

Report To:	Management Committee Meeting
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Agenda Item 5.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held by remote access using MS Teams on 24 June 2021
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Prepared By:	Joyce Orr, Director
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Date Prepared:	5 th July 2021
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Meeting Date:	26 th August 2021
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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.

Chair advised that with resignation of Sharon Kane a casual vacancy has been created and Richard Bolton (as longest serving co-optee) has agreed to fill.

Present: Richard Bolton (RB) – Co-optee, changed to casual vacancy member as above. John Brechany (JB) – Co-optee Myra Frater (MF) Jamie Graham (JG) – Co-optee Josephine McGinty (JMc) Daniel Martyn (DM) Fiona Murphy (FM) Victoria Phelps (VP) David Syme (DS)	Apologies: Linda Devlin (LD) Rosie Stephen (RS) – Co-optee Anna Welsh (AW) Isobel Ferguson (IF) – Finance & Corporate Services Officer - Matthew Dillon (MD) - Winifred McPhail (WM) JO to pursue for explanation. Absent:	In Attendance: Karen Byrne (KB) – Housing Services Manager Lucy Neilson (LN) - FMD Joyce Orr (JO) – Director & Secretary Guest Speaker/Presenter(s): None Observing:
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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 – nothing declared.

3. Decisions / Approvals Summary Report
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Chair advised report would be used to guide meeting and ensure all required decision made.

Item Details	Action	By
4. Guest Speaker		
None.		
5. Minutes of Previous Meeting(s) / Matters Arising		
<p>5.1 Minute of the Management Committee Meeting of 27 May 2021 noted, with no changes requested.</p> <p>5.2 Previous Minutes Decisions Action Implementation Report and progress updates noted. JO updated that outstanding Item 6.1 from 29/04/2021 completed and updated in Decision Time and on website.</p> <p><u>Decisions Made:</u></p> <p>5.1 - Minute approved - proposed by MF, seconded by DM. Minute to be signed by Chair.</p>		
6. Items Requiring Decision / Approval		
<p>6.1 Long Term Financial Projections (LTP) and Five Year Financial Projections Return (FYFP) (issued 22/06/21 and 24/06/21):</p> <p>The meeting Chair introduced report and asked LN to present for required decisions. LN advised no comments in Decision Time to highlight. LN took the meeting through the proposed updates to the 30 year long term projections (LTPs). LN explained the rationale behind the updates and the key assumptions used, taking account of Covid19 and the successful transfer of engagements (ToE) and the transfer promises that must be delivered. LN explained that Year 1 is approved 2021/22 budget with updates as per report. Committee approved updates and assumptions used and noted outcomes. A question was raised regarding whether additional staff would be required in year of higher planned maintenance/renewal spend – KB and LN advised this was not anticipated as the works are completed by contractors and there is allowance for the professional fees of a QS included in the works costs in the projections. Committee noted proposed cashflow with lowest cash position in year 17. Committee noted the impact of the various adverse sensitivities applied. It was noted that existing loan finance will clear in year 12. LN advised that the information that makes up the first five years of the LTP are what is input into the proposed SHR FYFP return. LN advised that Year 0 figures are as per the annual financial statements for 31/03/2021, although these are still subject to ongoing audit. JO explained to the newer committee members (JB and JG) that the committee had been through various versions of the 30 year LTP over the past 2 years with the ToE process and were very familiar and comfortable with the reporting format, which will likely be unfamiliar to any new committee members. JB and JG advised that they had been able to follow the report and presentation and were comfortable with their understanding which they know will increase over time. JO also confirmed that she would cover such items in the induction process. Committee confirmed all matters noted and no additional queries.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> - Approved updates and assumptions used for 30 year LTP and FYFP. - Approved FYFP for submission to SHR. <p>LN left the meeting at this point.</p>	<p>LN JO</p>	<p>- 31/05/21</p>

