

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 28 April 2020
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Prepared By:	Joyce Orr, Director
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Date Prepared:	15 May 2020
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Meeting Date:	02 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) Jim O'Connor (JO'C) – Treasurer Victoria Phelps (VP) – Chair David Syme (DS)	Apologies: Matthew Dillon (MD) Special Leave: Jean Black (JB) Josephine McGinty (JMc) – Vice Chairperson Myra Frater (MF) Anna Welsh (AW) Absent Without Apologies:	In Attendance: Karen Byrne (KB) – Housing Services Manager Isobel Ferguson – Finance & Corporate Services Officer Joyce Orr (JO) – Director & Secretary Lucy Neilson (LN) - FMD Guest Speaker/Presenter:
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All papers issued in advance of meeting unless detailed in minute.
Following resolution of connection matters, the meeting started at 6.20pm.

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.

Item Details	Action	By
3. Decisions / Approvals Summary Report		
<p>The Chair referred members to the Decisions / Approvals Summary Report issued by the Director on 27 April 2020. The Chair advised that this report would be used to guide decision / approvals required, and will be utilised on the assumption that members have read all the full reports and had the opportunity to raise comments in advance of the meeting.</p> <p>The Chair reminded everyone that as this is our first remote meeting we will be learning as we go along.</p> <p><u>Decisions Made:</u> Detailed below under each section to which they relate.</p>		
4. Minutes of Previous meetings		
<p>4.1 Minute of the Management Committee Meeting of 25 February 2020 noted, no changes requested, no matters arising.</p> <p>4.2 Previous Minutes Decisions Action Implementation Report noted and agreed. Committee noted items either complete; to be considered at meeting; carried forward to 2020/21; or not yet due. Agreed that matters carried forward to 2020/21 Priorities, and ongoing, would be removed from the report as will now be reportable under business during 2020/21.</p> <p><u>Decisions Made:</u> 4.1 - Minute of 25 February 2020 approved - proposed by WM, seconded by DM, agreed Minute to be signed by Chair VP at a later date when restriction lifted.</p>	IF	
5. Items Requiring Decision / Approval		
<p>5.1 Committee Annual Review Report and Committee Recruitment Policy Review</p> <p>The meeting Chair introduced the report and asked JO if any updates to the report. JO advised nothing additional to update.</p> <p>The meeting considered the decisions required and made decisions as detailed below. A committee member highlighted that training and learning could still take place using webinars with SFHA, Share etc. Discussed the benefit of recruiting KHA representatives if ToE progresses.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Feedback Report approved. - Feedback Report Suggestions to be implemented and an update report on position to be provided to the Oct CoM meeting. - Feedback Report identified Committee priorities to be incorporated into Business Plan. - Feedback Report training requests to be incorporated into Committee training plan. - Members passed resolution to permit members serving more than nine continuous years to stand or otherwise be nominated for re-election. - Approval of proposed revisions to Committee Recruitment Policy, with no changes to existing profile. 	<p>-</p> <p>JO</p> <p>JO</p> <p>JO</p> <p>-</p> <p>JO</p>	<p>-</p> <p>27/10/2020</p> <p>29/05/2020</p> <p>29/05/2020</p> <p>-</p> <p>29/05/2020</p>

Item Details	Action	By
<p>5.2 Covid19 Summary Impact Report</p> <p>The meeting Chair introduced the report and asked JO if any updates to the report. JO advised updates from staff as per Notes in Decision Time, and additional recommendation regarding acting outwith Policy. The Chair also noted queries from members in Notes to be discussed.</p> <p>The meeting discussed suitability of furlough for the Association and the current staff team. Discussed staff working from home and quantity of work being undertaken. JO and KB advised that all staff members are working and that work takes longer when at home due to, for example, speed of connections and being unable to quickly check something with a colleague sitting next to you etc. JO advised that the position with staff working and furlough was not fixed and was instead constantly under review. LN also advised the meeting on her interpretation of furlough and the facility for the Government to reclaim. The meeting noted EVH recommendation that member employers make up any furlough to 100%. The meeting considered the financial scenario testing undertaken by LN with the potential impact on 30 year cashflows; 2020/21 cashflow; and covenant testing. The meeting noted no short term cashflow issue but noted the need to closely monitor impact on arrears and cashflow.</p> <p>The meeting noted impact on Kendoon transfer of engagements (ToE) process, and discussed costs, noting HRC cost, more to follow on BTO.</p> <p>The meeting discussed the need to consider alternative date for SGM and AGM. It was noted that Strategy Day will not be able to take place in June as planned. The meeting discussed the benefit of someone else filling the position of Vice-Chair whilst Josephine McGinty (JMc) on leave of absence due to Covid19 situation. JO explained additional recommendation within Decision Time in respect of Committee approving staff operating outwith policy due to Covid19 situation (for example, repairs; voids; tenant participation; arrears management; serving Notice of Proceedings (NoPs) etc.) The meeting discussed the current situation and that normal actions in line with written Policies was not always possible. The meeting discussed the position with the serving of NoPs; the logistics and practicalities; and the public perception.</p> <p>The meeting considered the request to lease flats to Glasgow City Council homelessness services to assist with provision of accommodation to those in need during Covid19. KB explained that GCC would pay rent from date keys obtained and would undertake all void works required. A member enquired if this would include all required health and safety work such as gas check, electrical check etc. and that PHA would obtain all required paperwork and have no liability. KB advised that this would be the case and she would ensure all in order. Discussed that KB would review each void for suitability for lease.</p> <p>The Meeting considered the decisions required and made decisions as detailed below.</p>		
<p>Decisions Made:</p>		
<ul style="list-style-type: none"> - Covid19 Report useful and to be added as a standard agenda item for each CoM meeting at present. 	JO	Ongoing
<ul style="list-style-type: none"> - Furlough decision delegated to senior staff, to reflect circumstances, and monthly update in Covid19 report. 	JO	Ongoing
<ul style="list-style-type: none"> - Clarification on BTO due diligence costs to be sought and issued. 	JO	12/05/2020

