

Agenda Item 3.1:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 31 January 2017 at 6.00pm
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Date Prepared:	13 February 2017
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Meeting Date:	28 February 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	Purpose/Information/Recommendations:		
1.	Sederunt		
	Present: Jean Black (JB) Myra Frater (MF) Sharon Kane (SK) Josephine McGinty (JMc) Kenny McGinty (KMc) Jim O'Connor (JO'C)	Apologies: Winifred McPhail (WM) Amanda Smith (AS) Anna Welsh (AW) Aziz Yasin	In Attendance: Karen Byrne (KB) – Housing Services Manager Howard Dales (HD) – FMD Joyce Orr (JO) – Director Stephen Pringle (SP) – Wylie & Bisset LLP (left 6.30pm)
	JO issued the revised Committee Summary Report which highlights where decisions are required to be made by Committee. Meeting started 6.00pm		

2.	Declaration of Interest
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No declarations made.

Item	Action
<p>Item 8 - Internal Audit 2016/17 Outcome Report – Auditor in Attendance</p> <p>Stephen Pringle (SP) presented the 2016/17 outcome reports to the meeting. SP explained the process of internal audit and the reporting method used, with four assurance grading outcomes possible – Strong, Substantial, Weak, or No assurance. SP explained the 5 areas examined with outcomes as follows:</p> <p>Housing Allocations & Management – Strong assurance. 1 low level recommendation for altering applicant review process.</p> <p>Complaint Handling & Tenant Communication – Strong assurance. 1 low level recommendation for reviewing SDM procedure.</p> <p>Health & Safety and Gas management – Strong assurance. 2 low level recommendations for first aid refresher training and office induction for non-staff workers in office.</p> <p>Property Management (Accountancy element) – Strong assurance. 2 low level recommendations for future review of asset management IT systems, and documenting procedure for existing system.</p> <p>Follow Up to 2015/16 Internal Audit – Substantial assurance. 12 recommendations fully implemented, 5 partly implemented and 3 not implemented.</p> <p>SP was asked questions about PHA performance in comparisons with other RSLs. SP advised that PHA had either less recommendations or the same level as others. SP also highlighted the areas of good practice found during the audit.</p> <p>SP advised that the recommendations made had either been implemented or were planned for implementation. SP advised that the position with recommendations will be further reviewed during the 2017/18 internal audit programme.</p> <p>Following discussion, Committee thanked SP for his presentation and SP left the meeting.</p> <p><u>Decisions Made:</u> Recommendations from internal audit to be implemented and reported back to Committee.</p>	<p>KB/HD/IF/JO</p>
<p>Item 3 – Minutes of Previous meeting</p> <p>Committee considered the Minute of Management Committee Meeting of 29/11/16.</p> <p><u>Decisions Made:</u> Minute approved as presented. Proposed KMc, Seconded MF.</p>	
<p>Item 4 – Internal Management Business Plan</p> <p>Committee noted the report and considered its content.</p> <p>JO issued copies of financial KPIs and covenant compliance outcomes.</p> <p>The meeting discussed performance against targets to 31/12/16. The meeting noted the vast majority of targets were met and discussed areas where performance was not met and the reasons for this.</p> <p><u>Decisions Made:</u> There were no additional remedial actions decided and no amendments to targets.</p>	
<p>Item 5 – Finance & Corporate Services Reports</p> <p>5.1 Management Accounts to 31/12/16: Committee noted the report and considered its content.</p> <p>The meeting discussed the management accounts and the resultant income and expenditure, balance sheet, cashflow statement, KPI outcomes and covenant compliance (all met).</p>	

