

<b>Agenda Item 3.0:</b>	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 9 <sup>th</sup> May 2017 at 6.00pm
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<b>Date Prepared:</b>	17 May 2017
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<b>Meeting Date:</b>	13 June 2017
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<b>Author:</b>	Joyce Orr, Director
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**Minutes - Rule 62 - SFHA Charitable Model Rules (Scotland) 2013**

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			
<b>1.</b>	<b>Sederunt</b>		
	<b>Present:</b> Jean Black (JB) Myra Frater (MF) Josephine McGinty (JMc) Jim O'Connor (JO'C)	<b>Apologies:</b> Gail Boyle (GB) Sharon Kane (SK) Kenny McGinty (KMc) Winifred McPhail (WM) Anna Welsh (AW)  Special Leave: Amanda Smith (AS) Aziz Yasin (AY)	<b>In Attendance:</b> Karen Byrne (KB) – Housing Services Manager Joyce Orr (JO) – Director
	Committee confirmed special leave for Amanda Smith & Aziz Yasin until June 2017.  JO issued summary report highlighting items that required decisions.  <b>Meeting started 6.00pm</b>		

<b>2.</b>	<b>Declaration of Interest</b>
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No declarations made.

Item	Action
<p><b>Item 3 – Minutes of Previous meetings</b></p> <p>3.1 Committee considered the Minute of Health &amp; Safety Sub Committee Meeting of 28/03/17</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 28/03/17.</p> <p><u>Decisions Made:</u> Minute approved as presented. Proposed JMc, Seconded MF. Signed by Chair.</p>	
<p><b>Item 4 – Internal Management Business Plan Report</b></p> <p>Committee noted the report issued in advance and the report on ARC and EESSH issued at the meeting. Committee noted the contents of both reports.</p> <p>4.1 Performance Monitoring Outturns to 31/03/17 - discussed outturns and noted update that rechargeable repairs target met. Committee pleased to note 71 of 85 targets met and satisfied with explanations for those not met.</p> <p>4.2 2017/18 Proposed Priorities - discussed proposed priorities for 2017/18.</p> <p>4.3 ARC &amp; EESSH Return – discussed additional report issued which detailed ARC indicator outcomes, ARC audit outcome and EESSH details. Committee noted ARC performance against previous years performance and noted where performance had remained static, improved or declined. Committee noted that indicator C23 was subject to Committee approval of write offs at report 6.3 and subject to a review of guidance and calculation. <i>Post meeting note – following write off approval and review, outcome improved from 94.36% to 92.72%.</i></p> <p>Committee noted EESSH compliance return and plans to develop action plan for the compliance of the 16 outstanding properties during 2017/18. Committee thanked staff for all the work involved in completing the returns and undertaking the audit.</p> <p>4.4 2017/18 Internal Audit – discussed proposed audit plan developed by Internal Auditor following risk review, as previously reported.</p> <p>4.5 2016/17 Year End Financial Audit and Auditor Reappointment – discussed progress to date on year-end audit programme. Considered recommendation to reappoint auditor for 2017/18 and proposed fee.</p> <p><u>Decisions Made:</u></p> <p>4.2 – 2017/18 Priorities - approved proposed priorities and target timescales. 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>4.3 – ARC &amp; EESSH Returns – approved both returns for submission to SHR by 31/05/17.</p> <p>4.4 – 2017/18 Internal Audit - approved proposed audit plan for implementation.</p> <p>4.5 – 2016/17 Year End Financial Audit and Auditor Reappointment - approved reappointment of auditor for 2017/18 subject to successful 2016/17 audit programme.</p>	<p>JO/KB/IF</p> <p>JO</p> <p>JO</p> <p>JO</p>
<p><b>Item 5 – Finance &amp; Corporate Services Reports</b></p> <p><b>5.1 Membership &amp; Committee Report:</b></p> <p>Committee noted the report and considered its content.</p> <p>5.1.1 – Two Share applications considered.</p> <p>5.1.2 – Membership and changes in membership noted.</p> <p>5.1.3 – AGM booked for 04/07/17 at Community Centre. Discussed requirements for the standing down by 1/3 of Committee members and all co-optee members, and considered the</p>	

