

Agenda Item 3:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 28 June 2016 at 6.00pm
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Date Prepared:	12 July 2016
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Meeting Date:	26 July 2016
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Author:	Joyce Orr, Director
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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	Purpose/Information/Recommendations:		
1.	Sederunt		
	Present: Jean Black (JB) Josephine McGinty (JMc) Kenny McGinty (KMc) Amanda Smith (AS) Anna Welsh (AW) Aziz Yasin (AY)	Apologies: Sharon Kane (SK) Myra Frater (MF) Melanie Paterson (MP) Winifred McPhail (WM)	In Attendance: Teresa Brannan (TB) – Observer Jim O'Connor (JO'C) – Observer Karen Byrne (KB) – Housing Services Manager Howard Dales (HD) – FMD Allison Devine (AD) – Alexander Sloan Joyce Orr (JO) – Director
	Meeting started 6.05pm JO requested that order of Agenda be changed to allow Item 5.1 to be considered after item 2 – approved.		

Item	Purpose/Information/Recommendations Noted:	Committee Decision Made:	Action:
2.	Declaration of Interest		
	<p>Attendees to highlight any declaration of interest matters – TB declared her Committee membership of Kendoon Housing Association, which was noted with no need to declare at future meetings. No other declarations.</p> <p>Attendees with a declaration to remove themselves from the meeting and discuss matter with Director – not required.</p> <p>Attendees to advise of any changes required to any previously declared interests - none.</p>	<ul style="list-style-type: none"> - Noted TB declaration and agreed no need to declare at future meetings. 	
5.1	Annual Financial Statement Audit & Management Letter		
	<p>Allison Devine (AD), Partner Alexander Sloan, was in attendance and presented annual financial statements (accounts) and the audit report. AD explained the changes in the presentation of accounts due to changes introduced under FRS 102, the 2014 SORP and the Accounting Determination Requirements 2015. AD explained the changes and highlighted the greatest changes to treatment of housing properties, grant on housing properties and pension deficit. AD took Committee through the Statement of Comprehensive Income (previously Income & Expenditure account); Statement of Financial position (previously Balance Sheet); and Statement of Cash Flows.</p> <p>HD explained the pension calculation used in the Accounts was as advised by the auditors and was based on the most recent valuation although this has not been formally signed off by The Pension Trust yet. Committee asked AD about the risk of using the 2015 figures and what other RSLs were doing. AD explained the basis of the decision to use the 2015 valuation rather than the old 2012 valuation, and that it should give a more accurate reflection of actual liability and commitments, and therefore present less risk of having inaccurate accounts. AD explained that she has no clients using anything other than 2015 figures.</p>	<ul style="list-style-type: none"> - Signed Letter or Representation presented to Alexander Sloan. - Annual Financial Statements approved and signed (JB, JMc, KMc) for presentation to members at AGM 28/07/16. - AFS to be forwarded to lenders, OSCR, FCA & SHR by required timelines. - Acceptance of Management Letter. 	<p>HD/JO</p> <p>HD/JO</p>

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	<p>AD explained that the new accounting format did not change the cash position of the Association. AD advised that the Association was in a healthy financial position.</p> <p>AD explained that the only thing that was different from the set of financial statements previously issued to Committee was the restatement detail of 31/03/14 as contained in note 29.</p> <p>AD took Committee through the audit report and advised that Alexander Sloan have satisfied themselves that the Association complies with the information required by the relevant Regulatory Standards within the publication "Our Regulatory Framework" and associated Regulatory Advice Notes issued by the Scottish Housing Regulator in respect of internal financial controls. AD explained that Alexander Sloan were satisfied that the accounts give a true and fair view of the state of the Association's affairs as at 31st March 2016 and of its surplus for the year then ended; have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice: and have been properly prepared in accordance with the Co-operative and Community Benefit Societies Act 2014, the Housing (Scotland) Act 2014 and the Determination of Accounting Requirements 2015. AD confirmed that there were no matters which required to be reported by exception.</p> <p>AD took Committee through the Management Letter and confirmed there were no weaknesses to be brought to Committee attention and that this was a "clean" Management Letter. Committee thanked AD for her attendance and detailed explanation of the financial statements.</p>		
3.	Minutes of Previous Meetings		
3.1	<p>Record of previous meetings and decisions made: Minute of Management Committee Meeting of 31 May 2016. No matters arising.</p>	<p>- Minute approved as a true and accurate record. Proposed AW, Seconded JMc.</p>	

