

Agenda Item 3.2:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 28 March 2017 at 6.00pm
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Date Prepared:	28 April 2017
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Meeting Date:	9 May 2017
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Author:	Joyce Orr, Director
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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)	Apologies: Kenny McGinty (KMc) Jim O'Connor (JO'C) Amanda Smith (AS) – special leave granted (birth of baby due 29/03/17) Anna Welsh (AW) Aziz Yasin (AY) – special leave granted (employment issue)	In Attendance: Karen Byrne (KB) – Housing Services Manager Joyce Orr (JO) – Director Linda Ewart – Governance Alliance Scotland
	Committee granted special leave for Amanda Smith & Aziz Yasin. JO issued summary report highlighting items that required decisions. Meeting started 6.00pm		

2.	Declaration of Interest
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No declarations made.

Item	Action
<p>Item 9 – 2017 Annual Governance Review Process</p> <p>Linda Ewart (LE) was in attendance to present the findings of the collective self-assessment process. LE presented report to Committee. LE advised that outcomes all very positive with any differences insignificant. LE discussed report with Committee and discussed possible changes to collective assessment form if using same format used in future.</p> <p>Members returned completed Chair Review Forms and confirmed arrangements for 24th and 26th April individual review meeting appointments with LE.</p> <p>Agreed feedback report to strategy day 16/06/17.</p> <p>Committee thanked LE for her presentation and explanation. LE left the meeting at 6.50pm.</p> <p><u>Decisions Made:</u> Approved suggested changes:</p> <ul style="list-style-type: none"> - Change collective assessment answer option “All of the time” to “Most of the time”; - Members to consider giving more detail alongside chosen answer (more evidence). - Distinguish between staff and committee, perhaps identification of who completing. 	<p>JO CoM JO</p>
<p>Item 3 – Minutes of Previous meetings</p> <p>3.1 Committee considered the Minute of Staffing Sub Committee Meeting of 28/02/17</p> <p><u>Decisions Made:</u> Minute approved as presented. Proposed MF, Seconded JMc. Signed by Chair.</p> <p>3.2 Committee considered the Minute of Management Committee Meeting of 28/02/17.</p> <p><u>Decisions Made:</u> Minute approved as presented. Proposed GB, Seconded WMc. Signed by Chair.</p>	
<p>Item 4 – Internal Management Business Plan Report</p> <p>Committee noted the report and considered its content.</p> <p>4.1 Discussed proposed changes to meeting dates to facilitate business plan timeline.</p> <p>4.2 Discussed priorities outcomes update to 28 February 2017. Discussed priorities not met and plans for unmet priorities. Discussed the volume of priorities in existing plan.</p> <p>4.3 Discussed proposed review of risk management assessments and outcome of Director meeting with internal auditors for 2017 internal audit plan.</p> <p><u>Decisions Made:</u></p> <p>4.1- Decided on change to meeting dates: Management Committee meetings to be 2nd Tuesday of each month from May 2017 (excluding July and December). There will be no meeting in April 2017. HSSC will be 6 monthly in May and November each year, there will be no May meeting during 2017 as meeting held in March. SSC will be in April and September each year, there will be no meeting in April 2017 due to closeness to February meeting. Strategy day to be held Friday 16/06/17 at Pond Hotel. Brian Coyle to facilitate. Focus on governance – business plan timeline to be updated to reflect.</p> <p>4.2 – Approved forward action plan for Priorities not fully met. All priorities unmet for 2016/17 to be carried forward to 2017/18. Fewer additional priorities to be added for the year ahead. Priorities for 2017/18 to be brought to CoM meeting 9 May 2017.</p> <p>4.3 – Approved recommended Changes/New Controls to be Developed, and approved summary of key risks to be included in risk management section of business plan.</p>	<p>JO/CoM</p> <p>JO</p> <p>JO</p>

