Report To: Management Committee Meeting

Agenda Item 4.1: Minutes of Pineview Housing Association Ltd Committee Meeting Held by

remote access using MS Teams on 28 April 2020

Prepared By: Joyce Orr, Director

Date Prepared: 15 May 2020

Meeting Date: 02 June 2020 at 6.00pm

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 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:

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	Ву
3. Decisions / Approvals Summary Report		
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. The Chair reminded everyone that as this is our first remote meeting we		
will be learning as we go along. Decisions Made: Detailed below under each section to which they relate.		
4. Minutes of Previous meetings	T	I
 4.1 Minute of the Management Committee Meeting of 25 February 2020 noted, no changes requested, no matters arising. 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. Decisions Made: 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. 	IF	
5. Items Requiring Decision / Approval	ı	
 5.1 Committee Annual Review Report and Committee Recruitment Policy Review The meeting Chair introduced the report and asked JO if any updates to the report. JO advised nothing additional to update. 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. Decisions Made: Feedback Report approved. 		
 Feedback Report approved. Feedback Report Suggestions to be implemented and an update report 	JO	27/10/2020
on position to be provided to the Oct CoM meeting Feedback Report identified Committee priorities to be incorporated into	JO	29/05/2020
Business Plan. - Feedback Report training requests to be incorporated into Committee training plan.	JO	29/05/2020
 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.	JO	29/05/2020

Item Details	Action	Ву
5.2 Covid19 Summary Impact Report		
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.		
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.		
The meeting noted impact on Kendoon transfer of engagements (ToE)		
process, and discussed costs, noting HRC cost, more to follow on BTO. 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.		
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.		
The Meeting considered the decisions required and made decisions as		
detailed below.		
Decisions Made:		
- Covid19 Report useful and to be added as a standard agenda item for	JO	Ongoing
each CoM meeting at present.		
- Furlough decision delegated to senior staff, to reflect circumstances, and	JO	Ongoing
monthly update in Covid19 report.		
- Clarification on BTO due diligence costs to be sought and issued.	JO	12/05/2020

Item Details	Action	Ву
 DM to fill position of Vice- Chair whilst JMc on leave of absence. Alternative date for SGM and AGM to be considered at May meeting. Approval to operate outwith approved policies but only to allow compliance with Government guidance during Covid19 restrictions. HSM to keep under ongoing review, and include update in monthly Covid19 report from May and ongoing. 	DM CoM KB	Ongoing 26/05/2020 26/05/2020 & ongoing
 Serving NoPs decision delegated to the HSM, who will decide on a case by case basis, and include details in monthly Covid19 report as above. 	KB	26/05/2020 & ongoing
 Approval to lease properties to GCC, with HSM ensuring all checks undertaken and paperwork received. Each void to be considered individually with decision delegated to HSM and CoM updated. 	КВ	26/05/2020 & ongoing
 Director will submit Notifiable Event to SHR for any properties leased. Strategy day on hold pending any change to Covid19 restrictions. 	JO JO	As let Ongoing
5.3 Regulatory Compliance Self-Assessment Action Plan Update The meeting Chair introduced the report and asked JO if any updates to the report. JO advised no further updates from staff. The Chair asked if committee members had any queries in respect of the report of proposed extended timescales for actions – nothing raised.		
 Decisions Made: No changes to reporting systems at present. Approved the proposed extended timescales; action plan to be updated to reflect new due dates. 	JO	26/05/2020
David Syme left the meeting at 7.22pm.		
5.4 Business Plan General Report: The meeting Chair introduced the report and asked JO if any updates to the report. JO advised no further updates from staff. The meeting noted the Returns update and all met for 2019/20. The meeting noted the 2020 Fraud Statement confirming no fraud had taken place during the 2019/20 financial year. The meeting noted the 2019/20 planned priorities outcomes, the reasons for those not achieved, and were satisfied with carried forward proposals. The meeting noted the Priorities Proposals for 2020 – 2023, added the Pension review for 2020/21, and Internal Audit plan to May meeting. Committee were satisfied with proposals, although acknowledged potential impact of ongoing Covid19 pandemic restrictions. The meeting noted that the Governance KPI outcomes to 31/03/2020 had all been met. The meeting considered the 2020/21 Governance KPI proposals and the changes proposed from 2019/20. Noted that Housing Services and Financial KPIs to be reported in May. Decisions Made:		
5.4.2 Returns – report to be reset for 2020/21 financial year. 5.4.3 Fraud Statement – Register to be signed at next physical meeting. 5.4.4 Priorities Outcomes – carry forward proposals approved for 2020/21. 5.4.5 Priorities 2020-23 – Priorities approved, with addition of Pension review for 2020/21 period B/C and Internal Audit plan to May meeting.	JO JO/CoM JO JO JO	26/05/2020 TBC 29/05/2020 29/05/2020 26/05/2020
Business Plan to be updated. 5.4.6 Governance KPIs 2020/21 – approved for business plan update.	JO	29/05/2020