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<p>requirement for those who had served for nine years continuously, and were due to stand for re-election, to have Committee approval. JB declared an interest and withdrew from discussion. Regarding the 9 year rule requirement JO advised that there was nothing from the annual review process to recommend not approving those who had served for more than 9 years.</p> <p>5.1.4 - The meeting discussed Committee Membership, role descriptions, annual review and chair succession planning. JO advised that the interested Sharing Owner had decided not to pursue committee membership at present due to ill health.</p> <p>JO apologised for the delay in role descriptions for office bearers being produced and that report should read June meeting rather than March.</p> <p>Committee noted progress with Committee annual review to date.</p> <p>5.1.5 - Members fed back on training undertaken – JB &amp; MF feedback on EVH Governing Body Event from 02/04/17. Meeting discussed prison service rehousing project.</p> <p>5.1.6 – Committee diary noted.</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><b>Decisions Made:</b></p>	
<p>5.1.1 – Share applications approved for Share 751 and 752.</p>	<p>IF</p>
<p>5.1.3 - Approved 1/3 of Committee to stand down (JB, WMc &amp; AS) and approved them to stand for re-election. It was resolved that JB &amp; WMc could demonstrate their continued effectiveness to stand for re-election. Role description(s) to be brought to Aug CoM as June has a busy agenda.</p>	<p>JO</p> <p>JO</p>
<p>5.1.4 - Committee Membership Recruitment - JO to pursue interested students, send letter to all members and release updated recruitment advert.</p>	<p>JO</p>
<p><b>5.2 Staffing &amp; Health &amp; Safety and Wellbeing Report:</b></p>	
<p>Committee noted the report and considered its content.</p>	
<p>5.2.1 - The meeting discussed staff sickness levels and noted year end outcome for 2016/17 compared to the previous 3 years.</p>	
<p>5.2.2 - Committee noted the health &amp; safety accident/incident outcome for 2016/17 and the4 update on follow up work undertaken.</p>	
<p><b>Decisions Made:</b></p>	
<p>5.2.1 – Detailed absence statistics to be provided quarterly with monthly updates if anything of concern.</p>	<p>IF</p>
<p><b>5.3 Gifts and Hospitality Report:</b></p>	
<p>Committee noted the report which detailed additions for March and April 2017 and register entries were signed.</p>	
<p><b>5.4 Complaints &amp; Compliments Report:</b></p>	
<p>Committee noted the report and considered its content. Committee noted the breakdown provided and the learning from complaints. Committee were also pleased to note the compliment received.</p>	
<p><b>5.5 Management Accounts to 31/03/17:</b></p>	
<p>Committee noted the report and considered its content.</p>	
<p>The meeting discussed the management accounts and the resultant statement of comprehensive income (income and expenditure), statement of financial position (balance sheet), cashflow statement, KPI outcomes and covenant compliance (all met). HD explained a couple of changes to be made – moving committee expenses out of general expenses and Linda Ewart costs into internal audit costs.</p>	

