

Report To:	Management Committee Meeting
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Agenda Item 5.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held by hybrid access using MS Teams and Office on 24 February 2022
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Prepared By:	Joyce Orr, Director
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Date Prepared:	16 March 2022
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Meeting Date:	31 March 2022
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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

All papers issued in advance of meeting unless detailed in minute.
The meeting started at 6.00pm.

<p>Present:</p> <p>Richard Bolton (RB) Jamie Graham (JG) Daniel Martyn (DM) Rosie Stephen (RS)</p> <p>Observing: None</p>	<p>Apologies:</p> <p>John Brechany (JB) Linda Devlin (LD) Myra Frater (MF) Josephine McGinty (JMc) Anna Welsh (AW) David Syme (DS)</p> <p>Absent:</p> <p>Leave of Absence: Victoria Phelps (VP)</p>	<p>In Attendance:</p> <p>Karen Byrne (KB) – Housing Services Manager Isobel Ferguson, Finance & Corporate services Officer Robert McGinley (RM) - FMD Joyce Orr (JO) – Director & Secretary Robert Reid – Senior Housing Officer (Sederunt Item only) Calum McLeod – Senior Maintenance Officer (Sederunt Item only)</p> <p>Guest Speaker/Presenter(s): Daradjeet Jagpal, DPO, Information law Solutions</p>
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The Chair welcome Robert Reid (RR) and Calum McLeod (CM) to the meeting and offered them the opportunity to introduce themselves and give some of their professional background to the Committee. Both RR & CM introduced themselves to Committee, advised on the work they are undertaking at Pineview in their positions and gave some information about their skills and experience in the sector prior to joining Pineview. The Committee thanked them and advised it was nice to meet them, even if virtually. The Chair advised RR and CM that they were both welcome to either remain for the meeting or leave. RR and CM both thanked the Committee and left the meeting after their introductions.

Item Details	
2.	Declaration of Interest
<p>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.</p> <p>Declarations</p> <ul style="list-style-type: none"> - RS declared her employment with CAB Scotland for Item 6.6. As there was no decision being made about CAB, RS remained present throughout the meeting. - Staff declared interest as members of Pension scheme for Item 6.3. 	
3.	Decisions / Approvals Summary Report
<p>Chair advised the report would be used to guide meeting and ensure all required decision made.</p>	

Item Details	Action	By
4.	Daradjeet Jagpal, DPO, Information Law Solutions – Annal Report and Committee Risk Based FOISA and GDPR Training, and Data Protection Matter on Rent Publication	
<p>The Chair welcomed Daradjeet Jagpal (DPO) to the meeting and asked him to present his report and risk-based training. The DPO presented his Annual Report, detailing the work undertaken in the past 12 months and that due over the coming year.</p> <p>The DPO advised Committee on the data security breach work undertaken. The DPO advised Committee that it was very positive to have a staff team at Pineview who were so open about when mistakes were made and the team effort to resolve.</p> <p>The DPO advised on the FOISA and EISR requests made and responded to during the year and advised on the disclosure log on the Pineview website. The DPO report was recognised as an important area of Committee assurance for data protection , FOISA and EISR compliance. The DPO reminded Committee that they have direct independent access to him for any queries and/or concerns.</p> <p>The DPO updated on the training guides previously issued to the Committee and advised that this section of his presentation was to provide some committee training on data protection and access to information, on a risk management basis. This would complement the guides that committee have and ensure members are sufficiently aware of these matters. The DPO presented the training session. As part of the training the DPO advised Committee may want to consider taking insurance cover for any possible ICO fine, although the likelihood of such a fine, given the risk management process in place at Pineview, was minimal. Committee discussed and agreed such insurance would need to be considered based on the cost against the possible benefit and the risk management process. The Director advised that insurance brokers believed effective insurance cannot be obtained for fines as fines are meant to be punitive. Brokers advise that some policies can look like providing cover it but the get out clause is normally along the lines of “reimbursement of fines where</p>		

