Report To:
 Management Committee Meeting

 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

 Prepared By:
 Joyce Orr, Director

 Date Prepared:
 16 March 2022

Meeting Date: 31 March 2022

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

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

Present:	Apologies:	In Attendance:
	John Brechany (JB)	Karen Byrne (KB) – Housing Services
Richard Bolton (RB)	Linda Devlin (LD)	Manager
Jamie Graham (JG)	Myra Frater (MF)	Isobel Ferguson, Finance & Corporate
Daniel Martyn (DM)	Josephine McGinty (JMc)	services Officer
Rosie Stephen (RS)	Anna Welsh (AW)	Robert McGinley (RM) - FMD
	David Syme (DS)	Joyce Orr (JO) – Director & Secretary
		Robert Reid – Senior Housing Officer
Observing:		(Sederunt Item only)
None		Calum McLeod – Senior Maintenance
	Absent:	Officer (Sederunt Item only)
		Guest Speaker/Presenter(s):
	Leave of Absence:	Daradjeet Jagpal, DPO, Information law
	Victoria Phelps (VP)	Solutions

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.

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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.

Declarations

- 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

Chair advised the report would be used to guide meeting and ensure all required decision made.

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4. Daradjeet Jagpal, DPO, Information Law Solutions – Annal Report Based FOISA and GDPR Training, and Data Protection Matter on		
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. 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. 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.		
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		

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permitted", and the insurance brokers advise that this has never been tested and they doubt any fine claim would be paid. Committee thanked the DPO for his Report and training which they found both informative and useful to them in the roles as committee members. Committee confirmed no further queries to raise on these matters. Decisions Made: Investigate option of insurance cover for fines as part of ongoing insurance	JO	31/03/22
tender, and with insurance management consultant. The Chair introduced the data protection query matter that had arisen since the issue of the meeting reports, with the query matter report being issued separately in advance of the meeting. This matter related to the publication of property rental charges and a difference of opinion between the DPO and the Director. Whilst this was largely an operational matter, Committee were requested to consider it for decision making due to the differing opinions between their DPO and the Director. The Chair asked JO to summarise the report and the decisions sought from Committee. JO presented the report and asked Committee to discuss and determine how to take forward. Committee discussed the differing perspectives they had, along with the potential advantages/disadvantages associated. The DPO advised on the definition of related personal data. Committee considered the risks surrounding the matter and the various ways to address.		
Committee confirmed all matters noted and no additional queries to raise. Decisions Made: Amend published data to remove address details. Ask ICO for an opinion for future reference and report back.	10 10	04/03/22 31/03/22
5. Minutes of Previous Meeting(s) / Matters Arising		
 5.1 Minute of the Management Committee Meeting of 27 January 2022 noted, with no changes requested. 5.2 Previous Minutes Decisions Action Implementation Report and progress updates noted. Decisions Made: 5.1 - Minute of 27/02/2022 approved - proposed by JG, seconded by RB. Minute to be signed by Chair of Meeting approving - DM. 5.2 - Previous Minutes Decisions Action Implementation Report - Committee noted updates on outstanding matters: DM to attend office 03/03/22 to complete required signatory work. HMO void updated noted as included in Housing Services Report. Staff gas safety training arranged for March 2022. Gutter cleaning matter in Housing Services Report. Committee confirmed all matters noted and no additional queries to raise. 	IF DM/IF	03/03/22
6. Items Requiring Decision / Approval		
6.1 Management Accounts for Quarter 3 to 31/12/2021: The Chair advised the meeting of the notes added to decision time. The Chair asked RM to present report. RM presented the report and took Committee through the SOCI and SOFP, highlighting variances – increased income largely due to reduced voids,		

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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. Committee noted 12-month cashflow summary showing a net cash outflow, but still retaining a healthy cash balance. 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. RM confirmed all financial covenants for loans comfortably met.		
Committee confirmed all matters noted and no additional queries to raise. Decisions Made: Committee approved the management accounts.		
6.2 Treasury Management Quarterly Report: The Chair advised the meeting of the notes added to decision time. The Chair asked JO to present report recommendations. 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. 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. 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. 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. 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. 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. Committee confirmed all matters noted and no additional queries to raise. Decisions Made: Treasury Management Policy review to be brought forward to May 2022 to	JO	26/05/22
tie in with quarter 4 / year end treasury management reporting.		

