought forward. (Post meeting note – dates arranged for 1-3 July 2020.) - Approval for audited ARC Return to be submitted to SHR. - Approval to change annual audit needs assessment to the May CoM – JO to update Business Plan. <p><i>The Chair invited to Internal Auditor to remain or leave the meeting. The Internal Auditor left the meeting at this point (18:15).</i></p>	<p>IA/JO</p> <p>JO</p> <p>JO</p>	<p>TBC</p> <p>05/06/2020</p> <p>31/07/2020</p>
4. Minutes of Previous meetings		
<p>4.1 Minute of the Management Committee Meeting of 28 April 2020 noted, no changes requested. JO advised that actions due by the 26/05/2020 CoM had been changed to be due by 02/06/2020 as the May meeting was postponed by 1 week.</p>		

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<p>4.2 Minute of Health & Safety and Staffing Sub Committee (HSSSC) and Directors Appraisal of 12 May 2020 noted, no changes requested. Discussed that Chair of HSSSC could propose or second minute but that it would be useful to have the other member who had been present involved.</p> <p>4.3 Previous Minutes Decisions Action Implementation Report noted and agreed. Committee noted items either complete; to be considered at meeting; or not yet due. References to May CoM were noted as being 2 June as May meeting was rearranged for then. Items complete at meeting to be marked complete and removed from report.</p> <p>Decisions Made:</p> <p>4.1 - Minute of 28 April 2020 approved - proposed by WM, seconded by SK. Minute to be signed by Chair when Covid19 restrictions lifted.</p> <p>4.2 - Minute of 12 May 2020 approved - proposed by VP. JO to ask MD if he is happy to second and record through Decision Time. Minute to be signed by DM, Chair of HSSSC when Covid19 restrictions lifted. <i>Post meeting note – MD seconded and recorded on Decision Time.</i></p>	<p>IF</p> <p>JO IF</p>	<p>TBC</p> <p>09/06/2020 TBC</p>
<p>5. Items Requiring Decision / Approval</p>		
<p>5.1 Internal Audit – Audit Needs Assessment and ARC Audit Report As detailed above.</p> <p>5.2 Treasury Management Annual Report and Policy Review The meeting Chair introduced the report and asked JO if any updates to the report. JO advised updates as per notes in Decision Time regarding clarification on valuation.</p> <p>Loans - Committee considered the loan portfolio of the Association and the recommendation to postpone any decision on paying off loan debt. Noted loan covenant compliance throughout the year. Noted loan security split between lenders, and no valuation required until 2021. It was noted that any transfer of engagement from Kendoon would require a review of loan finance and security.</p> <p>Investment and Cash - The investment and cash position was noted. The credit rating of institutions was noted with no recommended changes. The drop in interest rates, and the effect this would have on interest income, was noted. Investment policy compliance was noted. Noted the changes in investments since February, those due to July, and the need for readily available cash to meet costs, whilst trying to maximise interest income. Committee considered the current delegated operational management to the Director and Finance Agent. The information provided on interest rates and inflation was noted.</p> <p>Policy and strategy – Committee considered the recommendation to review the policy and strategy without change.</p> <p>Committee advised that it would be beneficial for them to review the cash position of the Association monthly during Covid19 situation. Discussed monthly return to SHR and the financial information contained within.</p> <p>Decisions Made:</p> <p>- Postpone paying off loan debt and continue to review position through quarterly CoM reporting.</p>	<p>JO</p>	<p>25/08/2020</p>

