

Report To:	Management Committee Meeting
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Agenda Item 3.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 13 June 2017 at 6.00pm
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Prepared By:	Joyce Orr, Director
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Date Prepared:	5 July 2017
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Meeting Date:	10 August 2017 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			
1.	Sederunt		
	Present: Jean Black (JB) Gail Boyle (GB) Myra Frater (MF) Sharon Kane (SK) Josephine McGinty (JMc) Winifred McPhail (WM) Anna Welsh (AW)	Apologies: Jim O'Connor (JO'C) Special Leave: Kenny McGinty (KMc) Amanda Smith (AS) Aziz Yasin (AY) – removed as not attended and no contact	In Attendance: Karen Byrne (KB) – Housing Services Manager Howard Dales – FMD Philip Morrice – Alexander Sloan Joyce Orr (JO) – Director Victoria Phelps (VP) - Observer
	Committee confirmed Aziz Yasin no longer a Committee member as no contact or attendance. JO issued summary report highlighting items that required decisions. Meeting started 6.05pm		

2.	Declaration of Interest
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Victoria Phelps (VP) declared that she had an application for Association membership and Committee membership for this evenings meeting. This was acknowledged by the meeting and VP advised that she would require to leave the meeting when the agenda got to these matters.

Item	Action
<p>Item 5.4 – Annual Financial Statements & Associated</p> <p>Philip Morrice (PM), from Alexander Sloan was in attendance to present to Committee. PM presented the Report & Financial Statements for Year Ended 31 March 2017. PM highlighted the Report of the Management Committee (Page 5), the Report by the Auditors to the Association’s Members on corporate governance matters (Page 6) and the Independent Auditors’ Report To the Association’s Members (Pages 7 & 8). PM reminded Committee that it is the responsibility of the Management Committee to ensure the production of accounts for the Membership and that it is the Auditors responsibility to give a statement to members from the audit of the accounts. PM advised that it is the Auditors Opinion that all required disclosures have been made, and that the Financial Statements give a true and fair view of the state of the Association’s affairs as at 31 March 2017, that the financial statements have been properly prepared in accordance with requirements. PM advised that the Auditors had nothing to report by exception. PM confirmed that the audit found no issues which require to be brought to the attention of the Management Committee and that a “clean” unqualified management letter had been issued to reflect this.</p> <p>PM advised that the financial statements showed a healthy surplus, healthy statement of financial position and a sound cash position. PM advised that the Auditors were happy with the consistency of annual accounts from the Association.</p> <p>PM acknowledged that the Auditors had received the Letter of Representation from the Association.</p> <p>Decisions Made:</p> <p>Following discussion the Financial Statements were approved and signed by the Associations Office Bearers (JB, MF, JMc). PM retained the signed accounts for signing by Alexander Sloan and will return 2 signed copies to the Association.</p> <p>The Financial Statements were approved for presentation at the AGM, for forwarding to lenders for covenant requirements, and for use for completion of SHR, OSCR & FCA returns.</p> <p>The meeting considered and accepted the Auditor’s Management Letter and the response to the Management Letter was agreed and signed by JB at the meeting for issue to Alexander Sloan.</p> <p>Committee thanked PM for his attendance and presentation. PM left the meeting.</p>	<p>PM</p> <p>JO/HD/IF</p> <p>JO</p>
<p>Item 3 – Minutes of Previous meetings</p> <p>3.1 Committee considered the Minute of Management Committee Meeting of 09/05/17.</p> <p>Decisions Made:</p> <p>Minute approved as presented. Proposed MF, Seconded JMc. Signed by Chair.</p>	
<p>Item 4 – Internal Management Business Plan Report</p> <p>Committee noted the report issued in advance and noted the contents of the report.</p> <p>4.1 DRUMCOG Benchmarking Outturns to 31/03/17 - discussed outturns and noted update to be provided when updated Drumcog figures, SHN figures and SHR national figures are made available. Committee pleased to note PHA performance with only 6 areas currently showing below average and these only being by small percentage points.</p>	

