

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 31 March 2022
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Prepared By:	Joyce Orr, Director
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Date Prepared:	1 April 2022
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Meeting Date:	28 April 2022
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Minutes - Rule 62

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 6.07pm.

Present: Richard Bolton (RB) John Brechany (JB) Myra Frater (MF) Josephine McGinty (JMc) David Syme (DS) Jamie Graham (JG) - joined 6.50pm Daniel Martyn (DM)	Apologies: Linda Devlin (LD) Rosie Stephen (RS) Anna Welsh (AW)	In Attendance: Karen Byrne (KB) – Housing Services Manager - left 6.20pm Isobel Ferguson, Finance & Corporate services Officer Joyce Orr (JO) – Director & Secretary
Observing: None	Absent:	Guest Speaker/Presenter(s): Linda Ewart – left after Item 4.
Leave of Absence: Victoria Phelps (VP)		

The Chair welcome everyone to the meeting and advised that Linda Ewart was present this evening to report back on the annual review of the Committee effectiveness.

Item Details

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 - RB and staff re EVH Salary Ballot at Item 9.1.
3. Decisions / Approvals Summary Report
Chair advised the report would be used to guide meeting and ensure all required decision made.

Item Details	Lead Action	By
4. Linda Ewart, Annual Review of Committee Effectiveness		
<p>The Chair passed over to Linda Ewart (LE) for her presentation and advised that the meeting would consider the associated report from the Director following this. Committee confirmed that they had received a copy of the full outcome report and associated training and succession plans. LE advised that she had a presentation to take Committee through which would highlight outcomes and promote discussion.</p> <p>LE gave a PowerPoint presentation to the meeting and reminded the meeting of the purpose, both regulatory and good practice, of the annual review process. LE detailed the outcomes from the process and the governance positives including:</p> <ul style="list-style-type: none"> - Very positive assessments, collective and individual. - Balance of experienced and new committee members. - Effective induction and good training opportunities. - PHA good performance in challenging environment of Covid and transfer of engagements. - Good response to office bearers succession. - Support for hybrid meetings, with in-person options. <p>LE took Committee through some challenges and explained that these were not negative but were business matters that Committee were aware of and were looking at, including:</p> <ul style="list-style-type: none"> - Hybrid meetings and inclusiveness. - Integrating ex Kendoon. - Strengthening tenant influence. - Succession planning <p>LE presented possible areas of discussion for Committee to consider. Committee considered the points of discussion alongside the agenda item covering report by the Director and the decisions being sought from Committee. Committee discussed various matters including:</p> <ul style="list-style-type: none"> - team building opportunities including stock walkabouts, away day(s), in house briefings or events. The Chair agreed with members to bring forward section 5 of the Business Plan Report (Agenda Item 6.1) to consider as it related to strategy / planning event decision. - Succession priorities, considering recruitment and development opportunities, and the proposal for engaging external support in recruitment of tenants. - Hybrid meeting format and options to have in person meetings for those wanting to attend in person, and for all members to have the opportunity to meet in person on a regular basis. - Reporting formats and frequencies and continuing the streamlining work that has been underway for a couple of years. - Options for consultation and engagement and having a mix of approaches to maximise customer input. 		