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<ul style="list-style-type: none"> - Retain existing loan security arrangements and review loan portfolio and security following ToE decision, when made (likely not before Nov 2020). - No changes to delegated operational management or investment strategy. - Operational strategy and Policy reviewed without change. - Monthly Covid19 Return for SHR to be copied to CoM for information on cash position. CoM will advise if they require anything additional. 	<p style="text-align: center;">JO</p> <p style="text-align: center;">JO/FMD</p> <p style="text-align: center;">JO</p> <p style="text-align: center;">JO</p>	<p style="text-align: center;">24/11/2020</p> <p style="text-align: center;">-</p> <p style="text-align: center;">-</p> <p style="text-align: center;">10th each month</p>
<p>5.3 Management Accounts to 31/03/2020</p>		
<p>The meeting Chair introduced the report and asked LN if any updates to the report. LN advised updates as per notes in Decision Time regarding clarification on void loss; unfavourable variance on tenant participation; and dates on cashflow statement.</p> <p>LN advised the meeting on the positive variance position due to Covid19 created underspend on maintenance work. Committee raised questions on depreciation – LN advised on additional unplanned IT spend due to Covid19 home working requirements.</p> <p>LN advised that the Annual Financial Statements Report to the 30 June CoM will include a reconciliation with these management accounts. Committee noted KPI outcomes and covenant compliance confirmation. Noted copies already issued to lender and auditor due to timescale.</p>		
<p><u>Decisions Made:</u></p>		
<ul style="list-style-type: none"> - Management accounts approved. 	-	-
<p>5.4 Annual Financial Statement Requirements – Principle Accounting Policies, Internal Financial Controls, and Report of the Management Committee</p>		
<p>The meeting Chair introduced the report and asked LN if any updates to the report. LN advised no additional updates.</p> <p>LN explained the purpose of the Report and the elements within it for the Annual Financial Statements and Committee assurance.</p> <p>Committee considered the proposed Statement on Internal Financial Control and were satisfied to approve for inclusion.</p> <p>Committee considered the proposed Report of the Management Committee and were satisfied to approve for inclusion.</p> <p>For the Principle Accounting Policies LN explained the recommended change to the useful economic life of property components. LN and JO advised on sector specific property component accounting, with each RSL determining lifespans relevant to their own stock.</p>		
<p><u>Decisions Made:</u></p>		
<ul style="list-style-type: none"> - Approved the Statement on Internal Financial Control for inclusion in the 2019/20 Annual Financial Statements. 	LN	30/06/2020
<ul style="list-style-type: none"> - Approved the Report of the Management Committee for inclusion in the 2019/20 Annual Financial Statements. 	LN	30/06/2020
<ul style="list-style-type: none"> - Approved the recommended change in Principle Accounting Policies for inclusion in the 2019/20 Annual Financial Statements. 	LN	30/06/2020
<p>5.5 Business Plan General Report:</p>		
<p>The meeting Chair introduced the report and asked JO if any updates to the report. JO advised updates as per notes in Decision Time regarding</p>		

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<p>rent payments; debt advice for tenants; adaptation request and tenant satisfaction survey date within ARC Return.</p> <p>Returns - noted the Returns update and all met on time to date.</p> <p>Finance KPIs - noted that the Finance KPI outcomes to 31/03/2020 had been reported at Item 5.3 Management Accounts.</p> <p>Housing Services KPIs - noted the Housing Services KPI outcomes to 31/03/2020 and the comments given for those not achieved (Reason, Impact, and Proposed Remedy). Noted the tenant satisfaction survey (TSS) ARC outcome figures and need for review and action plan.</p> <p>Committee considered the proposed Housing Services targets for 2020/21, and discussed those that were different from existing.</p> <p>Discussed expected increase in debts; changes to allocation timescales; expected repair dissatisfaction (due to Covid19 restrictions); and increase in timescales for adaptations and repairs. Discussed trying to strike a balance between targets being challenging and realistic. Committee discussed the need to tie Housing Services KPIs in with future revision of budget, in order that the budget incorporates the worst case position.</p> <p>Discussed that housing services operational targets are usually always tighter than budget provisions. Discussed importance of in-year reviews of targets this year due to Covid19 impact, with the intention to tighten targets if feasible.</p> <p>HUB – noted reconciliation validation report due at Aug CoM meeting.</p> <p>ARC Return – considered at Item 5.1. Comparison report to end of June CoM meeting.</p>		
<p>Decisions Made:</p>		
<p>5.5.2 Housing Services KPIs 2020/21 – approved for business plan update.</p>	JO	16/06/2020
<p>5.5.2 HSM to bring TSS outcome report and action plan to 30/06 CoM.</p>	KB	30/06/2020
<p>5.5.2 In-year review of Housing Services KPIs to take place with quarterly KPI reporting to CoM and at budget setting. To try to tighten performance outcomes.</p>	KB	25/08/2020; 24/11/2020; 26/01/2021
<p>5.5.3 HUB – HSM to provide reconciliation validation report to Aug CoM.</p>	KB	25/08/2020
<p>5.5.4 ARC Return – approved submission at Item 5.1 and comparison report to June CoM. <i>Post meeting – decision to delay comparison report until Oct CoM in line with Business Plan reporting timetable.</i></p>	JO	27/10/2020
<p>5.6 Covid19 Summary Impact Report</p> <p>The meeting Chair introduced the report and asked JO if any updates to the report. JO advised no additional updates.</p> <p>Committee noted the updates provided throughout the report, the summary Covid19 Routemap as it affects PHA, and staff planning.</p> <p>Committee considered the AGM and suitable alternative dates.</p> <p>Committee considered the process of adopting the 2020 Model Rules, the need for a special general meeting for adoption, and whether or not the model rules would require further review as a result of Covid19 position.</p> <p>Meeting discussed that it may be preferable to delay consideration of updating Rules until 2021.</p> <p>Discussed recommendation that another member fill the office bearer position of Treasurer whilst Jim O'Connor is on special leave of absence.</p> <p>Discussed planned CoM meeting dates ahead in the year, with members advising dates suitable and that members available</p> <p>CoM noted SHR Covid19 dashboard report.</p>		