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<p>5.8.2 Committee Structure, Standing Orders and Delegated Authorities Policy: JO presented the report, advising on proposed revisions. Proposal for Committee Structure amendment to allow establishment of any other sub-committee as the Management Committee determine. This would allow a sub-committee to be set up to deal with the Transfer of Engagement (ToE) matters. JO explained proposal for an addendum to the policy to record the implementation of arrangements to address the Covid19 situation. JO advised on suggestion to carry out a further review in Sept/Oct to ensure still meets requirements as matters with Kendoon progress and as experience of Covid19 restrictions develop.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Recommended revised policy approved for implementation. 	JO	29/05/2020
<p>5.8.3 Policies: Code of Conduct for Governing Body Members Entitlement, Payments and Benefits Policy Code of Conduct for Staff</p> <p>JO presented the report requesting that Committee review all three policies without change. JO explained that the three documents were based on model documents produced by SFHA to ensure compliance with constitutional and regulatory requirements. JO advised that the documents were due to be revised by SFHA during 2020 but that this was currently on hold whilst SFHA resources were re prioritised to assist SFHA members with Covid19 matters.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Recommendations for revision without change approved - Policies to be revised as revised document are released by SFHA. 	JO JO	29/05/2020 TBC
<p>5.8.4 Equality and Diversity Policy: JO presented the report, advising on proposed revisions to Section 6 on consultation. JO advised that the proposed change came out of a staff training session in February and was more for clarity. JO requested that the policy now be put onto 3 yearly review cycle.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Recommended revised policy approved for implementation. 	JO	29/05/2020
<p>5.8.5 Tenant/Customer Participation Policy Action Plan for 2020/21: KB presented the report, advising on the proposed Action Plan revisions for 2020/21. Meeting discussed impact of Covid19 situation on some of the plans.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Recommended policy Action Plan for 2020/21 approved for implementation. - Action Plan to be shared with customers through website. 	KB KB	29/05/2020 29/05/2020
<p>Dan Martyn left the meeting at 7.55pm after checking no other decision required – just donation request to be referred to Drumcog..</p>		

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6. Items For Update		
<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 or want any discussion.</p> <p>6.1 Director's Report: JO advised no update. Committee advised all items noted with no further detail required.</p> <p>6.2 Staffing & Health & Safety Report: JO updated on current staff absence, non-work related. Noted Director carried forward 2 days leave from 2019/20 due to dealing with Covid19 situation – days will be taken during 2020/21. JO updated on the IIP review, with report having being shared with all staff and committee. Committee noted contents of report, updates provided and confirmed no further information or clarification required.</p> <p>6.3 Complaints and Compliment Report: Chair clarified that dates in section 4 of the report (staff training) should refer to 2019 and not 2020. Committee noted contents of report, updates provided and confirmed no further information or clarification required.</p> <p>6.4 Gift, Hospitality and Donations Report: Committee considered donation request from local 13 year old resident and confirmed that, in accordance with Rules, donations can only be made to registered charities. Discussed possibility of Drumcog making donation. Committee noted contents of report, updates provided and confirmed no further information or clarification required.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Director raise donation request with Drumcog senior officers. - Person requesting donation to be advised of Rules restrictions and that the Association is going to request Drumcog consider. <p>6.5 Housing Services Report: KB update on shared ownership case advising that verbal agreement reached between solicitors but progress halted due to Covid19 restrictions. Committee noted contents of report, updates provided and confirmed no further information or clarification required.</p>	<p>JO</p> <p>IF</p>	<p>29/05/2020</p> <p>29/05/2020</p>
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 8.00pm		

Minute Approved by: W McPhail

Seconded by: S Kane

Chairperson V Phelps to sign when Covid-19 restrictions lifted

Date: 02 June 2020