

Report To:	Management Committee Meeting
Agenda Item:	5.1 Minute of Management Committee Meeting of 19 June 2024 held in Pineview Office and on MS Teams
Prepared By:	Joyce Orr, Director
Date Issued:	14 August 2024
Meeting Date:	21 August 2024 at 6.15pm

1. Sederunt

P = In Person, T = On MS Teams

Present Due: Linda Devlin (LD) – Meeting Chair Jamie Graham (JG) Josephine McGinty (JM) Laura Nahar (LN) Aarti Passi (AP) Casual Morven Baigent (MB) Co-optee	P T P T P P	Apologies: Richard Bolton (RB) Daniel Martyn (DM) Frazer Lord (FL) David Syme (DS) Lyndsey Robinson (LR) Anna Welsh (AW) Isobel Ferguson (IF) Absent: John Brechany Leave of Absence:	In Attendance Due: Karen Byrne, HSM Joyce Orr, Director Robert McGinlay, FMD CT Auditor – Stuart Beattie Observers Due: Helena McNulty - tenant	P P T T P
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The meeting started at 6.15pm.

LD agreed to Chair the meeting as DM is travelling and may not get connected.

Committee noted the position that there had been no contact from J Brechany and therefore JB had to be removed from the Committee of Management in accordance with Rule 43.1.4. AP agreed to fill casual vacancy created.

All papers issued in advance of meeting unless detailed in minute.

The Chair welcomed everyone to the meeting and declared that H McNulty is attending to observe.

2. Declaration of Interest

The Chair reminded committee and staff to declare interests as appropriate and reminded of confidentiality and collective responsibility.

- **Staff for pension item Section 3 of Agenda Item 6.2 - to leave meeting.**
- **Staff for Item 5.3 Director's Appraisal feedback from Chair - to leave meeting**

3. Decisions/Approvals Report

Committee noted the decisions/approvals report issued on 19/06/2024 as an aid to ensure all decisions required are considered and made.

4. Annual Financial Statement - Robert, FMD and Auditor CT

	Lead	Due By
RM presented the annual financial statements advising on positive overall position. RM presented the reconciliation for the 31/03/24 Q4 management accounts and the annual financial statements for year ending 31/03/2024. RM highlighted the one adjustment relating to an overestimate of accrued bank interest, with no impact on cashflow. RM then passed to SB for audit report. SB advised on the process of the audit and the checks undertaken to allow the auditors to give their opinion. SB took the meeting through the audit report explaining the business and audit risk assessment process and outcomes; the testing undertaken during the audit and the importance of the testing of the		

<p>adequacy of internal controls. SB advised that auditors do not only look at what has happened in the last 12 months but also consider the business looking ahead and examine the business beyond just numbers. SB advised satisfactory position regarding business and audit risks assessed. SB highlighted the deficit on other activities and noted this was a conscious decision to allow wider action activities to support tenants. SB highlighted difference in service charge income and expense and advised that Association management were reviewing staff allocation of time. SB noted that all related party disclosures made. SB raised capitalisation policy for other fixed assets and suggested the Association may wish to consider increasing the limit from the existing £250 to perhaps £500 or £1,000. SB advised there were no control issues to report and no uncorrected misstatements from the audit. In respect of Pensions Movement SB advised that this was an accounting position that is advised by TPT and it has been accounted for and disclosed accurately within the financial statements.</p> <p>SB thanked staff and committee for all their co-operation in audit process. The Chair thanked SB for his time and informative reporting, and for CT for undertaking the audit and providing assurance.</p> <p>JO advised there were now four document that required signing if Committee approved the financial statements:</p> <ul style="list-style-type: none"> Annual Financial Statements Response to audit summary report Letter of Representation Covenant compliance certificate <p>Decisions Made:</p> <p>Approved</p> <ul style="list-style-type: none"> ➤ 2023/24 annual financial statements for signing by Pineview and issue to CT for their signature – signed at meeting by LD, JM, JO. ➤ PHA response to audit summary report for signing and issue to CT. ➤ Letter of Representation for signing and issue to CT. ➤ signing of covenant compliance certificate and issue to Virgin Money. <p>Committee confirmed all matters noted and no additional queries to raise. The Chair advised that SB and RM were welcome to remain for the rest of the meeting or to leave. SB and RM left the meeting at 6.40pm.</p>		
<p>5. Minutes of Previous Meeting(s) / Matters Arising</p>	<p>Lead</p>	<p>Due By</p>
<p>5.1 Minute of the Management Committee Meeting of 29 May 2024</p> <p>Committee noted Customer Forum feedback and thanks. Committee confirmed approval of minute, with no changes required and no matters arising outwith agenda.</p> <p>Proposer: LN Seconder: JM Chair of meeting to sign minute: LD</p>		
<p>5.2 Decision Tracker Report</p> <p>The Chair asked staff to present any matters that required consideration. Committee considered the outstanding matters as below.</p> <ul style="list-style-type: none"> ❖ 17/01/24 Item 6.2 – close lighting proposal – approved delay, with this to be brought to Sept CoM and then fed into budget process. ❖ 21/02/24 Item 6.3.2 and 29/05/24 Item 5.2 – updating business plan with approved 2024/25 targets – completed 17/06/2024. 	<p>KB</p> <p>-</p>	<p>18/09/24</p> <p>-</p>