Item	Action
<p>HD took Committee through the statement of comprehensive income. The meeting discussed the variances from budget for income and the reasons for these. HD explained that release of HAG to income was less than budgeted due to 2016/17 planned maintenance works being carried forward to 2017/18. HD explained that the resultant lesser grant released to income, alongside the transfer adjustment to the service equalisation account, gives a reduced turnover from budget. HD explained that there was no cause for concern and no reduced cash income.</p> <p>The meeting then considered and discussed the expenditure variances. Committee were pleased to note that operating costs were better than budgeted even taking account of the previously approved unplanned repair overspend. JO explained that charitable donations also included the pensioners Christmas voucher/lunch and that actual donation spend to other charities was within the donations policy allowance. HD explained that a budget for donations had been set up for 2017/18.</p> <p>HD took Committee through the statement of financial position (balance sheet). HD explained that creditors falling due within 1 year did not include loan payments due and instead all loan payments due were included within creditors falling due after 1 year to show total owed in loans. HD explained that the sums due will be split for annual accounts.</p> <p>The meeting considered and discussed the updated budgeted cashflow for 2017/18. HD explained that most items were split equally across the year other than maintenance/renewal spend, insurance costs, other fixed assets and interest receivable. JO explained that timing of maintenance/renewal spend could change depending on when work goes on site.</p> <p>The meeting discussed the KPI outturns and noted that performance was met or exceeded (and were better than the SHR 2015/16 median) in all areas with the exception of two – bad debts and key management personnel as % of staff costs. HD advised that bad debts were higher than budgeted but provided for and that key management personnel % cost was higher due to less overall staff costs.</p> <p>Committee were pleased to note that all loan covenants were easily met.</p> <p>HD explained to meeting where annual financial statements may vary from management accounts and why. HD explained year-end adjustments that may be required largely due to timing. JO discussed with the meeting the requirement of a letter for representation from Committee for the auditors.</p> <p><b>Decisions Made:</b></p> <p>Accounts approved for onward submission to lenders for covenant compliance. JO</p> <p>Approved year-end adjustments be made as required for annual financial statements. HD</p> <p>Approved draft letter of representation content, subject to review by auditor. Approved letter of representation be finalised, signed and issued to auditor. JO</p> <p><b>5.6 Treasury Management Report to 31/03/17:</b></p> <p>Committee noted the report and considered its content.</p> <p>5.6.2 - The meeting considered the detailed breakdown of loans and discussed current benefit of variable loan balance. Noted covenant compliance, loan security details and stock valuation details.</p> <p>5.6.3 - The meeting noted the details of approved investment institutions and the deposit and cash balances with institutions at 31/03/17. The meeting discussed compliance with the investment section of the treasury management policy and considered proposals for change. The meeting discussed maturing deposits due and recommendations made. Considered option to open additional account if cost effective.</p> <p>5.6.4 – The meeting considered interest rates and inflation and impact of both and need to keep aware of changes and predictions.</p> <p>5.6.5 – The meeting considered the review of the treasury management policy and the recommendations made.</p>	

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<p><b>Decisions Made:</b></p> <p>5.6.3 - Approved continuation of overinvestment and amendment to policy to reflect practice. Approved JO &amp; HD consider options for additional investments subject to cashflow requirements and cost effectiveness. Approved recommendation for maturing deposits and delegated operational management to JO &amp; HD and confirmed strategy to aim for £500,000 maturing every 2<sup>nd</sup> month, subject to cashflow requirements.</p> <p>5.6.5 - Approved policy be amended as per recommendation with further change at 5.6g to read 65% rather than 60%.</p>	<p>JO/HD</p> <p>JO/HD</p> <p>JO</p>
<p><b>Item 6 – Housing Services Reports</b></p> <p><b>6.1 Housing Services Update Report:</b> Committee noted the report and considered its content. The meeting noted that debt (rent and factoring arrears) was included in the business plan report at Item 4 and was not therefore repeated in this report.</p> <p>6.1.1 - The meeting noted contractors details to be provided at June meeting. Committee asked if any new contractors had been used yet and how they had performed. KB advised only builder used so far and work was of good quality and value.</p> <p>6.1.2 &amp; 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 6.4.</p> <p>6.1.5 - The meeting noted legal update and that eviction report to be discussed at Item 6.2.</p> <p>6.1.6 - The meeting discussed the update from the April customer and resident forum meeting.</p> <p>6.1.7 &amp; 6.1.8 – The meeting noted the update on the GHR and Drumcog Common Allocation Policy and that the proposed policy would be considered at Item 8.01. JO confirmed GHR minute of agreement signed and returned to GCC.</p> <p>6.1.9 – The meeting noted the update on process for HMO licence renewal.</p> <p>6.1.10 – The meeting noted the update made to the Association’s Property Factors registration.</p> <p><b>Decisions Made:</b> No decision required from update report.</p> <p><b>6.2 Eviction Implementation Report:</b> Committee noted the report and considered its content. The meeting discussed case 830 and action taken to date. KB advised that a solicitor had telephoned the office to advise that they would be submitting a minute of recall as tenant had not been at Court.</p> <p><b>Decisions Made:</b> Approved implementation of eviction decree when possible.</p> <p><b>6.3 Write Off Report:</b> Committee noted the report and considered its content. The meeting discussed the proposed write offs and action taken to date. Committee discussed the recommendations and associated reasons for proposals. HD explained provision in accounts.</p> <p><b>Decisions Made:</b> Approved debt write off proposals as recommended (Rent Debts - Current £1,054.28, Former £10,884.37; Rechargeable Repairs – Former £3,597.27; Legal Fees - Former £1,315.83)</p> <p>Approved credit write off proposals as recommended (Former - £8,443.07). Total debt write off £16,851.75, Total credit write off £8,443.07. <i>Post meeting note, credit case 966 should read case 1143 £103.50 credit write off.</i></p>	<p>KB</p> <p>IF</p> <p>IF</p>