Item	Action
<p>Item 5 – Finance & Corporate Services Reports</p> <p>5.1 Membership & Committee Report: Committee noted the report and considered its content.</p> <p>5.1.1 – No Shares for approval 5.1.2 – Membership noted. 5.1.3 – AGM booked for 04/07/17 at Community Centre. 5.1.4 - The meeting discussed Committee Membership, role descriptions, annual review and chair succession planning. Members returned completed Chair Review Forms and confirmed arrangements for 24th and 26th April individual review meeting appointments with LE. 5.1.5 - Members fed back on training undertaken – Drumcog (FMD) Financial Planning & Monitoring for Committee members (handouts issued) – very positive and useful training, would recommend. 5.1.6 – Committee diary noted. 5.1.7 – Committee attendance record noted. 5.1.8 – Committee training record noted.</p> <p><u>Decisions Made:</u> 5.1.4 - Committee to highlight any suggestions for Committee membership. JO to pursue those who have shown an interest in perhaps joining Committee and to pursue any additional alternative options. JO to work on Committee Role Descriptions and present to meeting in May/June if possible given year end priorities.</p> <p>5.2 Staffing & Health & Safety and Wellbeing Report: Committee noted the report and considered its content.</p> <p>5.2.1 - The meeting discussed staff sickness levels and noted year end outcome will be well above target for reasons discussed previously. Office bearers fed back that staff absence had also been discussed in detail at the SSC meeting and office bearers were satisfied with the work being undertaken to deal with matters 5.2.2 - Committee discussed the health & safety incident detailed in the report and were satisfied with the follow up work to be undertaken. 5.2.3 - Committee discussed recruitment and start date for Housing Services Officer (Maintenance) [(HSO(M)] post. 5.2.4 - Committee discussed EVH/Unite salary ballot and outcome. 5.2.5 – Directors appraisal process noted.</p> <p><u>Decisions Made:</u> 5.2.2 - KB to ensure follow up work to health & safety incident undertaken. 5.2.4 - Approved implementation of EVH/Unite salary increase.</p> <p>5.3 Gifts and Hospitality Report: Committee noted the report with no additions to the Register for February 2017.</p> <p><u>Decisions Made:</u> None.</p>	<p>CoM JO JO JO/CoM</p> <p>KB IF</p>
<p>Item 6 – Housing Services Update Report</p>	

Item	Action
<p>Committee noted the report and considered its content.</p> <p>6.1 - The meeting discussed the Drumcog Reactive Maintenance Procurement framework process and commencement from 01/04/17.</p> <p>6.2 & 6.3 - The meeting discussed the update on the planned and cyclical work for 2016/17 and approved work for 2017/18. KB advised on outstanding smoke alarm and electrical check work due to tenant no access.</p> <p>6.4 - KB updated the meeting on the current position with the district heating system. KB reported that Cadogans have been instructed to conduct further option appraisal and costing work. KB advised on correspondence from Utility Aid regarding proposal for early procurement of gas and electric suppliers for district heating system due to increasing prices.</p> <p>6.5 - The meeting discussed the further increase in rent arrears. KB updated that arrears are outwith target and housing services officers have individual action plans in place to address arrears performance and maximise end of year performance.</p> <p>KB advised that there was no update from Shared Ownership repossession case at present. KB presented report to Committee requesting approval to implement eviction decree (2992). KB advised on the case and debt of £2289.47 at 28/03/17 which is likely to rise awaiting decree for implementation. KB advised that case should have been booked into court earlier but that a lot of the arrear was due to Sheriff decisions up until decree granted.</p> <p>6.6 - The meeting discussed the update from the February customer and resident forum meeting. Committee asked for matters raised at last CoM meeting to be raised at future meeting with Councillor Balfour:</p> <p>6.7 - KB updated the meeting on the Glasgow Housing Register and the received Minute of Agreement. KB advised nothing of concern within Minute of Agreement and recommended that PHA sign and return.</p> <p>6.8 - KB updated the meeting on the Drumcog Common Allocation Policy (CAP) and consultation event arranged for 24/04/17. CAP to then be brought to May CoM meeting.</p> <p>6.9 – KB provided an update on welfare reform and presented the welfare reform action plan.</p>	
<p><u>Decisions Made:</u></p>	
<p>6.1 - Schedule of consultants and suppliers to be provided for information and declaration of interest purposes.</p>	<p>KB/IF</p>
<p>6.3 - Outstanding smoke alarm and electrical check work to be prioritised and action raised as required against tenants failing to provide access.</p>	<p>KB</p>
<p>6.4 - Continued delegated authority for district heating works as required, with option appraisal update to May CoM meeting and tender proposal to follow.</p>	<p>KB</p>
<p>Committee delegated authority to KB to liaise with Utility Aid regarding proposal for early procurement.</p>	<p>KB</p>
<p>6.5 - Intensive arrears work to be pursued to improve performance.</p>	<p>KB</p>
<p>More detail to be provided on factoring arrears during 2017/18.</p>	<p>KB</p>
<p>Implementation of eviction decree approved.</p>	<p>KB</p>
<p>6.6 - Following matters to be raised at future customer & resident forum meeting with Councillor Balfour:</p>	<p>KB</p>
<p>- Request to GCC to consider speed bumps for Tallant Road;</p>	
<p>- Request to GCC to consider Tallant Road being made one way;</p>	
<p>- Pavement sweeper needed more regular to deal with dog fouling;</p>	
<p>- Peel Glen Road resurfacing;</p>	
<p>6.7 - Approved that PHA be a formal partner in the GHR and that JO sign Minute of Agreement for PHA and return to GCC, subject to no concerns from Drumcog.</p>	<p>JO</p>
<p>6.8 - Drumcog CAP to be considered at May CoM for approval.</p>	<p>KB</p>
<p>6.9 - Approved Welfare Reform Action Plan.</p>	<p>KB</p>
<p>Item 7 – Directors Report</p>	

