

<b>Report To:</b>	Management Committee Meeting
<b>Agenda Item 3.3:</b>	Minutes of Pineview Housing Association Ltd Post AGM Committee Meeting Held in Drumchapel Community Centre, 320 Kinfauns Drive on 4 <sup>th</sup> July 2017 at 7.00pm
<b>Prepared By:</b>	Joyce Orr, Director
<b>Date Prepared:</b>	5 July 2017
<b>Meeting Date:</b>	10 August 2017 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			
<b>1.</b>	<b>Sederunt</b>		
	<b>Present:</b> Jean Black (JB) Gail Boyle (GB) Myra Frater (MF) Sharon Kane (SK) Josephine McGinty (JMc) Winifred McPhail (WM) Jim O'Connor (JO'C) Amanda Smith (AS) Anna Welsh (AW)	<b>Apologies:</b>	<b>In Attendance:</b> Joyce Orr (JO) – Director
	<b>Meeting started 7.00pm</b>		

<b>2.</b>	<b>Declaration of Interest</b>
	No declarations made.

Item	Action
<p><b>Item 3. Committee Members Retirals, Election, Office Bearers and External Representation</b></p> <p>3.2 Retirals &amp; Election outcome - Committee noted outcome of AGM process and composition of Committee for session 2017/18.</p> <p>3.3 Appointment of Office Bearers - Committee discussed office bearers positions and the proposal presented. Discussed the need for other Committee members to shadow office bearers to support succession planning, and the importance of attending training for those shadowing. Discussed option of staff member taking on role of company Secretary. JO updated on advice from Marion Davies of BTO, and Linda Ewart of Governance Alliance Scotland. Committee considered the Role Description of Chair previously issued.</p> <p>3.4 External Representation – Committee discussed external representation.</p> <p><b>Decisions Made:</b></p> <p>3.3 - Appointment of Office Bearers - Office Bearers positions were decided as follows:  Chairperson - Josephine McGinty, Committee Member  Vice Chairperson - Jean Black, Committee Member  Treasurer - Myra Frater, Committee Member  Secretary - Joyce Orr, Director  GB, SK &amp; JO’C agreed to shadow office bearers over the next 1-2 years to allow them to develop skills to be able to take on office bearers duties in future. Agreed to arrange training for whole Committee with Linda Ewart on the role of office bearers and their duties. Additional committee training to be organised with BTO through Drumcog if possible.  Approved adoption of Role Description for Chair.</p> <p>3.4 - Agreed main representation to attend events as follows:  SFHA - Josephine McGinty, Chairperson – JO advise SFHA  GWSF - Victoria Phelps &amp; Gail Boyle  EVH - to find out from EVH if members can share (Jim &amp; Sharon would consider)</p>	<p>GB/SK/JO’C  JO  JO  JO  JO</p>
<p><b>Item 4 – Committee Structure &amp; Meeting Timetable</b></p> <p>4.1 Committee Structure – discussed committee structure and the need to tie in with standing orders. JO advised standing orders due to be reviewed August 2017. Discussed suitable evenings for meetings and suggested changes at meeting to sub-committees.</p> <p><b>Decisions Made:</b></p> <p>4.1 - Committee Structure – decided to retain existing structure until standing orders reviewed at August CoM meeting. Membership of sub-committees to be determined at August CoM meeting and Chairs agreed.  Agreed committee of management meetings to held on 2nd Thursday of each month (excluding July and December). Sub Committee meetings to be held on last Thursday of respective months.</p>	<p>JO  JO</p>
<p><b>Item 5. Governance &amp; Signing Requirements</b></p> <p>5.2 Governance Suite of Documents and Signing Requirements - Committee discussed the following:</p> <ul style="list-style-type: none"> <li>Model Entitlement, Payment and Benefits Policy (MEPB) – incorporating changes from SFHA 2016 review. Discussed importance of policy and compliance. Discussed the changes and links to Code of Conduct. Committee members were all</li> </ul>	

Item	Action
<p>given an updated Appendix B – Contractors &amp; Suppliers, and reminded of the need to declare any interest as they become known.</p> <ul style="list-style-type: none"> <li>• Model Code of Conduct for Governing Body Members – discussed difference between existing Code and MEPB policy, and lack of review by SFHA to date. Discussed the updating of the PHA policy to reflect changes from the MEPB policy section 3. Discussed delay in reviewing staff code as any changes may need to go through EVH and JNC.</li> <li>• Committee Member’s Role Description – discussed changes proposed and usefulness of committee members feeding back on accuracy or otherwise of revised time commitment contained in document.</li> <li>• OSCR Charity Trustees – discussed charity trustee duties and memorandum of understanding between OSCR and SHR.</li> <li>• Governing Body Members’ Guide – discussed potential usefulness of this as an introduction and guide for new committee members and as a reminder for others.</li> <li>• Signing Requirements – discussed need for Committee to undertake volume of signing requirements post AGM. Discussed need for members to check register of interest entries and advise of any changes since previous update.</li> </ul>	
<p><b>Decisions Made:</b></p> <ul style="list-style-type: none"> <li>• Model Entitlement, Payment and Benefits Policy – approved reviewed policy for immediate implementation for Committee and staff. All members signed declaration to confirm understanding and agreement to comply with policy.</li> <li>• Model Code of Conduct for Governing Body Members – approved reviewed committee code for immediate implementation for Committee. All members signed declaration on Page 11 of Code. Approved delay to review of staff code until clarification from EVH. All members signed declaration to confirm understanding and agreement to comply with code.</li> <li>• Committee Member’s Role Description – approved reviewed document for immediate implementation. All members signed declaration to confirm understanding and agreement to comply with description and advise on time commitment if requires changed.</li> <li>• OSCR Charity Trustees – members confirmed awareness and signed declaration to confirm understanding and agreement to comply with duties.</li> <li>• Governing Body Members’ Guide – approved that guide be adapted to suit PHA and brought to the September CoM meeting for consideration.</li> <li>• Signing Requirement – all documents/declarations signed as required. Members to advise of any changes to register of interest entries as they arise.</li> </ul>	<p>JO</p> <p>JO</p>
<p><b>Item 6 – A.O.C.B</b>  Committee discussed the following AOCB:  Co-optee applications from Asa Brooks and Linda McGregor. JO updated on applications and meeting of applicants with JB and JO. JB and JO happy to approve applications and applicants invited to attend August CoM meeting before they confirm taking co-optee vacancy. Committee approved decision.</p>	<p>JO</p>
<p>There being no other business, the meeting closed at 7.35pm.</p>	

Minute  
Approved by: Jean Black  
Signed by  
Chairperson: Josephine McGinty

Minute  
Seconded by: Victoria Phelps  
Date: 10 August 2017