Item	Action
<p>4.2 2017/18 Proposed KPI Performance Monitoring Targets – discussed proposed targets for 2017/18, comparing with previous outcomes and benchmarking.</p> <p>4.3 Priorities Outcomes for Period March – May 2017 – discussed achievements to date with 12/14 priorities having been achieved and the 2 targets not fully achieved being due to external factors. SK & VP confirmed website issues. Meeting noted action being taken to deal with maintenance no access cases.</p> <p>4.4 Financial Information for Plan – discussed financial information to be contained within plan – outcome for 2016/17 financial statements; assumptions from 2017 five year financial projections; and covenant compliance details.</p> <p>4.5 Internal Audit Update – discussed update from ARC internal audit work and resultant audit report and management response. Committee pleased to note areas of good practice highlighted.</p> <p>Decisions Made:</p> <p>4.1 – 2016/17 Benchmarking – update to be provided when updated Drumcog figures, SHN figures and SHR national figures are made available and staff have reviewed outcomes.</p> <p>4.2 – 2017/18 KPIs Performance Monitoring Targets – approved proposed targets. Newsletters to come out of priorities as duplication from KPIs. Agreed rent structure review to be delayed until 2018/19. Agreed that review of year ahead priorities be brought forward in the business planning timeline to March each year.</p> <p>4.4 – Financial Information for Plan – approved proposed financial section of plan, subject to final checking of five year financial projections.</p>	<p></p> <p>JO/KB/IF</p> <p>JO/KB/IF</p> <p>JO/HD</p>
<p>Item 5 – Finance & Corporate Services Reports</p> <p>5.1 Membership & Committee Report:</p> <p>VP was asked to leave the meeting for this agenda item – VP left with KB. Committee noted the report and considered its content.</p> <p>5.1.1 – Five Share applications considered.</p> <p>5.1.2 – Membership and changes in membership noted.</p> <p>5.1.3 – AGM arrangements noted.</p> <p>5.1.4 - The meeting discussed Committee Membership, role descriptions, annual review and chair succession planning. Noted committee recruitment advert in SFHA news and pending letter to all members and advert in Clydebank post. The meeting considered the application from VP to join the Management Committee. Discussed role description for Chair. Committee noted progress with Committee annual review to date and Linda Ewart attending strategy day of 16/06/17.</p> <p><i>Following decisions being made on the above agenda items, VP and KB returned to the meeting.</i></p> <p>5.1.5 - Members fed back on training undertaken – JB, GB, MF, JMc & WMc feedback on Drumcog Scottish Social Housing Charter and Community Connector Update of 15/05/17. JB feedback from SHAPS Employer Support Group of 16/05/17. Training event presentations were distributed as was Share training calendar for July - Sept. Committee noted Drumcog training satisfaction levels and plans for future training programme. Committee discussed attendance at EVH annual conference.</p> <p>5.1.6 – Committee diary noted – noted AGM should read Tues 4/7/17 not Friday 4/7/17.</p> <p>5.1.7 – Committee attendance record noted with performance above target.</p> <p>5.1.8 – Committee training record noted with performance above target.</p>	<p></p>

