

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 26 September 2017 at 6.00pm
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Prepared By:	Joyce Orr, Director
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Date Prepared:	28 September 2017
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Meeting Date:	31 October 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) Asa Brooks (AB) Myra Frater (MF) Josephine McGinty (JMc) Amanda Smith (AS)	Apologies: Sharon Kane (SK) Winifred McPhail (WM) Jim O'Connor (JO'C) Victoria Phelps (VP) Absent Without Apologies: Anna Welsh (AW)	In Attendance: Karen Byrne (KB) – Housing Services Manager Joyce Orr (JO) – Director
	JO issued summary report highlighting items that required decisions. Meeting started 6.00pm		

2.	Declaration of Interest
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None

Item	Action	By
<p>Item 3 – Minutes of Previous meetings</p> <p>3.1 Minute of Management Committee Meeting of 10/08/17 noted – JO advised minute should give AGM date as 04/07/17 and that minutes for signing amended. Committee discussed length of minute and how to reduce.</p> <p>3.2 Committee considered the Previous Minute Decision Implementation Report.</p> <p><u>Decisions Made:</u></p> <p>3.1 - Minute approved - proposed JB, seconded MF, signed by Chair JMc. Committee decided that minute to be streamlined further.</p> <p>3.2 - Committee confirmed happy with content at present.</p>	JO	31/10/17
<p>Item 4 – Internal Management Business Plan Report</p> <p>Committee noted the report and considered its content. JO took Committee through the report. Committee suggestion for Regulatory Standard 2 that an update could be provided in the Newsletter about recent Committee decisions. Committee also discussed having Committee attend some Customer Forum meetings as observers. Discussed different role of Forum and Committee and why Committee not permitted to be Forum members, as cannot be part of body to hold themselves to account.</p> <p><u>Decisions Made:</u></p> <p>4.1 – SHR Standards of Governance and Financial Management Self-Assessment outcomes report – KB to discuss with Forum the idea of Newsletter update and Committee members attending ad hoc Forum meetings as observers only.</p> <p>4.2 – Priorities to 31/08/17 – noting the impact of staff absences, Committee approved requests to carry forward targets as detailed in report.</p>	KB KB/JO	04/10/17 30/11/17
<p>Item 5 – Directors Report</p> <p>Committee noted the report issued (21/09/17), and considered its content. JO took Committee through the report. Following enquiry, JO clarified insurance stock reinstatement valuation and possible implication of higher insurance premium.</p> <p><u>Decisions Made:</u></p> <p>5.07 - EVH leadership programme – no one interested at present.</p> <p>5.08 - Drumcog SO meeting – Committee advised no matters to raise.</p> <p>5.11 - Share annual conference 9 -11 March 2018 – no interest at present.</p> <p>5.12 - Scottish Government smoke alarm consultation – KB to arrange response.</p> <p>5.13 - Staff development work with Remarkable to be revisited during October.</p>	- - - KB JO/KB	01/12/17 31/10/17
<p>Item 6 – Finance & Corporate Services Reports</p> <p>6.1 Committee and Membership Report:</p> <p>Committee noted the report and considered its content. JO took Committee through the report. Feedback on the 3 training events since the last meeting – all very useful.</p> <p><u>Decisions Made:</u></p> <p>6.1.1 - Share applications approved for Shares 766 – 772.</p> <p>6.1.4 - Training – attendance for Drumcog Equalities event of 16/10/17.</p> <p>6.1.5 - Committee diary – attendance for events: Staffing Sub-Committee meeting 10/10/07 – those present confirmed. CoM Meeting 31/10/17 – apologies from AB & AS.</p>	CoM SSC ¹ CoM	16/10/17 10/10/17 31/10/17

¹ SSC = Staffing Sub-Committee = JB, GB, MF, SK, JMc, JO'C & VP.