Item Details	Action	Ву
 5.5 Risk Management Review: The meeting Chair introduced the report and asked LN if any updates. LN advised updates to reflect queries raised through Decision Time: Section 9h of policy to be expanded to reflect matrix. Risks 47 & 48 both to have revised impact rescored as 3. A member suggested that at the next review the Association consider against ISO31000 Risk Management. Members noted review, additions and new format of matrix. Members thanked LN this work and were satisfied with outcomes of the review. Decisions Made: 		
 Section 9h of policy to be expanded to reflect matrix. Risks 47 & 48 both to have revised impact rescored as 3. ISO31000 Risk Management to be considered at Oct review. Business Plan to be updated with revised Matrix. Internal and external auditors to be given copies of the approved Policy and Matrix. 	LN LN LN JO LN	12/05/2020 12/05/2020 27/10/2020 29/05/2020 12/05/2020
5.6 Write Off Report: The meeting Chair introduced the report and asked KB if any updates. KB advised on common factors behind former tenants debts - decision at Court for actions being continued and sisted, resulting in debts being higher at tenancy end. KB advised that she had audited debt cases and that staff members were adhering to policy and procedural timescales. Decisions Made:	IE#KD	Ann F D
- Approve write off requests within report. Post meeting note – actual write off differed from report due to £0.01 arrear error and £350.56 legal recharges – update to May CoM.	IF/KB KB	Apr EoP 26/05/2020
5.7 Committee and Membership Report: The meeting Chair introduced the report and asked IF/JO if any updates to the report. IF/JO advised no further updates from staff, other than reminder about online training opportunities and e-learning modules with Share for committee members. Clarified that share register table should read 31/03 and not 31/01/20. The meeting considered the three share membership applications. Noted attendance records. Decisions Made: 5.4.1 – Share Membership Application – three applications approved, shares 842 - 844.	IF	
 5.8 Policy Reviews: The meeting Chair asked staff to present the policy review reports. 5.8.1 Disposals Policy: LN presented the report, advising on changes in regulations from consent to notification to SHR for disposal, and how this made the previous policy redundant. LN explained the proposed new replacement policy. Decisions Made: Replacement policy approved for implementation. 	LN	29/05/2020
cp. accommon approved for implementation.	LIN	23/03/2020

Item Details	Action	Ву
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 subcommittee 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. Decisions Made:		
- Recommended revised policy approved for implementation. 5.8.3 Policies: Code of Conduct for Governing Body Members Entitlement, Payments and Benefits Policy Code of Conduct for Staff 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. Desiging Mode:	JO	29/05/2020
 Decisions Made: Recommendations for revision without change approved Policies to be revised as revised document are released by SFHA. 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. Decisions Made: 	JO JO	29/05/2020 TBC
- Recommended revised policy approved for implementation. 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. Decisions Made:	JO	29/05/2020
 Recommended policy Action Plan for 2020/21 approved for implementation. 	KB	29/05/2020
- Action Plan to be shared with customers through website. Dan Martyn left the meeting at 7.55pm after checking no other decision required – just donation request to be referred to Drumcog	КВ	29/05/2020

Item Details	Action	Ву
6. Items For Update		
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.		
6.1 Director's Report: JO advised no update. Committee advised all items noted with no further detail required.		
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.		
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.		
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.		
 Decisions Made: 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. 	JO IF	29/05/2020 29/05/2020
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.		
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