

Report To:	Management Committee Meeting
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Agenda Item 4.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 25 February 2020 at 6.00pm
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Prepared By:	Joyce Orr, Director
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Date Prepared:	14 April 2020
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Meeting Date:	28 April 2020 at 6.00pm
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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

Present: Matthew Dillon (MD) Myra Frater (MF) Dan Martyn (DM) Josephine McGinty (JMc) – Vice Chairperson Winifred McPhail (WM) Jim O'Connor (JO'C) – Treasurer Victoria Phelps (VP) – Chair David Syme (DS)	Apologies: Sharon Kane (SK) Anna Welsh (AW) Special Leave: Absent Without Apologies: Jean Black (JB)	In Attendance: Karen Byrne (KB) – Housing Services Manager Isobel Ferguson – Finance & Corporate Services Officer Joyce Orr (JO) – Director & Secretary Lucy Neilson (LN) - FMD Guest Speaker/Presenter: Daradjeet Jagpal (DJ) – DPO – Information Law Solutions Olwyn Gaffney – SHARE (assessing Chair)
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All papers issued in advance of meeting unless detailed in minute.
The meeting started at 6.05pm.

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.
- No declarations.

Item Details	Action	By
3. Data Protection Officer (DPO) Annual Report		
<p>The DPO advised that this was his second annual report and covered the period from March 2019. The DPO advised that this year's report covered both GDPR and FOI as the role had been extended to cover this (at no extra cost to PHA). The DPO advised that data protection is more high risk than FOI due to the financial penalties associated with breach. The DPO advised that due to the unlimited nature of the contract PHA staff are comfortable in approaching him for advice and learning, which is a real bonus. The DPO reminded Committee that they can also contact him independently of staff to raise any matters.</p>		
<p>The DPO took the meeting through his written report. The DPO reminded the meeting about PHA's legal responsibilities and suggested some regular refresher training for committee members – DPO will liaise with IF to arrange for committee.</p>	IF/DPO	30/06/2020
<p>The DPO updated that data protection audits will be undertaken during early 2020 – DPO to liaise with IF to agree dates.</p>	IF/DPO	30/06/2020
<p>The DPO confirmed to committee that there has been no reason to liaise with the ICO on behalf of PHA during the reporting period and that there had been no complaints to the ICO and no enforcement action.</p>		
<p>The DPO detailed the two incidents within the report, and provided verbal details regarding a recent incident involving and Councillor and tenant. The DPO detailed the lessons learned from each incident. The DPO advised that there will be follow up staff data security training, including a detailed overview of the Data Breach Management Procedure, during the first half of 2020– DPO to liaise with IF to agree dates.</p>	IF/DPO	30/06/2020
<p>The DPO advised on the one FOI request received to date, which was correctly processed and an EISR. The DPO advised that the website disclosure section on the PHA website would be updated during March 2020 – DPO to liaise with IF to arrange.</p>	IF/DPO	31/03/2020
<p>The DPO confirmed that the quarterly statistical return to the SIC, covering the period to 31/12/2019, had been made on 05/02/2020. The DPO confirmed that these would be made quarterly by the due dates. JO advised that the return dates would be added to the returns calendar. The DPO confirmed there had been no complaints to the SIC and no enforcement action or decision notices taken or issued by the SIC in relation to PHA.</p>	JO	21/04/2020
<p>Committee thanked the DPO for his informative report and meeting updates which provided them with assurance regarding the Associations compliance with GDPR and FOI and associated matters.</p>		
<p><u>Decisions Made:</u> None required.</p>		

Item Details	Action	By
4. Minutes of Previous meetings		
<p>4.1 Minute of the Management Committee Meeting of 28 January 2020 noted, no changes requested.</p> <p>4.2 Previous Minutes Decisions Action Implementation Report noted and agreed. Committee noted all items as either complete; to be considered at meeting; or not yet due. JO updated on two items: 27/08/2019 Item 6.7.8 – rent change notification letters issued. 28/01/2020 Item 5.5.4 – Hate Crime training completed with staff 24/02/2020. IF will follow up with absent staff when they return to work.</p> <p><u>Decisions Made:</u></p> <p>4.1 - Minute of 28 January 2020 approved - proposed by JO'C, seconded by WM, Minute signed by Chair VP.</p>	<p>IF</p> <p>IF</p>	
5. Items Requiring Decision / Approval		
<p>5.1 Regulatory Compliance Self-Assessment Action Plan Update The meeting Chair asked JO to present the report. JO presented the report, advising for discussion, noting and decision (reporting systems). Committee noted progress update on action plan and confirmed no changes to reporting systems at present but that this will be kept under review. A member suggested that Action 6.5 have timescale extended into the summer due to the volume of other priorities and no ongoing recruitment pending the KHA process outcome. Meeting discussed proposal and agreed decision. JO explained proposal to have Action 2.4, repair satisfaction text survey system, set up for use by April 2020. Committee happy with proposal. The Chair reminded members that the requirement of assurance is ongoing and members should raise any concerns as they arise.</p> <p><u>Decisions Made:</u></p> <p>No changes to reporting systems at present. Action 6.5 - streamline Committee Induction and formalise feedback - to be postponed to post AGM – August 2020. Action 2.4 – repair satisfaction survey text system – to be set up for implementation during April 2020.</p> <p>5.2 Quarterly Treasury Management Report: The meeting Chair asked JO to present the report. JO presented the report, advising for noting and decision (loan finance). Committee noted the loan balances as at 31/12/2019. Committee noted the implementation of approved changes to the loan finances. JO advised that an In Year Loan Portfolio Return had been submitted to the SHR on 24/02/2020 to update on changes. Committee considered paying off some of the present loan debt and discussed the recommendation to postpone. Committee noted that all loan covenants have been met to date. Committee noted the investment and cash position of the Association as at 31/12/2019. Committee noted changes in investments during period Oct – Feb, and noted anticipated position for period Feb – May.</p> <p><u>Decisions Made:</u></p> <p>Consideration to paying off any loan finance postponed and to be reviewed quarterly at Treasury Management Report.</p>	<p>JO</p> <p>IF</p> <p>JO/LN</p>	<p>31/08/2020</p> <p>01/04/2020</p> <p>Qtrly</p>