Item	Action	By
<p>6.2 Staffing & Health & Safety and Wellbeing Report: Committee noted the report and considered its content. JO took Committee through the report and provided updates on absence matters and action being taken. Discussed volume of work involved. Committee pleased to note work being undertaken and range of advice being taken to support staff and protect the Association.</p> <p><u>Decisions Made:</u> Continued approval for temporary staff, within budgeted contingency as per standing orders. Cost of absence to be reported to Oct CoM.</p> <p>6.3 Gifts and Hospitality Report: Committee noted the report and considered its content.</p> <p><u>Decisions Made:</u> None required.</p> <p>6.4 Annual Returns (FCA & OSCR) Report: Committee noted the report and considered its content. Noted report should be Itemed 6.4 and not 6.5. JO took Committee through each return.</p> <p><u>Decisions Made:</u> 6.4.1 - FCA return approved for submission by 31/10/17. 6.4.2 - OSCR return approved for submission by 31/12/17.</p>	<p>JO</p> <p>IF/JO IF/JO</p>	<p>31/10/17</p> <p>31/10/17 31/12/17</p>
<p>Item 7 – Housing Services Reports</p> <p>Committee noted the report and considered its content. KB took Committee through the report and provided updates on kitchen contract (change of onsite personnel); painterwork satisfaction (33/34 satisfied, 1 neither nor); and electrical inspections (6/8 certificates received others being pursued). KB took Committee through the tender report for the district heating replacement works, discussed the specialist nature of works and made request for specialist quality control (QC) of contract. Discussed the importance of SGN and Scottish Gas meeting agreed timelines for project.</p> <p><u>Decisions Made:</u> 7.0.1 - Kitchen contract – to pursue more proactive contract management and carry out joint inspections with contractor and quickly resolve issues found. 7.0.2 - Outstanding electrical certificates be pursued urgently with update to Oct CoM. 7.0.3 - District heating replacement – following consideration of tender report and subject to standstill period, J Frew, to be appointed as contractor for works. - Approval to employ services of specialist for QC of works and to appoint outwith financial authority limits due to specialist nature and high risk project. - SGN & Scottish Gas to be continuously pursued for timeline requirement.</p>	<p>DMc DMc KB KB KB</p>	<p>Ongoing 31/10/17 13/10/17 13/10/17 Ongoing</p>
<p>Item 8 – Policy Reviews</p> <p>8.1 Governing Body Members Guide: Committee noted the report and considered its content.</p> <p><u>Decisions Made:</u> Implement with an annual review. Issue copy to all committee for reference</p> <p>8.2 Governing Body Performance Review Policy & Process Review Committee noted the report and considered its content.</p> <p><u>Decisions Made:</u> Rename Committee Performance Review Policy. Implement policy.</p>	<p>JO</p> <p>JO</p>	<p>31/10/17</p> <p>06/10/17</p>

Item	Action	By
<p>Approved proposal from L Ewart and appointment for three year period – advise LE.</p> <p>8.3 Staff Development & Performance Review (Appraisal) Policy: Committee noted the report and considered its content. Committee were pleased to note the opportunity for supervising staff members to develop skills in this area. <u>Decisions Made:</u> Reviewed policy approved for implementation, to begin Oct and try to complete Nov.</p> <p>8.4 Flexible Working Policy: Committee noted the report and considered its content. <u>Decisions Made:</u> Reviewed policy approved for immediate implementation.</p> <p>8.5 Stress Policy: Committee noted the report and considered its content. <u>Decisions Made:</u> Reviewed policy approved for immediate implementation.</p> <p>8.6 Sabbatical Policy: Committee noted the report and considered its content. <u>Decisions Made:</u> Reviewed policy approved for immediate implementation.</p> <p>8.7 Social Media Strategy: Committee noted the report and considered its content. <u>Decisions Made:</u> Strategy approved for immediate implementation with update report March.</p> <p>8.8 Code of Conducts: JO confirmed SFHA updates to Committee members code of conduct and SFHA/EVH updates to staff members code of conduct had been implemented.</p>	<p>JO</p> <p>All staff</p> <p>JO</p> <p>JO</p> <p>JO</p> <p>IF</p>	<p>06/10/17</p> <p>30/11/17</p> <p>06/10/17</p> <p>06/10/17</p> <p>06/10/17</p> <p>27/03/18</p>
<p>Item 9 – Correspondence Committee noted correspondence issued.</p>		
<p>Item 10 – A.O.C.B The Chairperson allowed the following A.O.C.B. to be considered by the meeting: IPads for Committee use. <u>Decisions Made:</u> Approved in principle with more detail, pricing and demonstration to be provided before commitment.</p>	<p>JO/IF</p>	<p>30/11/17</p>
<p>There being no other business, the meeting closed at 8.00pm.</p>		

Minute
Approved by: Gail Boyle

Minute
Seconded by: Jean Black

Signed by
Chairperson: Josephine McGinty

Date: 31 October 2017