Item	Purpose/Information/Recommendations Noted:	Committee Decision Made:	Action:
4.	Internal Management Business Plan		
	<p>Committee considered and discussed the business planning report and made decisions on the following:</p> <ul style="list-style-type: none"> • 2016 strategy day 09/06/16 – positive feedback shared with Committee who were unable to attend. • 2016/17 priorities and associated reporting quarters. • Risk management assessments – it was agreed to add withdrawal from Europe as a risk due to uncertainty. • Business planning timetable for 2016/17. 	<ul style="list-style-type: none"> - Approved strategy day record. - Determined 2016/17 priorities and reporting quarters. - Approved risk management assessments and agreed to review twice yearly during September & March. - Agreed business planning timetable for 2016/17. 	<p>JO</p> <p>JO</p> <p>JO</p>
5.	Finance & Corporate Services		
5.1	Detailed above after Item 2.		
5.2	<p><u>SHR Loan Portfolio:</u> HD presented the Loan Portfolio Return report to Committee based on balances at 31/03/16. Committee noted borrowings of £4,347,872 between Nationwide and Clydesdale Bank, with 355 units as security and loans split 77% variable and 23% fixed. HD confirmed covenant compliance and advised Committee on the need to review the interest cover covenant calculation with the Clydesdale Bank under the new accounting format. JO explained differences to some details from previous years returns and explained that all details contained in this year's return had been checked and confirmed with lenders. Committee noted the facilities detailed on the Loan Portfolio Return.</p>	<ul style="list-style-type: none"> - Approved Loan Portfolio for submission to SHR for 30/06/16. - HD to liaise with Clydesdale Bank on covenant to aim for a position of neutrality, that is, no worse or better than under old accounting format. 	<p>HD/JO</p> <p>HD</p>
5.3	<p><u>SHR Five Year Financial Projections:</u> HD presented the Five Year Financial Projection report to Committee and explained their purpose and the required submission to SHR. HD explained that there were a couple of changes to the draft return issued relating to 2015/16 outturn figures due to changes with the completion of annual accounts.</p>	<ul style="list-style-type: none"> - Approved 5 year financial projections for submission to SHR for 30/06/16. 	<p>HD/JO</p>

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	<p>HD explained the assumptions used. HD highlighted to Committee that the figures show the Association to be financially viable over the 5 year period of the projections, but that the information on cyclical maintenance and planned works is still based on the old life cycle costing details and that the projections will be reviewed when the current costings are finalised. Committee discussed the importance of keeping rents affordable whilst ensure compliance with landlord responsibilities and compliance with additional targets such as EESSH. Discussion took place on the importance of achieving accurate stock asset management information and maintaining this moving forward.</p>	<ul style="list-style-type: none"> - 5 year projections to be updated for Committee information when stock condition information updated. 	<p>HD/JO</p>
<p>5.4</p>	<p><u>Membership & Committee Report:</u> Share applications for consideration = 4 applications considered. Membership noted at 31/05/16 = 215. Committee attendance record – noted below target over year (70%) at 65%, BUT above target for current members at 77%. Committee Drumcog training record – noted attendance below target over year (50%) at 48%, BUT above target for current members at 63%. Risk Management training session of 20/06/16 – Committee fed back on popular session and advised that session gave the opportunity to focus on subject and provided external reassurance that Association was managing risk effectively. Next Drumcog training 19/09/16 on tenant participation, involving the community, capturing feedback and tenant scrutiny – Committee made suggestions of either TIS or Jamie Ballantine from Maryhill HA for session. Committee diary of events to 04/08/15. JO explained that Committee do not need to attend annual bus trip and detail given only for information update. Post AGM Committee meeting for election of office bearers, signing declarations etc – Committee discussed when best to have</p>	<ul style="list-style-type: none"> - Approved Share applications. - Any obstacles to attendance to be highlighted by Committee. - Any obstacles to attendance to be highlighted by Committee. - JO to pass on suggestions to Cernach who organise events on behalf of Drumcog. - To advise on IF on whether or not able to attend. - To advise Isobel if interested in attending any additional events. 	<p>IF</p> <p>CoM</p> <p>CoM</p> <p>JO</p> <p>CoM</p> <p>CoM</p>