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<p>stage 3 adaptation grant and job retention scheme grant. RM took Committee through positive and negative variations in expenditure. Most positive variances due to non-spend associated with covid restrictions impact (less use of office, less general expenses, less office equipment maintenance, less legal costs etc.) However, positive variances were cancelled out with more negative variances, which again were largely due to covid and restriction (increased cost of repairs and maintenance due to work arrangements, increased material, and labour costs; increased temporary staffing costs to provide cover; office cost for ex KHA office; increased IT costs etc.) RM explained the change to alarms costs allocation for ex KHA properties – KHA had capitalised when they should have expenses. RM explained that some variances are due to timing of expenditure and in future he would like to move budget to having more accurate forward forecasting rather than simple pro rata.</p> <p>Committee noted 12-month cashflow summary showing a net cash outflow, but still retaining a healthy cash balance.</p> <p>RM took Committee through KPI ratio outcomes, highlighting the only ratio of concern being arrears, which Committee had been kept updated on through Housing Services reporting.</p> <p>RM confirmed all financial covenants for loans comfortably met.</p> <p>Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> – Committee approved the management accounts. <p>6.2 Treasury Management Quarterly Report:</p> <p>The Chair advised the meeting of the notes added to decision time. The Chair asked JO to present report recommendations.</p> <p>JO advised that loan portfolio will detail libor amendment impact in the report for quarter 4 as some changes were still be implemented by lenders.</p> <p>Committee noted position that 70% of loan debt is fixed at present so is not impact by the increases to bank base rate. Committee noted loan portfolio position.</p> <p>Committee noted investment and cash position and compliance with policy for spread of funds. Committee noted the low interest rates available presently and the mix of fixed/notice cash investment and instant cash.</p> <p>Committee noted the requirement to have easily accessible cash for increasing costs, whilst trying to obtain some interest income. JO advised that JO and FMD would review this during quarter 4 with a view to investing some cash for fixed period at better interest rate.</p> <p>Committee discussed the uncertainty around inflation and interest rates and the impact of this on the business – increased cost in expenditure and reduced incomes of customers.</p> <p>Committee noted the new SFHA Treasury Management Guidance that had been issued and were pleased to note that this was much aligned to what Pineview already do. Committee discussed the recommendation to bring forward the review of Pineview's Treasury Management Policy and strategy to take account of the new guidance.</p> <p>Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <p>Treasury Management Policy review to be brought forward to May 2022 to tie in with quarter 4 / year end treasury management reporting.</p>	<p>JO</p>	<p>26/05/22</p>

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<p>6.3 Business Plan Report: The Chair asked JO to present report for decisions on recommendations.</p> <p>6.3.1 Financial Projections Timing – JO presented proposal on the timings of various elements of the work relating to the financial projects.</p> <p>6.3.2 Pensions – JO advised on update from SHAPS Support group meeting of 09/02/22 which she and the Chair attended. Chairperson provided verbal update. Committee considered the information provided and discussed decision requested regarding any change to previous decision on timing of pension review. Committee noted 2022 deficit contribution notification.</p> <p>6.3.3 Covid19 Working Arrangements Proposals – JO update on the proposals that the staff team have been working on. Committee advised that they were happy with proposals if they work to achieve the priorities of customer service delivery and performance management, with staff flexibility and other requirements following the first two priorities. Committee discussed that the possibility of flexibility for staff may also be a positive for any future recruitment. JO confirmed that staff team understood arrangements were for a temporary test trial period, and there was no change to employment contracts.</p> <p>Committee noted that all other matters in report were for update, confirmed all matters noted and no additional queries to raise.</p> <p><u>Decisions Made:</u></p> <p>6.3.1 Financial Projections Timing – approved proposed financial projections timings and update to business plan timeframe and reporting schedule to reflect: May – Revise the long-term projections (LTPs) with the January approved budget and the quarter 4 management accounts. Use the first five years of the revised 30 years for the SHR Five Year Financial Projections which now require to be submitted by 31/05 each year. Aug – Report any impact on the LTP of any changes between the quarter 4 management accounts and audited annual financial statements. Nov/Jan – Consider impact of annual budget proposals in context of LTPs.</p> <p>6.3.2 Pensions – approved retention of previous decision to await the outcomes of the 2021 valuation before reviewing pension arrangements further.</p> <p>6.3.3 Covid19 Working Arrangements Proposals – approved continued delegate authority for working arrangements, subject to the priorities of customer service delivery and performance management being met.</p> <p>6.4 Risk Register Quarterly Report: The Chair advised the meeting that there were no notes added to decision time. The Chair asked JO to present report recommendations. JO reminded members of the previous Committee decisions that have led to this amended risk register reporting format. Committee discussed the proposed changes to the risk register, with most changes relating to potential risk consequences, mitigation controls and planned actions. The only proposed change in scoring at this time related to the risk register entry on interest rates and inflation, given the current economic environment.</p>	<p>JO</p> <p>JO/FMD</p>	<p>31/03/22</p> <p>29/09/22</p>