Item Details	Action	By
<p>5.5 Policy Reviews: The meeting Chair asked staff to present the policy review reports.</p> <p>➤ 5.5.1 Alcohol and Substance Misuse Policy: JO presented the report, advising on proposed revisions. Committee discussed and made suggestion for further changes. Agreed to streamline definition to use term “misuse” rather than “abuse”. Under illegal activity change “will likely” to “may”. Clarify that if any doubt do not drive. <u>Decisions Made:</u> Revised policy, with above additional amendments, approved for implementation.</p> <p>➤ 5.5.2 Drumcog Common Allocation Policy: KB presented the report, advising on proposed revisions from consultation. KB took the meeting through the Consultation Outcome Report. KB advised that some suggestions from consultation were more procedural than policy, such as those from PAIH. KB advised had received a lot of feedback from GCC especially in respect for Section 5 homeless responsibilities, the GCC local letting plan, Housing Options and Rapid Rehousing proposals <u>Decisions Made:</u> Policy, with consultation amendments, approved for implementation.</p>	<p>JO</p> <p>KB</p>	<p>01/03/2020</p> <p>01/04/2020</p>
<p>6. Items For Update</p>		
<p>The meeting Chair reminded the meeting that these agenda item reports are for updating and should simply be noted unless staff have any relevant updates since the time of writing the reports and/or members require more information or any clarification.</p> <p>6.1 Business Plan General Report: JO advised report for update and nothing additional to add. Committee noted contents of report; agreed to consider and discuss the arrears KPI outturns under Item 6.4 (Housing Services Report); and confirmed no further information or clarification required.</p> <p>6.2 Director’s Report: JO advised of change to Director’s annual leave – now to 11/03/2020, with remaining days to be taken before end March. Committee advised all items noted with no further detail required.</p> <p>6.3 Staffing & Health & Safety Report: JO updated that two staff members currently absent and likely to be long term absences. No medical fit notes relating absences to work. Procedures being followed by managing staff. Current absence will affect year-end figures. KB and IF to review if any temporary cover required. IF update on property incident of 24/02/2020 and confirmed insurance company had been advised. Committee noted contents of report, updates provided and confirmed no further information or clarification required.</p>		

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<p>6.4 Housing Services Report: KB discussed with Committee the performance of arrears and void repair costs, both of which were noted, from the management accounts, as being outwith target. Committee noted arrears performance and KB's confirmation of more intense work in this area and more increased audit work by KB to ensure being prioritised and progressed appropriately. KB advised that the condition of some voids had increased the cost of void repair work. Again KB updated on the increased audit work by KB to ensure being progressed appropriately. Committee noted contents of report, updates provided and confirmed no further information or clarification required.</p> <p>6.5 Welfare Reform Action Plan Update Report: KB advised report for update and nothing additional to add. Committee advised all items noted with no further detail required.</p> <p>6.6 Gifts, Hospitality and Donations Report: Committee raised query that donations total within report differed from that within the Management Accounts. IF advised that she would look into why this was the case and would report back. <i>Post meeting note – difference due to a reverse accrual being required to Management Accounts for a 2018/19 donation where donation cheque was not cashed until 2019/20.</i> IF confirmed that there were no additional matters to raise. Committee advised all items noted with no further detail required.</p>	LN	26/05/2020 for Qtr 4 mgt accs
7. Correspondence		
Committee noted correspondence issued.		
8. A.O.C.B		
There being no other business, the meeting closed at 7.45pm		

Minute Approved by: W McPhail Seconded by: D Martyn

Signed by Chairperson: _____ Date: _____

Members agreed minutes to be signed by Chair V Phelps at a later date when Covid-19 restriction lifted.