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	meeting and agreed to follow on from AGM to prevent the need for members to come out for a separate meeting.	- Agreed post AGM meeting to be held immediately after the business of the AGM, a separate room will be booked for 15 – 30 minute meeting.	CoM/JO
5.5	<u>Staffing & Health & Safety and Wellbeing Report:</u> Attendance – noted staff absence for May 8.06% of May working days, 1.43% of annual days. Target for annual 2016/17 - 4%. Staff accidents, incidents or near misses – noted 0 during May 2016. EVH/ACS Health & Safety Audit – noted audit delayed at request of ACS, with Association awaiting details of new date.	- Update Committee for information in future report when new date agreed.	IF
5.6	<u>Gifts and Hospitality Report:</u> Details of gifts/hospitality received and given - Committee noted entries in register since previous report.	- Approved entries in register and signed register declarations.	IF
6.	Housing Services Reports		
6.1	<u>Housing Services Update Report:</u> KB provided Committee with updates on: - Periodic electrical testing – ongoing pursuit for access. - Gas servicing - 100%; gas contract - ongoing liaison with City Building regarding contract and district heating system. - 2015/16 kitchen and boiler renewal contract – ongoing pursuit of tenants for post inspections and then pursuit of any defects. - Committee asked when planned works would commence for 2016/17. KB explained background collation work ongoing. - 2016/17 painterwork contract - likely increase in budgeted costs due to omissions from the 2013/14 painterwork contract tender and pre paint remedial works. - Rent arrears – noted increase in current tenant arrears – 2.24% against target of 1.5%. HSM prioritising pursuit. - Settling in visit satisfaction – 100%.	- KB to keep CoM updated on City Building performance, district heating system repairs and costs. - KB will present tenant satisfaction outcomes and analysis of contract at next meeting. - KB to provide report on 2016/17 cyclical and planned works to August CoM - Details of extra costs to be provided when determined. Works to be undertaken. - KB to provide action plan update at next meeting.	KB KB KB KB/JO KB

Item	Purpose/Information/Recommendations Noted:	Committee Decision Made:	Action:
	<ul style="list-style-type: none"> - Action for Children 2016 project – planned for autumn. - Customer Forum meeting of 08/06/16. Next meeting 03/08/16. - Tenant Satisfaction Survey tender outcome – Research Resource scored highest on quality and price ratio. 	<ul style="list-style-type: none"> - KB to update CoM on project when arranged. - Approved appointment subject to satisfactory references. 	<p style="text-align: center;">KB</p> <p style="text-align: center;">KB</p>
7.	Directors Report		
7.01	<u>Decisions Between Meetings:</u> Noted one decision taken since last meeting: <ul style="list-style-type: none"> - Investment decision regarding Santander maturing deposits – reinvested for 12 months at 1%. 	<ul style="list-style-type: none"> - Retrospective approval of reinvestment decision. 	
7.02	<u>Scottish Housing Regulator (SHR):</u> Committee noted the following: ARC staff sickness query responded to. Details of SHR Thematic Inquiry on Use of Equality & Diversity Information by Scottish Social Landlords. SHR recruitment process for Statutory Managers.		
7.03	<u>Stock Condition Survey & Life Cycle Costings Review:</u> Noted report on findings of SCS presented at Strategy Day of 09/06/16 by Robin Harrison – no major issues identified. Noted need to prioritise reconciling of historic information to allow full costing work to progress.	<ul style="list-style-type: none"> - JO, KB & HD to prioritise reconciling of historic information during summer to allow full costing work to progress. 	JO/KB/HD
7.04	<u>Pensions:</u> Auto enrolment – Committee noted progress towards staging date 01/08/16, staff advised and letters to be issued. EVH Support Group – Noted Membership for 2016/17 renewed.		
7.05	<u>Governing Body Appraisal and Succession Planning:</u> Annual review – Noted successfully completed with recommendations being implemented over the coming months.	<ul style="list-style-type: none"> - Recommendations to be implemented over the coming months. 	JO

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	<p>Committee members recruitment – noted 3 additional members and arrangements made for signing Code of Conducts and starting induction process. Teresa Brannan in attendance at meeting as an observer and application pack issued for TB to consider.</p> <p>Nominations received for Co-optee and Casual members to stand for election at AGM. Discussed how to try to maintain tenant representation on Committee.</p>	<p>- Isobel contact Committee members to take forward tenant recruitment drive during July/August.</p>	<p>IF</p>
7.06	<p><u>EVH:</u> Monthly report - issued 14/06/16, no queries raised. Annual Conference 28-30 October – noted JB & JMc booked. EVH Committee Meetings – noted next meeting Mon 04/07/16. Grading Guidelines Review – noted update on changes. Salaries & Terms & Conditions of Employment Consultation – agreed paperwork to be issued during July for discussion and decision at August committee meeting. Noted EVH holding 3 x 1½ hour salary consultation events for committee members during August.</p>	<p>- Advise IF/JO if wish to attend. - Consultation paperwork to be issued to Committee during July. - Advise IF/JO if wish to attend one of the events.</p>	<p>CoM JO CoM</p>
7.07	<p><u>Glasgow City Council:</u> Drumchapel Solar Panel Garden Opportunity – noted GCC project on hold due to funding changes. SDFP – noted request submitted for stage 3 adaptation funding and awaiting outcome. Future Housing Development Opportunities – noted feedback from JO on Drumcog meeting with Wheatley Group 29/06/16.</p>	<p>- JO to continue to attend meetings for information, no commitment from Association to any development at present.</p>	<p>JO</p>
7.08	<p><u>Drumcog:</u> Drumchapel HC – noted that DHC looking to pursue option of strategic partnership to share services with expression of interest letter to other local Chairs being issued 30/06/16 detailing</p>	<p>- Agreed to submit initial expression of interest to obtain more information before considering in detail.</p>	<p>JO/CoM</p>