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<p>Association's application to the grant fund, with the full application being approved for payment to Pineview. Committee confirmed all matters noted and no additional queries to raise. <u>Decisions Made:</u></p> <p>Committee decisions regarding:</p> <ul style="list-style-type: none"> - Ground maintenance contract – approved to further extend Idverde contract for one month until new contract start date in May 2022. - Welfare Benefit alternative options - approved to extend timetable to March CoM Meeting and matter to be prioritised. - HSM to continue to pursue HMO void complaint and achieve allocation as quickly as possible, reporting update monthly. 	<p>KB</p> <p>KB</p> <p>KB</p>	<p>31/05/22</p> <p>31/03/22</p> <p>31/03/22</p>
<p>6.7 Policy Reviews</p> <p>6.7.1 Disclosure Policy Review - S.07 - IF IF advised nothing further to add to report since time of writing, and no notes/queries in Decision Time. Committee confirmed all matters noted and no additional queries to raise. <u>Decisions Made:</u> Revised Policy approved for implementation.</p> <p>6.7.2 Asbestos Management Policy Review – M.06 - KB KB advised nothing further to add to report since time of writing, and no notes/queries in Decision Time. Committee confirmed all matters noted and no additional queries to raise. <u>Decisions Made:</u> Revised Policy approved for implementation.</p> <p>6.7.3 Recruitment Policy Review – S.17 – IF JO advised nothing further to add to report since time of writing and no notes/queries in Decision Time. Committee confirmed all matters noted and no additional queries to raise. <u>Decisions Made:</u> Revised Policy approved for implementation.</p> <p>6.7.4 Employing Members of the UK Reserve Forces Policy Review – S.08 - IF IF advised nothing further to add to report since time of writing and no notes/queries in Decision Time. Committee confirmed all matters noted and no additional queries to raise. <u>Decisions Made:</u> Revised Policy approved for implementation.</p>	<p>IF</p> <p>KB</p> <p>IF</p> <p>IF</p>	<p>31/03/22</p> <p>31/03/22</p> <p>31/03/22</p> <p>31/03/22</p>
<p>7. Items for Update</p>		
<p>No Items for update.</p>		
<p>8. Correspondence</p>		
<p>Nothing additional to that issued.</p>		

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9.	A.O.C.B.		
None.			
10.	Date of Next Meeting		
CoM Meetings with Linda Ewart – DM 28 February 2022 Management Committee Meeting – Thursday 31/03/2022			
There being no other business, the Chairperson thanked everyone, and the meeting closed at 7.45pm.			

Minute Approved by: Richard Bolton

Seconded by: Daniel Martyn

Signed by Chairperson: Daniel Martyn

Date Approved: 31 March 2022