<ul style="list-style-type: none"> ❖ 17/04/24 Item 4.2 – reporting ideas – Frazer had to cancel due to clash of meetings; new suitable date to be arranged – Frazer to advise. ❖ 17/04/24 Item 5.2 – committee signing requirement for JB – no longer applicable given removal from committee. ❖ 17/04/2024 Item 6.2 – SHARE e-learning – IF has meeting arranged with SHARE to review and will contact committee. ❖ 29/05/24 Item 6.3 – disaster recovery plan and appendices – JO advised that IF confirmed complete. <p>Committee noted all other Items either complete, not due yet (either due to original timing or rescheduling), or part of this meeting.</p>	<p>FL</p> <p>-</p> <p>IF</p> <p>-</p>	<p>TBC</p> <p>-</p> <p>30/06/24</p> <p>-</p>
5.3 Director’s 6 Month Appraisal – Chairperson’s Feedback Report		
<p>KB and JO left the meeting for the discussion and were invited back when discussion complete. LD advised on the following for the minute: LD updated committee on the appraisal process that had taken place and on the appraisal report from DM. LD updated that the Office Bearers (OBs) thought it timely to review the Director’s job description and associated given that it was last reviewed in 2018. LD advised that IF is the contact between EVH and OBs for this purpose. Committee discussed that the cost of this was £500+vat and covered up to 2 positions – as such, the committee decided to achieve value for money by instructing a review of the HSM position also. This is part of ongoing succession planning and option appraisal work to ensure positions are up to date and accurate if post holders left and the Association had to recruit. Committee confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Director and HSM job descriptions and associated to be subject to job evaluation review process by EVH, with report back to either August of September CoM. 	<p>IF</p>	<p>21/08/24 18/09/24</p>
6. Reports Requiring Decision/Approval/Discussion		
6.1 Secretary’s Confirmation Report		
<p>The Chair asked JO to present. JO advised on the purpose and requirement of the report. JO, as Company Secretary, confirmed that Rules 62 – 67 had been complied with as required.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Acknowledged Secretary’s report to be recorded in meeting minute. 	<p>JO</p>	<p>14/08/24</p>
6.2 Business General Report – Joyce		
<p>The Chair asked JO to present matters for decision and/or discussion/update.</p> <p>1. Post AGM Meeting Format and Timetable - JO advised on the existing timetable and format of CoM meetings and business. Committee were requested to consider whether the existing arrangements still suited or if there were any amendments required.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> ➤ Approved retention of existing format and timeline for 2024/25 AGM Year. JO to issue committee calendar for year ahead. 	<p>JO</p>	<p>30/06/24</p>