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<p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - AGM date agreed for Tuesday 1 September 2020, if possible. - Consider decision re 2020 Rules at 30/06/2020 CoM. - Approved David Syme to fill role of Treasurer while JO'C absent. - Confirmed suitability of planned CoM dates (SK apologies for 29th Sept CoM). <p>5.7 Regulatory Compliance Self-Assessment Action Plan Update The meeting Chair introduced the report and asked JO if any updates to the report. JO advised updates as per notes in Decision Time regarding text message satisfaction survey. The Chair asked if committee members had any queries in respect of the report - nothing raised.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - No changes to reporting systems at present. <p>5.8 Committee and Membership Report: The meeting Chair introduced the report and advised of assumption that members happy with report and contents as no queries raised in Decision Time. Members confirmed. No additional staff updates. Considered Share Membership application (T1380 – 845). Considered leave of absence request for Jim O'Connor. The Chair reminded CoM members about online training opportunities. Noted attendance records.</p> <p><u>Decisions Made:</u></p> <p>Approved Share Membership Application – share 845. Approved JO'C leave of absence for 4 months.</p> <p>5.9 Gift, Hospitality and Donations Report: The meeting Chair introduced the report and advised members on update as per notes in Decision Time regarding Men Matter Scotland. IF provided verbal update to members on Men Matter and Finding Your Feet charities and donation proposals. DM advised that Drumchapel Foodbank was appealing for donations. IF advised that CoM normally match fund staff fundraising for Wear It Pink (breast cancer charity) later in the year.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Donations of £250 each to Men Matter, FYF, and Drumchapel Foodbank. 	<p>JO/IF JO DS CoM</p> <p>-</p> <p>IF JO'C</p> <p>IF</p>	<p>01/09/2020 30/06/2020 02/06/2020 Last Tues each month</p> <p>-</p> <p>- Oct</p> <p>16/06/2020</p>
<p>6. Items For Update</p>		
<p>The Chair reminded members these item reports are for updating and should simply be noted unless staff have any updates and/or members require more information/clarification.</p> <p>6.1 Director's Report: Chair advised of update on Decision Time regarding GDPR matter and confirmation that action compete. JO advised no additional update. Committee advised all items noted with no further detail required.</p>		

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<p>6.2 Staffing & Health & Safety Report: IF and KB updated on health and safety incident with member of staff attending site without required authorisation or PPE. KB advised she was awaiting a report from staff members involved. JO advised that incident had involved a member of staff trying to be helpful and simply not thinking about the safety reasons behind the authorisation procedures in place. An update will be provided to the 30/06/2020 CoM meeting.</p> <p>6.3 Housing Services Report: Committee noted the positive work in maintaining gas safety compliance, and congratulated staff on achievement. KB updated on external works (drainage, landscaping, painterwork); GCC leased properties; and the Druncog Common Allocation Policy. JO confirmed Notifiable Event registered with SHR regarding leases. KB updated on position with electrical periodic inspections and impact on SHQS compliance. JO advised members that undertaking electrical periodic checks was much more invasive than gas servicing, with a higher Covid19 risk for both tenants and operatives - Committee noted this for reasoning behind non-pursuit of those due/outstanding until contactors return and risk assessments in place. Committee noted update on write offs and were happy with action taken.</p>	IF/KB	30/06/2020
7. Correspondence		
Committee noted correspondence issued and nothing further to add.		
8. A.O.C.B		
There being no other business, the meeting closed at 7.10pm		

Minute Approved by: Dan Martyn

Seconded by: W McPhail

Signed by Chairperson: _____

Date: 30 June 2020

Minute to be signed by Chair when Covid19 restrictions lifted