

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 25 JANUARY 2019 AT 6.30 PM AT ROAR, GLASGOW ROAD PAISLEY

Present: Eileen Graham, Karen McMillan, Ian Johnstone, Sandra Loney, Saroj Bains, John Sweeney, Jim Weir, Scott Tsuro, Mairi Maclean and Alison McKeown

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

Observer :- Magda Pawlik

1. a) **APOLOGIES**

None

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

None

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 26 NOVEMBER 2018**

Board approved the minutes. Proposed by Eileen Graham and seconded by John Sweeney.

b) **MATTERS ARISING**

- Pensions – as per advice from EVH, we had a quick survey with the staff.

All the staff agreed with the proposal

- Car club – Housing Manager confirmed that unfortunately we were unsuccessful with our car club bid. One of the reasons being that we had no identified parking point for the charging bay.

- Calendar of events. There is an error on one of the dates. An updated version will be e-mailed out to everyone.

3. **WET Project Update – Duncan Clelland**

Duncan Clelland our Project Co-ordinator gave a very detailed presentation of the West End Transformation project, explaining the background, aims, funding & budget and what are the next steps.

Board noted

4. **Draft Rent & Service Charge Report 2019/20**

Housing Manager provided a detailed explanation of the Draft Rent and Services Report, drawing attention to the use of the GWSF affordability leaflet, which the Board agreed with. Housing Manager pointed out that the proposed 3.2% increase will mean that some of the rents may be unaffordable for some of our tenants. There was a brief discussion around the garden maintenance, particularly in mixed tenure closes. The main issue here is that most of the owners do not live in their properties; they are private lets, so it is very difficult to get agreement from the owners to agree to the service. Housing Manager highlighted the high costs for some gardens and

asked the Board to agree to cap the amount of the garden service and to delegate both Housing Manager & Finance Manager to set the amounts, so it is not completely unaffordable. Board approved.

The Board also approved for consultation the rent increases as presented:

Rents: overall average rent increase 3.2% (adjusted to reflect the rent phasing).

Services

- Fuel : 0%
- Garden Maintenance: 0%
- Bulk Uplift Charge: 0%
- Bulk & Bin Assistance: 4.47% (due to bin assistance element)
- Close Cleaning: 0.2%
- Specific services for leased property

5. Draft Planned & Cyclical Maintenance Programme 2019/20

Technical Manager provided a detailed report on the Planned & Cyclical maintenance. She explained how new Government fire regulations on smoke detection, which come into effect in Feb 2019, has meant that we have had to rearrange our programme, This work is in addition to our previous prioritisation of fire prevention work. Although it will not now be until later in the 5 year programme, there is a catch up on kitchens and bathrooms planned. Technical Manager confirmed the proposed order of planned maintenance for the coming year.

Board approved for consultation year one of the 5 year Planned Maintenance and Cyclical Programme for 2019/20-2023/24

6. Draft 5 Year Financial Plan 2018/19 – 2023/24

Finance Manager provided a comprehensive explanation of the draft 5 Year Financial Plan. We will remain financially viable over the next 5 years, but will have to borrow longer term for development programme. A finalised Budget will be presented in March.

Board approved the draft 5 year financial plan and the assumptions therein. The Board confirmed that no further changes / detail need to be presented to the Board along with the final version.

7. Oliphant Court Update

Technical Manager confirmed that we hope to get a response from the council by the end of the week (one of the staff was off sick, but is now back). If we do not get approval to start work, we will formally complain to the Council on behalf of the Board. Through no fault of our own, we are getting very close to the extension period we were given to complete works.

Board approved.

8. Assurance House Update

Director confirmed that we are due to receive tender returns on 31st January. There are also Building Warrant issues with Assurance House. Our architect is meeting with the council this week. An update will be provided at the next

Board meeting. Director also confirmed that we were disappointed that our funding bids so far were unsuccessful. We will look at further funding opportunities.

Board Noted

9. WET Flat – removal from letting pool

Board approved the removal of 21 Argyle Street 0.2 from the letting pool for use by the WET Project.

Board approved

10. Correspondence, Training & Feedback

Correspondence

- EVH monthly report e-mailed to everyone
- GWSF monthly report e-mailed to everyone

Training / Events

none

Feedback

H & S briefing – good feedback. All Board members would like a copy of the presentation sent out.

Director updated the Board that Gordon Williamson, Director of Williamsburgh HA will be retiring in July this year. John Livingston, Development Manager will be retiring in February. Margaret Grant, Housing Manager at Bridgewater will also be retiring in March.

Board noted

11. Membership

None

12. AOCB

- Some Board members asked if a glossary could be provided mentioning PQM – not quite sure what this stood for.

Housing Manager, Finance Manager, Technical Manager and observer Magda Pawlik all left 8.35pm.

- H & S responsibilities all passed around and signed.
- Audit and Risk training for Sub Committee / Board – Sandra M collected details of availability.
- Internal Audit – Director updated the Board that she had received a phone call from SHR querying why we did not have an internal auditor, as this could be seen as a potential weakness. Director explained we are waiting on guidance from Regulator, but we have a plan in place for future.
- One board member raised a communication issue. There was a discussion regarding other staff contributing to reports other than the main presenter of the report. There were mixed views as most of the Board did not see this as an issue. For tonight's meeting, all of the Senior Team, work very closely collating the information for rent, service charge, cyclical & planned

maintenance, and anything relating to Finance matters, are usually answered by our Finance Manager. It was agreed the Chairperson had an important role in ensuring the meeting flowed well.

- Senior staff to bear in mind that Board have been provided with all the paperwork and do not necessarily need to go over all the details.

13. DONM

Next meeting is Monday 25th February 2019, at 6.30pm.

Meeting finished 8.50 pm