<p>Committee confirmed all matters noted and no additional queries to raise.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> ➤ Arrangements for AGM approved. JG and LN unable to attend, everyone else hoping to attend. 	IF	-
<p>6.4 Housing Services Assurance Report</p> <p>The Chair asked KB to present matters for decision and/or discussion/update. KB took committee through the Paintwork contract proposed savings, clarifying that those elements that were subject to savings were not areas critical to building maintenance. KB clarified that potential savings still required to be discussed with contractor – awaiting committee decision first. KB confirmed no update on adaptation grant funding application as yet. KB presented performance outcomes and advised no performance concerns to highlight, with some of dropped performance due to time of year. The meeting discussed whether it would be beneficial to have the performance relating to a rolling 12 month period at reporting period end, or to retain reporting of performance from 01/04 to quarter end. Agreed that KB and JO to consider. KB advised that the reactive repair graph was correct and related to 2024 not 2023, which was just a typing error. Committee noted no tenant safety concerns to highlight. KB updated on fire incident at Abbotshall Avenue and the ongoing investigation and remedial work involving loss adjuster and insurance company. JO advised whilst not classed as a notifiable event at present, the SHR had been advised of incident. Committee noted the update from KB regarding the 13/06/2024 customer forum meeting. Committee requested if it would be possible for committee members to attend a customer forum to observe a meeting. JO advised on good practice position of Committee and tenant/customer group being separate, but that it can be useful to observe every now and then. JO advised that dates and time of customer forum meetings is published on the website (https://www.pineview.org.uk/resident-and-customer-forum/) and members should just let KB know if they would like to attend. Committee confirmed all matters noted and no additional queries to raise.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> ➤ Approved painter work contract to be negotiated and awarded with proposed savings. 	KB	12/07/24
<p>6.5 Review of Factoring Deficit and Rectification Plan</p> <p>The Chair asked KB to present matters for decision and/or discussion/update. KB took committee through the report ,highlighted the issues, as referred to early by CT Auditor, and the proposal to address. KB advised on the issue with the cost allocation and allocation of staff time. KB advised on work being undertaken on additional coding and impending staff training on apportionment. JO advised that this was a similar position with wider role. Committee confirmed all matters noted and no additional queries to raise.</p> <p><u>Decisions Made:</u></p> <ul style="list-style-type: none"> ➤ Approved proposed actions to address factoring deficit matter, including coding work and staff training. ➤ Committee confirmed the ongoing committee business decision to support wider role activity for the benefit of Pineview tenants and community. 	KB/FMD -	01/08/24 -

7. Policy Review	Lead	Due By
<p>7.1 F.08 Social Media Strategy Review The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Strategy for implementation.</p>	IF	10/07/24
<p>7.2 G.01 Membership Policy Review The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Policy for implementation.</p>	JO	10/07/24
<p>7.3 G.08 Committee Performance Review The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Policy for implementation.</p>	JO	10/07/24
<p>7.4 G.14 Governing Body Members Guide Review The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Guide for implementation.</p>	JO	10/07/24
<p>7.5 G.17 Lobbying Policy Statement Review The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Policy Statement for implementation.</p>	JO	10/07/24
<p>7.6 H.08 Factoring Policy Review The Chair asked KB to present the review report for decision. KB advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Policy for implementation.</p>	KB	10/07/24
<p>7.7 H.11 Shared Ownership Policy Review The Chair asked KB to present the review report for decision. KB advised no queries raised in advance and advised on the proposed changes. KB advised on updating to policy format; adding in a section on repairs; and adding in signposting information. Committee confirmed proposal noted and no queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Policy for implementation.</p>	KB	10/07/24

<p>7.8 H.12 Rent Account Management Policy Review The Chair asked KB to present the review report for decision. KB advised no queries raised in advance and minimal changes proposed. KB advised on changes relating to staff structure and having a SHO; and the recommendation from debt management internal audit regarding order of debt being pursued. Committee confirmed proposal noted and no queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Policy for implementation.</p> <p>7.9 S.03 Attendance and Absence Management Policy Review The Chair asked JO to present the review report for decision. JO advised no queries raised in advance and minimal changes proposed. Committee confirmed proposal noted and no queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Policy for implementation.</p> <p>7.10 S.09 Expenses Policy Review The Chair asked JO to present the review report for decision. JO advised on feedback from the Resident and Customer Forum regarding extending this policy to forum members to, as this could remove a potential participation barrier. Committee discussed and thought this a good idea. Committee also discussed the position for child care for children with disabilities up to and including age 18 years. Committee confirmed proposal noted and no additional queries to raise. <u>Decisions Made:</u> ➤ Approved reviewed Policy be amended to cover forum members and children with disabilities up to and including age 18 years, and then implemented. Committee requested that thanks be passed to forum.</p>	<p>KB</p> <p>IF</p> <p>IF</p>	<p>10/07/24</p> <p>10/07/24</p> <p>10/07/24</p>
<p>8. Items for Update / Noting Only</p>	<p>Lead</p>	<p>Due By</p>
<p>No items.</p>		
<p>9. Correspondence</p>		
<p>Nothing additional to that issued throughout the month or with reports.</p>		
<p>10. A.O.C.B.</p>		
<p>Nothing raised.</p>		
<p>11. Date of Next Meeting(s)</p>		
<p>Tuesday 23/07/2024 AGM, St Mark's Church Hall Wednesday 21/08/2024 Management Committee Meeting – Golden Jubilee and Teams</p>		
<p>The Chair drew the meeting to a close and thanked everyone for their attendance and input. The Committee thanked LD for chairing the meeting in DM absence. There being no other business, the meeting closed at 7.55pm.</p>		

Minute Approved by:	Laura Nahar	Seconded by:	Morven Baigent
Signed by Chair of Meeting who approved:	Richard Bolton	Date Approved:	21 August 2024