Item Details	Lead Action	By
<p><u>Decisions Made:</u></p> <p>4.4.2 Suggestions from Feedback Report</p> <ul style="list-style-type: none"> - the seven suggestions to be incorporated into the work of the Association, with a progress report in 6 months. - Walk about with staff to be arranged and perhaps tie in with a community event such as litter picking – perhaps June/July/Aug for better weather. <p>From Item 6.1.5.5 re strategy review / planning event – no separate event to be undertaken during 2022 to allow time for bedding in of the volume of work undertaken over 2020/21 and 2021/22. Staff team involvement with Committee to be arranged as part of walk about referred to above.</p> <ul style="list-style-type: none"> - In person committee meeting trial for April or May and then try for quarterly, suitable venue to be arranged. <p>4.5.2 Identified Committee Members priorities to continue to be considered within the Association’s business planning and strategy review processes.</p> <p>4.7.5 To request costed proposals from TIS and TPAS on what assistance they think they could provide with tenant committee member recruitment.</p> <p>4.8.4 Committee agreed resolution in respect of Rule 37.6 and 43.2 for the 2 members with more than nine years continuous service to continue serving, with both members demonstrating their continued effectiveness as committee members.</p> <p>Committee confirmed all matters noted and no additional queries to raise. The Chair thanked LE for her presentation and the work undertaken with Committee. LE left the meeting.</p>	<p>JO</p> <p>KB</p> <p>IF</p> <p>JO</p> <p>IF</p> <p>-</p>	<p>29/09/22</p> <p>TBC</p> <p>TBC</p> <p>Ongoing</p> <p>26/05/22</p> <p>-</p>
5. Minutes of Previous Meeting(s) / Matters Arising		
<p>JG joined the meeting.</p> <p>5.1 Minute of the Management Committee Meeting of 24 February 2022 noted, to be changed to take out MF/JM/AW from Present as should only have been under apologies. JO apologised for her typing error.</p> <p>5.2 Previous Minutes Decisions Action Implementation Report and progress updates noted.</p> <p><u>Decisions Made:</u></p> <p>5.1 - Minute of 24/02/2022 approved, subject to changes to sederunt - proposed by RB, seconded by DM. Minute to be signed by Chair of Meeting approving - DM.</p> <p>5.2 – Previous Minutes Decisions Action Implementation Report – Committee noted updates on outstanding /due matters:</p> <ul style="list-style-type: none"> - Clydesdale bank signatory work to be complete by April CoM. - Cyber essentials progressing well, completion likely April. - Gas safety training completed, other than 1 due 14/04/22. - Gutter cleaning – priority to be progressed on SMO return. - ICO fine insurance – matter to be dropped on advice of brokers. - Business Plan timeframe re LTP updated. - Risk register updated with Feb review approvals. - February Policy reviews implemented. <p>Committee confirmed all matters noted and no additional queries to raise.</p>	<p>IF</p> <p>DM/IF</p> <p>IF</p> <p>KB</p>	<p></p> <p></p> <p>28/04/22</p> <p>28/04/22</p>

Item Details	Lead Action	By
6. Items Requiring Decision / Approval		
<p>6.1 Business Plan Report: The Chair asked JO to present report for decisions on recommendations. JO advised five matters for decision and took the meeting through these.</p> <p>6.1.3 Strategic Objectives Operational Period – JO explained request to update period to 2022 -2024. Committee advised that this made sense given the timing of the decision on the Objectives.</p> <p>6.1.2.4 Strategic Objectives Delivery Plan Proposals – meeting considered format presented and thought this would work. Discussed ongoing dual system of Priorities until these proposals finalised and implemented. Following finalising and implementing of delivery Plan, the previous and existing Priorities will become operational to be managed by the staff team and reported to the Director with only any concerns reported to Committee.</p> <p>6.1.3.3 Priorities outcomes to 28/02/2022 and proposed for 2023 - noted the intention that these become operational as minuted above at 6.1.2.4. Noted outcomes and considered proposals.</p> <p>6.1.4.3 Allanpark Strategy and reporting suggestions update – noted update and no disagreement with progress noted.</p> <p>6.1.5.5 Strategy review / planning event – decision taken and minuted under Agenda Item 4.4.2.</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>6.1.3 Strategic Objectives Operational Period – approved request to update period to 2022 -2024 and Business Plan to be updated.</p> <p>6.1.2.4 Strategic Objectives Delivery Plan Proposals – approved format presented. First draft for all Objectives to May 2022 Committee. Final version to June CoM. Reported on at August CoM for first quarter period 1 April - 30 June 2022.</p> <p>6.1.3.3 Priorities outcomes to 28/02/2022 and proposed for 2023 – approved proposals and update to business plan, with note on moving these to be operational when Strategic Objectives Delivery Plan completed.</p> <p>6.1.4.3 Allanpark Strategy and reporting suggestions update – approved follow up and associated due dates. Provide quarterly update on progress.</p> <p>6.2 Membership and Committee Report: The Chair advised the meeting that there two notes added to decision time, one regarding share membership applications and one regarding committee recruitment The Chair asked IF to present report recommendations.</p> <p>6.2.1 Membership applications - IF presented two Share Membership applications that had been passed to her since time of writing report. IF advised no concerns from staff regarding the two applications and requested that Committee make a decision on approval.</p> <p>6.2.3 Committee of Management Membership - IF provided an update on Committee recruitment drive work undertaken. JO explained the note she had added to Decision Time regarding committee recruitment policy and recommendation that interested party be invited to observe the April committee meeting, and then be given the opportunity to meet with the Chairperson and Director.</p>	<p>JO</p> <p>JO</p> <p>JO</p> <p>JO</p> <p>JO</p> <p>JO</p>	<p>14/04/22</p> <p>26/05/22</p> <p>30/06/22</p> <p>25/08/22</p> <p>14/04/22</p> <p>30/06/22</p>