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<p><b>7.10 GWSF:</b> Noted updates provided and planned open meeting of 18/05/17.</p> <p><b>7.11 SHARE:</b> Noted SHARE's AGM due 26/06/17.</p> <p><b>7.12 Glasgow City Council:</b> Noted update on SDFP approval at £25,000, and Wheatley Group/City Building joint venture.</p> <p><b>7.13 TPAS:</b> Noted planned Scottish Parliament visit 22/05/17.</p> <p><b>7.14 Pineview Joint Staff &amp; Committee Planning Day 16/06/17:</b> Noted update on planned event. JB, MF &amp; JMc confirmed attendance, JOc on annual leave.</p> <p><b>Decisions Made:</b></p> <p>7.03 - HAG repayment to be calculated and repaid for the one RTB completion of 28/03/17.</p> <p>7.05 - JO and HD to continue to prioritise 30 year budget work.</p> <p>7.06 - JO to respond to SHAPS consultation detailing preference for Option 1.</p> <p>7.07 - Anyone interested in undertaking EVH/VR Growth programme to advise JO.</p> <p>7.08 - Committee advised they had no specific training requests for 2017-19 joint programme. Delegated to Drumbog senior officers to develop and make sure topics current for good governance and reflect any matters highlighted in each organisations committee annual review process.</p> <p>7.10 - No member present wishing to attend GWSF open meeting of 18/05/17.</p> <p>7.11 - No member present wishing to attend SHARE AGM of 29/06/17.</p> <p>7.13 - No member present wishing to attend TPAS Scottish Parliament visit of 22/05/17.</p> <p>7.14 - Members to confirm transport arrangements with Isobel.</p>	<p>HD JO/HD JO CoM JO</p> <p>CoM/IF</p>		
<p><b>Item 8 – Policy Reviews</b></p> <p><b>8.1 Allocation Policy:</b> Committee noted the report and considered its content. KB requested implementation date be delegated to KB to determine with tie with GHR.</p> <p><b>Decisions Made:</b></p> <p>Approved reviewed policy with implementation date to be determined by KB and reported back to Committee for information.</p>	<p>KB</p>		
<p><b>Item 9 – Correspondence</b> Committee noted correspondence.</p>			
<p><b>Item 11 – A.O.C.B</b> The Chairperson allowed the following A.O.C.B. to be considered by the meeting:</p> <p>Raffle donation request from local charity Antonine Court Ltd for 20/5/17 fund raising event.</p> <p><b>Decisions Made:</b></p> <p>Agreed donation of 2 x £25 Love to Shop vouchers.</p>	<p>IF</p>		
<p>There being no other business, the meeting closed at 8.00pm.</p>			
<p>Minute Approved By:</p>	<p><i>Myra Frater</i></p>	<p>Minute Seconded By:</p>	<p><i>Josephine McGinty</i></p>
<p>Signed By Chairperson:</p>	<p><i>Jean Black</i></p>	<p>Date:</p>	<p><i>14 June 2017</i></p>