Item	Action
<p>Committee noted the report and considered its content.</p> <p>7.01 Decisions Between Meetings: None.</p> <p>7.02 Scottish Housing Regulator (SHR): The meeting noted the update on regulation plans within the sector; SHR publications; and SHR involvement with PHA.</p> <p>7.03 Disposals Update: Committee noted repayment of HAG for 2015 RTB and noted update on two remaining RTBs.</p> <p>7.04 Insurance: Committee noted outcome of insurance tender and savings made with the appointment of AJGallagher Housing.</p> <p>7.05 Stock Condition Survey, Life Cycle Costings and 30 year budgets: Committee noted update on work in this area.</p> <p>7.06 Pensions: Committee noted JO attending TPT Employer Forum of 19/04/17 and will provide feedback at next meeting. JO</p> <p>Committee noted EVH SHAPS Support Group annual Governing Body members update meeting due to be held in Glasgow 16/05/17, and agreed JB would attend. JB</p> <p>7.07 EVH: Members noted EVH March report. JB & MF attending Governing Body Members Event of 02/04/17 and will feedback. JB & MF</p> <p>7.08 Drumcog: Committee noted updates provided.</p> <p>7.09 Scottish Social Housing Charter: Committee noted the update on the revision made by the Scottish Parliament. JO issued copies of the revised Charter.</p> <p>7.10 SFHA: Committee noted update on SFHA CEO recruitment. Committee considered request from SFHA for JO to serve as a co-optee on the SFHA board. JO discussed time commitment which would involve a day long board meeting every two/three months and correspondence in between. Committee approved that JO serve as a co-optee and then consider standing for election at the SFHA AGM.</p> <p>7.11 GWSF: Committee discussed the update from JO on forum meeting of 16/03/17 on learning lessons from associations who have faced difficult times. Committee were confident that PHA currently undertakes the recommendations made by the panel and will ensure this continues.</p> <p>7.12 SHARE: Committee considered membership for 2017/18. There was no feedback from members present on e-learning system.</p> <p>7.13 Glasgow City Council: Committee noted no update yet from GCC on submitted funding plan for 2017/18 adaptations. Committee noted update on GCC criticism of housing associations' performance on homelessness and GWSF response.</p> <p><u>Decisions Made:</u></p> <p>7.05 - JO and HD to continue to prioritise 30 year budget work. JO & HD</p> <p>7.06 – JO to attend TPT event of 19/04/17 and feedback to May CoM meeting. JO JB to attend EVH SHAPS support group annual update 16/05/17. JB</p> <p>7.07 – JB & MF to attend EVH governing body members event and AGM of 02/04/17 and feedback to May CoM meeting. JB & MF</p> <p style="text-align: right;">JO</p>	

Item	Action		
<p>7.08 – JO to confirm other Drumcog members satisfied with GHR Minute of Agreement before signing and returning to GCC. Members to advise KB if wish to attend common allocation policy consultation event of 24/04/17.</p> <p>7.10 – JO to serve as co-optee on SFHA board until AGM and then consider standing for election.</p> <p>7.12 – Approved membership for Share for 2017/18 at £2,420.</p>	<p>CoM</p> <p>JO</p> <p>IF</p>		
<p>Item 8 – Policy Reviews</p> <p>Committee decided that after tonight’s policy reviews, that policy reviews would be put on hold until a new timetable is drafted for reviews from 2017/18 onwards, to meet the criteria agreed at CoM meeting of 28/02/17.</p> <p><u>Decisions Made:</u> JO to review policy schedule as discussed and bring to future meeting for approval (aim to bring by August 2017).</p> <p>8.1 Data Protection Policy: Committee noted the report and considered its content. JO explained recommended interim revisions.</p> <p><u>Decisions Made:</u> Approved reviewed policy for implementation.</p> <p>8.2 Health & Safety Policy: Committee noted the report and considered its content. JO explained recommended revisions.</p> <p><u>Decisions Made:</u> Updated Manual approved. Manual to be updated to Version 3 by August 2017.</p> <p>8.3 Staff Appraisal Policy: Committee noted the report and considered its content. JO explained recommendation to delay policy review.</p> <p><u>Decisions Made:</u> Approved delay of policy review to May/June.</p>	<p>JO</p> <p>JO/IF</p> <p>IF IF</p> <p>JO</p>		
<p>Item 10 – Correspondence Committee noted correspondence.</p>			
<p>Item 11 – A.O.C.B None.</p>			
<p>There being no other business, the meeting closed at 8.00pm.</p>			
<p>Minute Approved By:</p>	<p><i>Josephine McGinty</i></p>	<p>Minute Seconded By:</p>	<p><i>Myra Frater</i></p>
<p>Signed by Chairperson:</p>	<p><i>Jean Black</i></p>	<p>Date:</p>	<p><i>09 May 2017</i></p>