Item	Action
<p>Decisions Made:</p> <p>5.1.1 – Share applications approved for Shares 753 – 757.</p> <p>5.1.4 - Committee Membership Recruitment – JO to continue to pursue those interested in joining the Committee. VP application approved. VP to fill role of co-optee and seek election at AGM. JO to undertake Induction with VP prior to AGM. Role description for Chair to be brought to August CoM meeting.</p> <p>5.1.5 - Training - suggestions for training plan - Housing (Scotland) Act 2014, Maintenance, and Universal Credit update. The meeting approved that JB, GB, JMc & WMc attend the EVH annual conference</p> <p>5.1.6 - Strategy Day – confirmed attendance from JB, GB, MF, SK, JMc, WMc. JO confirmed AS also planning to attend. Apologies from KMc, JO, AW.</p> <p>5.2 Staffing & Health & Safety and Wellbeing Report: Committee noted the report and considered its content.</p> <p>5.3 Gifts and Hospitality Report: Committee noted the report which detailed additions for May 2017 and register entries were signed. Committee noted Donations for 2016/17 to be reported to members at AGM.</p> <p>5.4 Annual Financial Statements & Associated Dealt with after agenda Item 2.</p> <p>5.5 Secretary Report & AGM Requirements: Committee noted the report and the confirmation from the Secretary of compliance with Rule 62 – 67.</p> <p>5.6 SHR Annual Loan Portfolio Return 2017: Committee noted the report and considered its content.</p>	<p>IF</p> <p>JO</p> <p>JO</p>
<p>Decisions Made:</p> <p>5.6 - Approved loan portfolio for submission to SHR</p> <p>5.7 SHR Five Year Financial Projections (FYFP) 2017: Committee noted the report and considered its content. Committee discussed the assumptions used. HD reminded Committee that the 35 year long term maintenance and other projections are still being worked on and could alter the outcomes. HD explained that he had examined the current draft long term maintenance projections and included the “worst case scenario” in the FYFPs.</p> <p>Decisions Made:</p> <p>5.7 - Following discussion, it was agreed that the closing balance of the annual accounts be used in the FYFP rather than those of the budget. Committee approved that the amended FYFP be submitted to SHR and the projections be used within the finance section of the business plan.</p> <p><i>Post meeting note – the main impact of this change was an increase in the Total Capital & Reserves and the Cash Closing Balance at the end of year 5.</i></p>	<p>JO</p> <p>HD/JO</p>
<p>JO asked the Chair if Item 7. Directors Report could be brought forward. The Chair agreed and the meeting approved change.</p>	

Item	Action
<p>Item 7 – Directors Report JO presented the report to the meeting, Committee noted the report and considered its content.</p> <p>7.01 Decisions Between Meetings: Noted no decisions between meetings.</p> <p>7.02 Scottish Housing Regulator (SHR): The meeting noted the update on regulation plans within the sector; SHR publications/news releases; and SHR involvement with PHA.</p> <p>7.03 Disposals Update: Noted update on the two final RTBs.</p> <p>7.04 Insurance – Stock Reinstatement Valuation: Noted valuation instruction during April and outcome report expected June.</p> <p>7.05 Stock Condition Survey, Life Cycle Costings and 30 year budgets: Noted update and planned work for August 2017.</p> <p>7.06 Pensions: Noted updates.</p> <p>7.07 EVH: Noted EVH May report.</p> <p>7.08 Drumcog: Noted updates provided and discussed joint training programme for 2017 -2019. Noted KCHA anniversary event invitation Noted opportunity to attend other Drumcog members Committee meetings.</p> <p>7.09 SFHA: Noted the updates provided on SFHA CEO recruitment; JO Board Co-optee; SFHA Annual Conference; SFHA UK Election Campaign, ONS reclassification update from SFHA; and SFHA launch of housing apprentice action plan.</p> <p>7.10 GWSF: Noted GWSF May/June update report. Noted updates provided on open meeting of 18/05/17. Noted GWSF event for GCC design standard consultation. Noted GWSF Succession Planning publication and copies distributed. Notes GWSF Report – Is Big Really Better.</p> <p>7.11 SHARE: Noted SHARE’s AGM due 29/06/17.</p> <p>7.12 Glasgow City Council: “The Glasgow Standard” - as per 7.10.</p>	
<p>Decisions Made:</p> <p>7.03 - HAG repayment to be calculated and repaid for RTB completions.</p> <p>7.05 - JO and HD to continue to prioritise 30 year budget work.</p> <p>7.07 - EVH conference attendance agreed at Item 5.1.5.</p> <p>7.08 – As per Item 5.1.5 suggestions for training plan - Housing (Scotland) Act 2014, Maintenance, and Universal Credit update. Delegated to Drumcog senior officers to develop and make sure topics current for good governance and reflect any matters highlighted in each organisations committee annual review process. Agreed to attend KCHA event – office will arrange transport. Members will advise if wish to attend other Drumcog members meetings.</p> <p>7.10 – GB & WMc expressed an interest in attending design standard consultation event at GWS (<i>Post meeting note – GWSF confirmed only for staff members</i>).</p> <p>7.11 – VP agreed to attend SHARE AGM with JO. No nominations to be made.</p> <p>7.12 – GCC “The Glasgow Standard” - as per 7.10.</p>	<p>HD JO/HD IF JO MK JO VP/JO</p>

