

Agenda Item 3.2:	Minutes of Pineview Housing Association Ltd Committee Meeting Held in the Association's Office at 5 Rozelle Avenue on 19 May 2016 at 6.00pm
-------------------------	---

Date Prepared:	24 May 2016
-----------------------	-------------

Meeting Date:	31 May 2016
----------------------	-------------

Author:	Joyce Orr, Director
----------------	---------------------

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	Purpose/Information/Recommendations:		
1.	Sederunt		
	Present: Jean Black (JB) Myra Frater (MF) Josephine McGinty (JMc) Winifred McPhail (WM) Amanda Smith (AS) Anna Welsh (AW) Aziz Yasin (AY)	Apologies: Wendy Hughes (WH) Melanie Paterson (MP)	In Attendance: Karen Byrne (KB) – Housing Services Manager Joyce Orr (JO) – Director

Item	Purpose/Information/Recommendations Noted:	Committee Decision Made:	Action:
2.	Declaration of Interest		
	<p>Attendees to highlight any declaration of interest matters. Attendees with a declaration to remove themselves from the meeting and discuss matter with Director. Attendees to advise of any changes required to any previously declared interests.</p>	<p>No interests to declare.</p>	
3.	2015/16 ARC and ESSH Returns – for approval		
	<p><u>ARC:</u> JO distributed copies of the completed Annual Return on the Charter (ARC) and took Committee through an on screen presentation of the return.</p> <p>JO highlighted performance and illustrated where performance had improved or declined on previous year. JO explained that not all changes were necessarily improvements or declines in performance and that ARC results needed to be looked at in the whole. For example, compared to 2014/15 it looks like performance is down in terms of adaptations as only 89% of applications were completed in the year rather than 100%, however, this was to do with funding issues rather than anything the Association had control over.</p> <p>JO explained that stock by age had changed from previous year as some stock had previously been recorded according to the date it came off site rather than the date of building regulations approval. This has resulted in some stock being reclassified from post 2002 to 1983 – 2002.</p> <p>AY queried about what the SHR then does with the ARC information and how we can compare with other RSLs. JO explained that all RSLs require to have ARC information returned to SHR by 31/05/16 and then they do a desk top analysis, resolve</p>	<p>- ARC approved for submission to SHR by 31/05/16.</p>	<p>JO</p>

Item	Purpose/Information/Recommendations Noted:	Committee Decision Made:	Action:
	<p>any queries and then produce a landlord report by end of August. JO explained that PHA will also benchmark with local RSL and with members of Scottish Housing Network (previously SHBVN). JB explained how to use SHR website to compare performance with other landlords.</p> <p><u>ESSH Return:</u> JO distributed copies of the ESSH return and explained that this had been confirmed with David Adamson Partners as part of the stock condition work undertaken.</p> <p>JO confirmed that all self-contained stock fell within scope of ESSH and that 96.1% (including 37 cloned properties) of stock complied with the standard, leaving 21 properties to be brought up to standard by 2020.</p>	<p>- ESSH approved for submission to SHR by 31/05/16.</p>	<p>JO</p>
4.	A.O.C.B.		
	<p>The Chair allowed the following A.O.C.B.:</p> <p><u>Nationwide Building Society Deposit:</u> JO advised that current rate was 1.1% for 1 year but as an existing customer PHA could secure 1.2%. As discussed at the Management Committee meeting of 26/04/16 reinvestment with Nationwide would keep an equitable split of investments and allow progress towards different deposits maturing quarterly.</p> <p><u>Shared Ownership Occupancy Agreement:</u> Reviewed shared ownership occupancy agreement received from sharing owner.</p> <p><u>AGM Nomination Forms:</u> Forms issued to, and completed by Committee members present who require to stand for election this year (MF, JMc, AW, AY).</p>	<p>- Approval for 20/05/16 maturing deposit (£500,000) to be reinvested with Nationwide for 1 year at 1.2%. Maturity instructions signed by account signatories for forwarding to Nationwide.</p> <p>- Approved and signed by Office Bearers.</p> <p>- Non present Committee members who require to complete nomination forms to be pursued (GB, WH, MP).</p>	<p>JO</p> <p>IF</p> <p>IF</p>

Item	Purpose/Information/Recommendations Noted:	Committee Decision Made:	Action:
	There being no other business, the meeting closed at 7.20pm.		

Minute Approved By: _____

Minutes Seconded By: _____

Signed By Chair: _____

Date: _____