

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 31st OCTOBER 2022 AT 6.30PM

This meeting was a hybrid meeting via Teams

Present in office: Karen McMillan, Tina Russell, Mairi MacLean, Elaine Templeton and Ian Johnstone.

Present via Teams: Drew Mason, Saroj Bains, Michelle Hart and Sandra Loney. Neil McCall joined 18.43.

In Attendance in Office: Kathleen McCutcheon, Craig Reid, and Sandra Marshall

In Attendance via Teams: Lorna Colville, Tracy Fraser & Alan Graham

1a) APOLOGIES

Apologies received from Laura Clark. Jim Weir is on special leave.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None

2a) MINUTES OF MEETING HELD ON 21.9.2022

Minutes of meeting agreed. Proposed by Karen McMillan and seconded by Drew Mason.

b) MATTERS ARISING

- CE confirmed that the Gas Safety late checks were one month overdue, there was a procedural error, but they are all completed now.
- Equalities Data Collection – we have sent out the applicants data sheets and will send out the tenant ones next month.
- Business Planning day was successful for all. We completed our Fire drill for staff and board and had very positive feedback re the 'speed meeting' session with board and staff. An update to the Business Plan will be provided at the November meeting.

Board Noted.

3) COMMUNITY ENGAGEMENT STRATEGY REPORT

Senior Projects Officer confirmed that this strategy has been re-developed from our previous tenant engagement strategy to reflect our post pandemic world. We have several communities within PHA and understand that a one size fits all is not always appropriate. We are looking to continually improve the data we have on our communities and try to understand what our community aspirations are. We are

looking to gather richer data, beyond numerical data, and to use a broader range of tools.

Board member suggested that the good work already done in ensuring tenant representation on the board is given a more prominent place in sections 2 and 11. SPO agreed to amend this.

A brief discussion took place about the age and gender profile details which identified that often our younger tenants were female but we seemed to have more males when older. Discussion held on possible reasons why, such as families looking for houses as opposed to flats and generally its females with families as they get older. Although we have no firm explanation, we will be using the strategy to gather more information on our communities and tenants.

Following board approval Senior Project Officer will develop an action plan for delivery.

Board Approved.

Senior Project Officer left the meeting 18.52

4) COST OF LIVING FOLLOW-UP REPORT

CE confirmed that all SMT provided information in this report. It is important that the Board are clear on what we are having to cope with. We have started our budget process early this year. Other HAs have gone out to consultation with their tenants, but we have decided to do this later. CE believes that 23/24 will be a very difficult year.

Board Approved.

Tracy Fraser left the meeting 19.00

5) FCA AND OSCAR RETURNS

Head of Finance and IT confirmed to the Board that these returns have been submitted.

Board Approved.

6) DRAFT ASSURANCE STATEMENT

CE confirmed that the Assurance Statement, once approved will be uploaded to the SHR portal. CE briefly went over the main points of the Assurance statement, which the Board then approved.

Board Approved.

7) SMT AND STAFF APPRAISAL OUTCOMES

CE confirmed that, as like other HA's, there will be no recruitment just now.

Board Approved.

8) TREASURY MANAGEMENT REPORT- UPDATE

Head of Finance and IT explained reasons for changing current account to CAF Bank and confirmed that we would still be using a physical bank in Paisley (via RBS). KMCM expressed her concern about the closing of local banks

It was agreed the various variable loans would be repaid early.

Board Approved

Lorna Colville left the meeting at 19.10

9) GWSF FEE REVIEW CONSULTATION

Board discussed the increased fees for GWSF and how much we believe that those fees are value for money as GWSF are good at collating quality info, providing feedback, networking and also good campaign work. Board believe it is money well spent.

Board Approved.

10) TENANT SAFETY INTERNAL SAFETY AUDIT REPORT

Head of Asset Management confirmed that we had a reasonable level of assurance from the auditors and this was in agreement with his own findings. There were 6 recommendations and Head of Asset Management explained that the Fire Risk Assessment should be completed by Jan 23, and also our asbestos register needs to be updated and there was brief discussion around how this would happen. All recommendations should be tied up by April next year, so not too long. An updated action plan will be provided for the Nov meeting. The gas services which were out of date, they were only 1 month out of date and we implemented corrections as soon as we realised there were issues.

Board Approved.

11) UKRANAIN RE-SETTLEMENT UPDATE

CE confirmed that the Scottish Government are providing money for re-settlement. Although it is not as clear as it should have been, this seems to be for renovation long term voids. As we don't have any of these, we will not likely be involved with this.

Board Noted

12) DEVELOPMENT UPDATE

CE confirmed that the development meeting was not quorate and therefore looking for the decisions made to be ratified tonight.

CE explained about the land in Foxbar – The Dev Sub recommend appointment of a design team as opposed to a Developer led design & build. We have also approached RC for an additional piece of land in Foxbar,

[REDACTED]

The Board approved the decisions made by the development sub.

Board Approved

13) DEVELOPMENT SUB MINUTES 31.1.2022

Board Noted

14) AGM MINUTES 2022

Board agreed the AGM minutes. Proposed by Karen McMillan, seconded by Mairi Maclean.

Board Approved

15) CEASED MEMEBRSHIPS OCT 22

Board approved 3 ceased memberships.

Board Approved

16) AOCB

- FLAIR ANNUAL MEETING – anyone want to attend – Sandra will send out an e-mail, let her know.

- EVH Diaries – Ian, Sandra L, Mairi and Tina would like a diary.

- Xmas night out – date pencilled in – Thursday 15th Dec from 4pm – 7pm, in our office. Nibbles and drinks. Sandra will send an e-mail to confirm details.

- Board member confirmed how much they enjoyed the ‘speed meeting’ sessions with staff, getting perspective on hybrid working, pandemic, new office etc.

- CE confirmed the next stages for Assurance House are:-

a) get interview rooms and reception sorted out

- b) External cladding and rendering
- c) External signage

Cost plan for assurance House will be on the November Agenda.

17) DONM

Next meeting 28th November 2022

Meeting finished 19.50