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<p>HD clarified that Grants Released From Deferred Income in the income and expenditure account was the writing off of grants from the Scottish Government and was not income. The meeting discussed the variances from budget and reasons for these. The meeting discussed that the adverse variance in Direct Estate Costs will continue and is likely to increase for the year end due to cyclical painterwork costs, district heating costs and smoke alarm replacements (all as previously discussed & agreed by Committee). The meeting noted the healthy Statement of Financial Position. It was noted that the cashflow statement had been updated to reflect the proposed 2017/18 budget from April. Two KPIs were outwith target – Debt Per Unit is based on year end debt and this should reconcile at year end; Key Management cost % is higher due to lower overall staff costs.</p> <p><u>Decisions Made:</u> There were no remedial actions requested. Accounts approved for onward submission to lenders for covenant compliance.</p> <p>5.2 Treasury Management Report to 31/12/16: Committee noted the report and considered its content. The meeting noted loan debt and cash position at 31/12/16. The meeting noted covenant compliance achieved to 31/12/16. The meeting noted the investment movement during the quarter and discussed the proposed investment strategy for the year ahead.</p> <p><u>Decisions Made:</u> Officers to continue prioritisation of interest rate returns, where suitable to expenditure. Officers to manage deposits to achieve a rolling availability of maturing funds every 2nd month, where suitable to expenditure profile. Investment strategy to be further reviewed during 2017/18 on completion of 30 year financial projections and brought to Committee for review and decision.</p> <p>5.3 2017/18 Budget and Rent Increase: Committee noted the report and considered its content. JO apologised for the error in the budget issued with papers, as there had been an issue with the file conversion. The correct budget was issued for the meeting to consider. HD explained the outcome of the rent consultation and the support from tenants to minimise rent increase to 1%. HD explained the other changes, from the November draft budget. The meeting considered these changes and their impact on the reduced budgeted cash position at the end of 2017/18, the resultant income and expenditure, balance sheet, and KPI outcomes. The meeting considered the need to ensure sufficient cash for organisational viability and good service provision alongside the need to retain affordable rents. The meeting discussed the importance of the pending stock condition cost calculations and the need for these to be incorporated into long term projections when received and brought to Committee for consideration and decision.</p> <p><u>Decisions Made:</u> Approved 1% rent and service charge increase for self-contained stock. Approved 1% charges increase for sharing owner and owner occupier charges other than gas maintenance charge. Approved budget for 2017/18 implementation and forwarding to lenders.</p> <p>5.4 Membership & Committee Report: Committee noted the report and considered its content. The meeting considered 12 Share applications.</p>	<p>JO</p> <p>HD/JO HD/JO HD/JO</p> <p>IF/JO IF/JO JO</p>

Item	Action
<p>The meeting discussed Committee Membership, role descriptions, annual review and chair succession planning.</p> <p>The meeting discussed arrangements for the 2017 Annual General Meeting (AGM).</p> <p>The meeting discussed the request to reschedule the Health & Safety Sub-Committee (HSSC) and to convene a Staffing Sub Committee (SSC).</p> <p>Members fed back on training undertaken – EVH, Undertaking Director’s Appraisal; Drumcog, Welfare Reform and SFHA, Chairs Conference. Copies of presentations/handouts were given to non-attending members for learning.</p> <p>Members encouraged to attend Health & Safety training 20/02/17.</p> <p><u>Decisions Made:</u></p> <p>Approved Share applications 737 to 748 – signed and sealed.</p> <p>Approved appointment of Gail Boyle as a casual member to fill vacancy left by M.Paterson.</p> <p>JO to pursue those who have shown an interest in perhaps joining Committee.</p> <p>JO to work on Committee Role Descriptions during February and present March.</p> <p>Approved KMc to stand for position of Chairperson when JB retiring 2017.</p> <p>Approved AGM to be planned for first week in July at Community Centre.</p> <p>HSSC to be delayed until 28/03/17 at 5.00pm.</p> <p>SSC to be arranged to meet 28/02/17 at 5.00pm to undertake Director’s appraisal.</p> <p>Committee to consider succession planning during 2017/18.</p>	<p>IF</p> <p>IF/JO</p> <p>JO</p> <p>JO</p> <p>JO/CoM</p> <p>IF/JO</p> <p>IF/JO</p> <p>JO</p> <p>JO/CoM</p>
<p>5.5 Staffing & Health & Safety and Wellbeing Report:</p> <p>Committee noted the report and considered its content.</p> <p>The meeting discussed staff sickness absences and concerns at the high levels, however, it was noted that the figures were high this year largely due to the sickness of the member of staff whose employment was now ended. Committee noted the protection for staff with the EVH terms and conditions, and that staff were following the Attendance & Absence Management Policy and taking legal advice as required to protect the Association from risk.</p> <p>The meeting discussed the stress audit survey HSE reporting outcomes. JO explained that the survey was anonymous so there was no direct follow up with individual members of staff but that all staff had been made aware of how to raise any concerns and reminded of free access to the Rowan counselling service. Confidential discussion note saved with survey results.</p> <p>Housing Services Officer (Maintenance) Recruitment timetable confirmed and 2 office bearers requested for shortlisting and interview panel.</p> <p>Meeting discussed the Director’s appraisal process.</p> <p><u>Decisions Made:</u></p> <p>Staff sickness management a priority and will form part of 2017/18 internal audit.</p> <p>KB/IF/JO given delegated authority to implement any required action from stress survey.</p> <p>JB & MF to attend recruitment shortlisting and interview panel.</p> <p>Staffing Sub to convene 28/02/17 at 5.00pm for Director’s appraisal.</p>	<p>KB/IF/JO</p> <p>KB/IF/JO</p> <p>IF</p> <p>JO</p>
<p>5.6 Gifts and Hospitality Report:</p> <p>Committee noted the report and considered its content.</p> <p><u>Decisions Made:</u></p> <p>Approved register entries - signed by JB, MF & JMc.</p> <p>5.7 Complaints and Compliments Report:</p> <p>Committee noted the report and considered its content.</p>	<p>IF</p>