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6.3 Business Plan Report: The Chair asked JO to present report for decisions on recommendations. 6.3.1 Financial Projections Timing – JO presented proposal on the timings of		
various elements of the work relating to the financial projects. 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. 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. Committee noted that all other matters in report were for update, confirmed		
all matters noted and no additional queries to raise. Decisions Made:		
6.3.1 Financial Projections Timing – approved proposed financial projections timings and update to business plan timeframe and reporting schedule to reflect:	JO	31/03/22
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. 6.3.2 Pensions – approved retention of previous decision to await the outcomes of the 2021 valuation before reviewing pension arrangements further. 	JO/FMD	29/09/22
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.		
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.		

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Committee confirmed that the new reporting format was more efficient whilst still ensuring sufficient control and oversight from Committee. Committee advised that it gave them assurance and was clear to them that the risk register was being used rather than simply "sitting on a shelf". Decisions Made:		
Approved recommended changes for updating the risk register.	JO	31/03/22
6.5 Membership and Committee Report: The Chair advised the meeting that there were no notes added to decision time. The Chair asked IF to present report recommendations. 6.5.1 Membership applications - IF presented the two Share Membership applications and advised no concerns from staff. IF updated on DPO advice on data protection of share membership applications. 6.5.2 Membership Register - IF advised no matters to bring to Committee's attention re share register. 6.5.3 Committee of Management Membership - IF advised no matters to bring to Committee's attention re Committee signing and attendance. IF provided an update on Committee recruitment drive work undertaken.		
<u>Decisions Made:</u> 6.5.1 Membership applications – two presented applications approved. Future applications to have D.O.B. redacted.	IF	-
 6.5 Housing Services Report: The Chair advised the meeting there were no Committee notes added to decision time. The Chair asked KB to present report recommendations. KB took Committee through the decisions required regarding Extension of Idverde ground maintenance contract Request to extend timetable to consider welfare benefit service to March CoM Meeting. Committee noted part of the delay with ground maintenance contract tender due to it being a Drumcog joint venture with several queries being addressed. Committee asked if Idverde would continue to provide contract cover in the period between their contract ending and the appointment of the contractor successful in the tender process – KB advised that this was uncertain, but PHA would be working with Drumcog colleagues to persuade Idverde. Committee noted the lack of ground maintenance contractors. Committee raised concern with the delay to the welfare benefits and funding work with Community Links Scotland (CLS), and the possibility of missing out on funding streams. KB updated on delays from CLS. Committee noted this and requested KB treat this as a priority. KB advised on the following updated: HMO void – formal complaint lodged with GCC due to ongoing void period. PHA has also been contacting hospitals directly. Detectors compliance status – KB advised that only 2 properties noncompliant, which was due to no access from customers. Periodic electrical check compliance – KB advised 84 properties outstanding, but team are pursuing and confident will achieve compliance by 31/03/22 deadline. Committee noted arrears and advised of their desire to see improvements. KB updated on work being undertaken with the team and the pending		

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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.		
Decisions Made:		
Committee decisions regarding:		
 Ground maintenance contract – approved to further extend Idverde contract for one month until new contract start date in May 2022. 	KB	31/05/22
Welfare Benefit alternative options - approved to extend timetable to	KB	31/03/22
March CoM Meeting and matter to be prioritised.	KB	31/03/22
 HSM to continue to pursue HMO void complaint and achieve allocation as quickly as possible, reporting update monthly. 	KD	31/03/22
6.7 Policy Reviews		
6.7.1 Displacure Policy Poviow S.07 JE		
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. Decisions Made:		
Revised Policy approved for implementation.	IF	31/03/22
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.		
Decisions Made:		
Revised Policy approved for implementation.	KB	31/03/22
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.		
Decisions Made:	ır	24/02/22
Revised Policy approved for implementation.	IF	31/03/22
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. Decisions Made:		
Revised Policy approved for implementation.	IF	31/03/22
7. Items for Update		
No Items for update.		
8. Correspondence		
Nothing additional to that issued.		

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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