Item Details	Action	By
<p>6.2 Business Plan Report: The meeting Chair introduced report and asked JO to present for required decisions. JO advised on update in Decision Time, confirming that OSCR had removed Kendoon HA from the Scottish Charity Register - JO has advised SHR and they will now look to make a Board decision on removal from SHR RSL register.</p> <p>1 – Priorities - Committee noted the Priorities not met in the period to 31 May 2021 and the proposed change in timelines for these. Committee noted that Priorities not met are operational and not business critical.</p> <p>2 – Transfer Promises Outcome Reporting to 31 May 2021 – Committee noted report on outcomes and were pleased with the volume of promises achieved to 31 May 2021. Committee noted that all promises had had work started on them, with many ongoing, and much being developed over the coming months as Covid19 restrictions ease and we progress further with consultation and engagement. JO confirmed that a copy of the outcomes report had been sent to SHR as required. Committee discussed that a summary report might be useful for customers, due to required repetition in the full report. The summary report could refer to the larger report for customers who wanted more detail.</p> <p>14 – Pensions – DM reported back on the EVH SHAPS event he attended and updated Committee on the presentation from Chiene and Tait, and TPT. DM advised that outlook appears more positive, but this is always subject to large and variable changes. DM suggested that committee need to consider the issue of equity between DB and DC members, but that this could best be considered following the outcome of the next valuation and the review work that will be required.</p> <p>JO advised all other matters for noting unless Committee had any queries. Committee confirmed all matters noted and no additional queries.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - 6.2.1 Priorities - Approved retiming proposals. - 6.2.2 Transfer Promises Reporting - Approved report with addition of a summary report for customers. Full report to be published on website with summary report to be developed to complement and publish. 	<p>All JO</p>	<p>Various 31/07/21</p>
<p><u>Policy Reviews</u></p> <p>6.3 – G17. Lobbying Policy Statement (review) JO advised on update from DPO. Committee considered review proposal.</p> <p>Decisions Made: Approved adoption of revised Policy statement.</p>	<p>JO</p>	<p>30/06/21</p>
<p>7. Items for Update</p>		
<p>The Chair reminded members these item reports are for update and are intended for noting unless staff have any additional updates and/or members require more information/clarification.</p> <p>7.1 Membership and Committee Report: Committee noted report contents and training opportunities. JO advised no staff updates, Committee confirmed all matters noted and no queries.</p>		

Item Details	Action	By
<p>7.2 Housing Services Report (issued 24/06/21): Updates/discussions: Office/estate working - KB updated on the positive approach from housing services team about returning to office and estate working. KB is reviewing further with team to have operational during July and will provide Committee with further update at August CoM meeting. Committee were pleased to hear update on progress being made. Rent arrears - Committee advised that they noted arrears were up again and asked KB to give an indication of when they are anticipated to start reducing. KB advised that arrears are now one of the main areas of priority focus after the initial transfer work, year-end requirements and ARC reporting. The SHO was now in post and they would be reviewing with the team to improve performance. JO advised that she and KB would be commencing monthly KPI operational meetings to review performance on an ongoing basis and arrears performance would be a focus. Given the historically high arrears that transferred from KHA, Committee asked for there to be an analysis of the arrears every 3 months, if still increasing, to see if arrears are increasing amongst ex KHA tenants or if improvements had been made that were helping tenants reduce their rent debt levels.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> - Office/estates working – KB implementing July with update report to Aug CoM meeting. - Rent arrears – quarterly detailed analysis report to CoM of arrears source if arrears still increasing. <p>KB advised all other matters for noting unless Committee had any queries. Committee confirmed all matters noted and no additional queries.</p> <p>7.3 Property Factors Code of Conduct Report (issued 23/06/21): Committee noted report contents and action required by 16/08/21:</p> <ul style="list-style-type: none"> - Review all written statement of services (WSS) with Solicitors and issue updated WSS where required. - Ensure compliance with new requirement to provide an annual insurance statement to each homeowner; and to advise within 3 months of any change of insurer. <p>KB advised no staff updates; Committee confirmed all matters noted and no queries.</p>	<p>KB</p> <p>KB</p> <p>KB</p>	<p>26/08/21</p> <p>26/08/21</p> <p>16/08/21</p>
<p>8. Correspondence</p>		
<p>No additional correspondence to that issued throughout month.</p>		
<p>9. A.O.C.B.</p>		
<p>There being no other business, the meeting closed at 6.45pm.</p>		

Minute Approved by: V Phelps Seconded by: D Martin

Signed by Vice Chairperson: D Syme Date: 26 August 2021