

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 26 NOVEMBER 2018 AT 6.30 PM AT ROAR, GLASGOW ROAD PAISLEY

Present: Eileen Graham, Karen McMillan, Ian Johnstone, Sandra L, Saroj Bains and John Sweeney

In Attendance: Kathleen McCutcheon, Elaine Thomson, Lorna Gilroy, Lorna Colville, Sandra Marshall and Nadia Fulton.

Observer :- Alison McKeown

1. a) **APOLOGIES**

Apologies received from Jim Weir, Scott Tsuro. Mairi Maclean on Special Leave

b) **RECORD OF ANY POTENTIAL CONFLICTS OF INTEREST**

None

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 29 OCTOBER 2018**

Board approved the minutes. Proposed by Eileen Graham and seconded by Karen McMillan.

b) **MATTERS ARISING**

None

3. **KPI Reports Q2 (Apr – Sept 18)**

All on track – no areas of concern

Board approved

4. **Management Accounts Q2 (Apr – Sept 18)**

Finance Manager confirmed that the budget was better than expected for the quarter. Finance Manager explained the reasons for the variances in section 4 and provided a brief description of the figures.

Board approved.

5. **Land Strategy Q2 (Apr – Sept 18)**

Director gave an update on each of the issues / projects and confirmed that Alasdair & Alan from Maryhill HA have been invited to the February meeting. Regarding the WET project, our Project Co-ordinator has been making a lot of connections with the people in the west end. He will be coming to the January meeting to provide a further update.

Board approved.

6. **Cx Implementation Report Q2 (July – Sept 18)**

Finance Manager confirmed that we are looking at options to replace our BID Officer who is due to leave us in December.

Finance Manager indicated that the Cx live date for Jan / Feb is now very tight. The upgrade last week has helped with some of the waiting list module problems but there are still some items not fixed. From Cx, they are saying that they have lost some staff and they underestimated the resource required for our project. The Factoring aspect may be a deal breaker as this does not appear to function correctly. Finance Manager also confirmed that as it is Cx's software, we cannot get anyone else in to finish the project. We have escalated our concerns to the project managers' boss. Staying with our existing UH system is not an option as this will become defunct and will not be supported longer term. The Board have confirmed they are happy to send a letter confirming concerns if required.

Board approved.

7. **Board /SMT Away day - report**

All agreed the Away Day report was a true reflection of the day. A revised Business Plan to be completed by Director by March 2019 meeting.

Board noted contents of report.

8. **Oliphant Court Update**

Technical Manager updated that we are waiting on a response from the Council as we have provided the latest information requested. There is no guarantee that we will not receive yet another list of queries. If this happens, potentially we may need another extension as work has to be finished and a completion certificate received from the Council by 31st March.

Board noted

9. **Sustainment Policy Amendment**

Housing Manager explained the small amendment to the policy, that phone calls, rather than visits, will be made by Clerical Officer and passed to the Housing Officers if any concerns raised

Board Approved

10. **Scottish Housing Regulator - Our Regulation of Social Housing: A Discussion Paper**

There was a discussion on the GWSF briefing report. Full guidance is due out in February.

Board noted

11. **Assurance House Update**

Director confirmed that we are going out to tender on Friday. Director will be meeting with Board member Karen McM to confirm the questions for the contractors. Tender returns will be due back the end of January. Director showed updated plans of Assurance House. A board member suggested we register as a social enterprise as this may be able to open some doors for us.

Board approved.

12. **Review of Affiliations 19/20**

Corporate Services Officer added that the Renfrewshire Chamber of Commerce was omitted from the report in error. Board approved the Affiliations, agreeing with the addition of the Renfrewshire Chamber of Commerce.

Board approved.

13. **Car Club Report**

Housing Manager provided information about the Car Club and there followed a detailed discussion about the pro's and cons of joining. Housing Manager advised that the costs at this stage are estimated but based on running the club for 2 years it would be approx.. £108 per month for the first year and £360 per month for the second year. The deadline for submitting an application for funding is 19th December and we will find out if we are successful in Feb 2019. Housing Manager is in the process of seeking guidance from the council on using off street parking for the charging points..

Board approved

14. **Calendar of meetings 2019**

Board approved the Calendar of meetings

Board approved

15. **Pensions: Defined Contribution Life Cover**

Finance Manager explained the changes to the defined contribution scheme And the Board agreed to continue the status quo.

It was also agreed that we would pay for only the basic Pension Trust report to come to us in spring 2019 and this will continue annually.

Board Approved

16. **Audit sub minutes 13/8/18**

Board noted

17. **PSPS minutes 13/8/18**

Board noted

18. Correspondence, Training & Feedback

Correspondence

- GWSF Charter Report
- EVH's 40th Anniversary book
- Ferguslie Park Annual Report
- Bridgewater Annual Report
- Thank you letter from Active Communities for our raffle donation
- EVH monthly report e-mailed to everyone

Training / Events

Feedback

FLAIR Annual Meeting.

Beth Welsh, committee member at Barrhead was elected as the FLAIR spokesperson. Our own board member, Sandra Loney was elected as Vice – Chair. Our Director received her long service award – 30 years in housing.

Board noted

19. Membership

One membership approved - Alison McKeown.

Board Approved

20. AOCB

Corporate Services Officer asked if the Board were still happy for our Calendar to be posted out – rather than e-mailing. As the emergency numbers are all on the calendar too, the Board were happy to agree to this continuing.

Staff / Board xmas night out is on Thursday 6th December at Gabriels, Paisley.

21. DONM

Next meeting is Monday 28th January 2019, at 6.30pm at ROAR, Glasgow Road, Paisley.

Meeting finished 8.45 pm

Minutes agreed	Date
KMC	15/01/19
ET	15/01/19
LG	16/1/19
LC	21/1/19