Item	Action
<p>Item 6 – Housing Services Reports</p> <p>6.1 Housing Services Update Report: Committee noted the report and considered its content.</p> <p>6.1.1 - KB distributed supplier list to meeting. KB advised that the list would be tidied up and maintained for declaration of interest purposes for both Committee & Staff.</p> <p>6.1.2 & 6.1.3 – The meeting noted updates on planned and cyclical works for 2017/18.</p> <p>6.1.4 – The meeting noted the options appraisal report for the district heating system to be discussed at Item 6.2.</p> <p>6.1.5 – The meeting noted arrears update to end of May and were pleased with improvement in outcomes.</p> <p>6.1.6 - The meeting noted the legal update and that decree recalls updates.</p> <p>6.1.7 – The meeting discussed the update from the May customer and resident forum meeting.</p> <p>6.1.8 – The meeting noted the update on the GHR and Druncog Common Allocation Policy being implemented. The meeting discussed the backlog of application processing work due to GHR IT issues and the potential impact this would have on allocation processing times. KB advised this was being kept under control to try to minimise the impact and it was expected that this would ease over time. SK advised that this had been her experience with a CHR elsewhere.</p> <p>6.1.9 – The meeting noted the update on process for HMO licence renewal and were pleased with the preparation work being undertaken.</p> <p>Decisions Made:</p> <p>6.1.1 - Suppliers list – Committee to review periodically and advise JO of any interests. List to be tidied up and maintained for declaration of interest purposes for both Committee & Staff. Copy to be posted on committee room notice board and updated copy issued when any changes.</p> <p>6.2 District Heating Options Appraisal Report: Committee noted the report and considered its content. KB apologised for the length to the report but Committee acknowledged that the report required to be detailed to allow an informed decision to be made. KB took the meeting through the report and explained that a long lead in time would be required for either outcome due to the level of procurement and the length of work programme required. As such, KB advised that a decision required to be made tonight. KB explained the detail and costings of both options, Option 1 being to upgrade the existing system and Option 2 being to replace the system with individual combination boilers. KB explained the tenant consultation that had taken place (2 public meetings and a survey) and the outcomes from this. 18 households (from possible 93) attended the public consultation events and 17 preferred Option 2. A consultation survey was issued to those who did not attend public consultation meetings and 9 responses were received. From a total of 27 consultation responses, 24 preferred Option 2 and 3 preferred Option1. KB advised that a common concern amongst tenants was the ongoing reliability risk of the district heating, especially with a number of unknowns such as underground pipework condition. The meeting discussed both options in detail including the impact on the tenants (reliability, cost, upheaval) and the Association’s (short, medium and long term cost and maintenance). KB updated the meeting on quoted from SGN for connections and meters and the proposal from SGN to give 100% rebate, which would reduce the cost of Option 2.</p> <p><i>At 8.05pm the Chair suspended standing orders to allow meeting to continue until decision made regarding district heating.</i></p>	<p>CoM IF/KB</p> <p>KB KB/JO</p>

Item	Action
<p><u>Decisions Made:</u></p> <p>The meeting considered the pros and cons of each option, and taking account of tenants' opinions and the options appraisal analysis and costs, approved implementation of Option2. Stock condition financials to be updated to take account of future changes Option 2 work will have on long term maintenance renewals.</p>	<p>KB</p> <p>JO</p>
<p>Item 8 – Policy Reviews None – pending timetable review.</p>	
<p>Item 9 – Correspondence Committee noted correspondence.</p>	
<p>Item 10 – A.O.C.B None.</p>	
<p>There being no other business, the meeting closed at 8.20pm.</p>	

Minute
Approved by: Myra Frater

Minute
Seconded by: Winnie McPhail

Signed by
Chairperson: Josephine McGinty

Date: 10 August 2017