Item	Action
<p><u>Decisions Made:</u> Internal audit actions to be implemented.</p>	<p>KB/IF</p>
<p>Item 6 – Housing Services Update Report Committee noted the report and considered its content. The meeting discussed Committee attendance at the Drumcog Reactive Maintenance Procurement tender opening meeting on 01/02/17 at Cernach HA office. The meeting discussed the transfer of 2016/17 planned kitchen and boiler replacement works to 2017/18. KB updated Committee on the tender opening of 23/01/17 and confirmed Atkinson Partnership were working on the tender report. KB updated on the award of the Smoke Alarm contract to C2C Electrical Services. The meeting discussed the current position with the district heating system and ongoing remedial works. KB explained ongoing works and action to stabilise matters before progressing replacement works. The meeting discussed the update from the December customer and resident forum meeting. KB updated the meeting on the Drumcog Common Allocation Policy (CAP). KB would be editing the CAP before bringing it to Committee to consider.</p> <p><u>Decisions Made:</u> JB & MF to attend Drumcog tender opening meeting. Confirmed 2016/17 planned works to be carried forward to 2017/18. Delegated authority to KB, following receipt of tender report, to award contract to most economically advantageous tender. Continued delegated authority for district heating works as required, with tender to follow.</p>	<p>KB KB KB KB</p>
<p>Chairperson approved suspension of Standing Orders to allow meeting to continue to 8.30pm</p>	
<p>Item 7 – Directors Report Committee noted the report and considered its content.</p> <p>7.01 Decisions Between Meetings: The meeting considered the decision taken for investments during December 2016.</p> <p>7.02 Scottish Housing Regulator (SHR): The meeting considered the governance self-assessment return submitted to the SHR, following discussion between the Chairperson and Director.</p> <p>7.06 EVH JO distributed EVH A-Z Guide 1 Governance to all members.</p> <p>7.07 Glasgow City Council: The meeting considered the request to approve the use of PHA funds for restricted expenditure on Stage 3 Adaptations prior to the approval of grant for 2017/18.</p> <p>7.08 Drumcog: JO encouraged members to attend Drumcog joint training on Committee Members responsibilities for Health & Safety to be held at Cernach HA 20/02/17.</p> <p>7.10 SFHA: The meeting discussed the SFHA review of the Model Entitlement, Payments & Benefits Policy (MEPB), without reviewing the Model Codes of Conduct, which has resulted in two different tables on connected persons.</p>	

Item	Action
<p>The meeting discussed the Freedom of Information Consultation events.</p> <p><u>Decisions Made:</u> Ratified decision between meetings from December 2016. Ratified the governance self-assessment return submitted to the SHR. Approved restricted expenditure of up to £10,000 of PHA funds for Stage 3 adaptations works from 01/04/17 until grant allocation from GCC approved and funds replenished. Existing PHA MEBP to remain in operation until SFHA review Model Codes of Conduct. Director to attend FOI consultation event of 01/02/17 to feed into SFHA & GWSF response, on behalf of RSLs, to the government consultation.</p>	<p>KB</p> <p>JO</p> <p>JO</p>
<p>Item 9 – Correspondence Committee noted the correspondence.</p>	
<p>Item 10 – A.O.C.B The following AOCB was allowed by the Chair:</p> <p>Stock Valuation For Insurance Purposes: JO advised that as part of the insurance tender process the insurance consultant asked if the Association had reinstatement valuations for our stock. The Association has no such reinstatement valuations and instead our current insurers just use a global figure. JO contacted David Adamson Group (DAG), who have carried out our stock condition survey, to determine likely costs for this. DAG advise that as they have so much information on the Association’s stock already they could do this for a greatly reduced fee of £18.00 per property. JO advised that whilst this would be too late for this insurance tender renewal it may be worth considering having valuations carried out as part of the Association’s asset management strategy. The meeting discussed this matter and the usefulness of reinstatement valuations that could then simply be updated in future in line with RCIS recommendations.</p> <p><u>Decisions Made:</u> Agreed reinstatement valuations would be useful for the Association’s asset management strategy. Delegated authority to JO to pursue, after checking competitiveness of DAG fee.</p> <p>Shared Ownership Repossession: KB advised on a Shared Owners mortgage lender’s request that the Association consider buying back due to repossession action. The meeting discussed the information that would be required before making a decision (property condition, cost to meet SHQS, EESSH etc). Also discussed potential liability of being 1 property within a scheme of owners and the issue of ensuring common repairs carried out by other owners to protect interest of any PHA tenant.</p> <p><u>Decisions Made:</u> Delegated authority to KB to pursue further to get more details and make a recommendation to Committee for decision.</p>	<p>JO</p> <p>KB</p>
<p>There being no other business, the meeting closed at 8.25pm.</p>	

Minutes Approved By J O’Connor

Minutes Seconded By M Frater

Signed by Chair J Black

Date 28 February 2017