Item Details	Lead Action	By
<p>Decisions Made:</p> <p>6.2.1 Membership applications - two applications approved.</p> <p>6.2.3 Committee of Management Membership - interested party be invited to observe the April committee meeting, and then be given the opportunity to meet with the Chairperson and Director.</p> <p>6.3 Housing Services Report:</p> <p>JO explained to the meeting that KB had had to leave the meeting earlier due to personal circumstances and asked JO to pass on her apologies. The Chair advised the meeting that there were a few notes added to decision time and these would be considered at the relevant decision. The Chair asked JO to present report recommendations in KB's absence.</p> <p>6.3.9 Welfare Benefits Service - JO explained the background to the request for a decision at section 9 of the report on the welfare benefit service and work undertaken with Community Links Scotland (CLS). Committee asked for details on length of contract if agreed – JO advised it would be a rolling contract with a three-month notice period for either party. CLS report would be uploaded to Decision Time for Committee's reference as requested. Committee asked if any external funding could be sourced to help fund the services – JO explained that the Drumcog members were looking to work with CLS to apply to the Scottish Government Communities Fund.</p> <p>6.3.2.4 Electrical Periodic Testing compliance – JO advised that the number of properties non complaint at today's close of business was circa 9, but that this was still subject to audit so could go up or down but would be there or thereabouts. Committee were pleased to note this outcome and recognised the volume of work undertaken to achieve this during a period of increased covid infection and difficulty gaining access. JO advised that the housing services team would be pursuing those outstanding to have all complete as quickly as possible and that this would be updated in the April report. JO advised all other matters were for update unless any queries. Committee noted reduction in arrears but understood that this would be due to tenant grant funding being credited to accounts. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <p>6.3.9 Welfare Benefits Service:</p> <ul style="list-style-type: none"> - approved renewal of Service Level Agreement with Drumchapel CAB to provide welfare benefit services for PHA tenants. - CLS report to be uploaded to Decision Time. - Drumcog and CLS to apply to the Scottish Government Communities Fund to support provision and update on progress in housing service report. 	<p>IF IF</p> <p>KB</p> <p>JO JO</p>	<p>28/04/22</p> <p>14/04/22</p> <p>07/04/22 28/04/22</p>
<p>6.4 Policy Reviews</p> <p>6.4.1 Audit Policy Review – F.01 - JO</p> <p>Chair advised no notes/queries in Decision Time. JO advised nothing further to add to report since time of writing. Committee confirmed all matters noted and no queries to raise.</p> <p>Decisions Made:</p> <p>Revised Policy approved for implementation.</p>	<p>JO</p>	<p>14/04/22</p>

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<p>6.4.2 Governing Body Members Guide Review – G.14 - JO Chair advised of request for information from Committee members and notes in Decision Time. Committee discussed the estimates of time involved being a committee member and members fed in their views. Committee confirmed all matters noted and no additional queries to raise. <u>Decisions Made:</u> Time for preparing for meetings to be increased to an average of 30 - 50 hours per year, averaging 3 – 5 hours per meeting depending on reading speed which is unique to everyone. Take out reference to sub committees as there are none. Guide to be updated for April CoM for approval.</p>		JO	28/04/22
<p>6.4.3 Anti-Social Behaviour Policy Review – H.03 – KB Chair advised that only note on Decision Time related to spelling error on page 3 of Policy (KB to check with DM). JO advised nothing further to add to report since time of writing and no additional 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>		KB	14/04/22
7.	Items for Update		
No Items for update.			
8.	Correspondence		
Only additional item to be considered at Item 9 A.O.C.B.			
9.	A.O.C.B.		
<p>9.1 EVH 2022 Salary Ballot – staff and RB left the meeting at this point due to declared interest. JO was called back into the meeting once decision made. <u>Decisions Made:</u> Committee instructed that ballot paper be returned to EVH to confirm PHA Committee's agreement with the EVH negotiators' position in support of 4.1% proposal.</p>			
10.	Date of Next Meeting		
<p>Drumcog Training on Assurance Statement and Regulatory Framework Self-Assessment – Monday 25 April 2022 by Zoom. Management Committee Meeting – Thursday 28/04/2022 There being no other business the meeting closed at 7.35pm.</p>			

Minute Approved by: Myra Frater

Seconded by: Daniel Martyn

Signed by Chairperson: Daniel Martyn

Date Approved: 28 April 2022