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	<p>selection process. Committee discussed opportunity and whether or not it was the right thing for PHA at this point in time. Agreed to send initial expression and then consider further at July meeting.</p> <p>Benchmarking – noted ARC benchmarking being undertaken and will form part of Charter report to tenant.</p> <p>Joint Procurement – noted ongoing work examining joint options.</p> <p>Thriving Places Community Anchor – noted Cernach leading on project and recruitment process started.</p> <p>Senior officers meeting – Next meeting 01/07/16, no matters to raise.</p>		
7.09	<p><u>2016 – PHA 25th Anniversary & AGM 2016:</u></p> <p>Prize draw - £25 prize draw for June undertaken.</p> <p>25th Anniversary Gala Day 21/07/16 Camstradden School – noted detailed update and asked to pass thanks onto IF.</p> <p>AGM 28/07/16 6.00pm Community Centre – noted update.</p>	- Winner Tenant 717.	IF
7.10	<p><u>Wider Action Updates:</u></p> <p>WFI – noted update on support.</p> <p>Northmuir Community Garden – noted update on support.</p> <p>Drumchapel Life – noted update on project after funding loss.</p> <p>Action for Children – noted update as per housing services report.</p>		
7.11	<p><u>SFHA:</u></p> <p>Noted update on Openness and Transparency Guidance.</p>		
7.14	<p><u>GWSF:</u></p> <p>Update as SFHA.</p>		
7.15	<p><u>SHARE:</u></p> <p>SHARE AGM 16/06/16 – noted update from JB & JO.</p>		

Item	Purpose/Information/Recommendations Noted:	Committee Decision Made:	Action:								
8.	Policy Reviews										
8.1	<u>Governing Body Performance Review Policy:</u> No proposed changes to update policy.	- Approved proposed review with no changes and yearly review.									
9.	Correspondence										
	<p>Noted record of correspondence issued since last meeting:</p> <table border="0"> <thead> <tr> <th><u>Issued</u></th> <th><u>Subject</u></th> </tr> </thead> <tbody> <tr> <td>14/06/16</td> <td>EVH Monthly Report – June 2016.</td> </tr> <tr> <td>14/06/16</td> <td>Committee diary update – June 2016.</td> </tr> <tr> <td>24/06/16</td> <td>SHR Update – June 2016</td> </tr> </tbody> </table> <p>Considered additional correspondence presented at meeting:</p> <ul style="list-style-type: none"> - SHN 2016/17 Membership £780+vat (held at 2015/16 cost). - GWSF AGM details for 18/08/16. - SFHA AGM details for 24/08/16. - EVH Management Committee Papers for 04/07/16. 	<u>Issued</u>	<u>Subject</u>	14/06/16	EVH Monthly Report – June 2016.	14/06/16	Committee diary update – June 2016.	24/06/16	SHR Update – June 2016	<ul style="list-style-type: none"> - Approve renewal of membership. - To advise JO/IF if wish to attend. - To advise JO/IF if wish to attend. - To advise JO/IF if wish to attend. 	<p>IF</p> <p>CoM</p> <p>CoM</p> <p>CoM</p>
<u>Issued</u>	<u>Subject</u>										
14/06/16	EVH Monthly Report – June 2016.										
14/06/16	Committee diary update – June 2016.										
24/06/16	SHR Update – June 2016										
10.	A.O.C.B.										
	<p>The following AOCB allowed by Chair:</p> <p>Committee to consider Christmas Lunch event for Committee, Staff and Customer and Resident Forum members.</p> <p>There being no other business, the meeting closed at 8.05pm.</p>	- Suggestions to July CoM.	IF/CoM								

Minutes Approved By K McGinty

Minutes Seconded By J O'Connor

Signed by Chair J Black

Date 26 July 2016