

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 25 NOVEMBER 2019 AT 6.30PM AT WELLMEADOW BOWLING CLUB, ARGYLE STREET, PAISLEY

Present: Ian Johnstone, Eileen Graham, Sandra Loney, Saroj Bains, Karen McMillan, Michelle Hart, Alison McKeown.

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

1a) APOLOGIES

Apologies from Scott Turo, Jim Weir, Magda Pawlik, Lisa Jane Dock and Mairi McLean.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

Chief Executive notes her request for unpaid leave.

2a) MINUTES OF PREVIOUS MEETING HELD ON 28TH OCTOBER 2019

Board approved minutes. Proposed by Eileen Graham and seconded by Sandra Loney.

b) MATTERS ARISING

An extra Board meeting scheduled for Tuesday 3rd December 2019 regarding Pensions, paperwork handed out to those present and to be posted to those not in attendance.

Technical Manager highlighted McDermott Landscaper have still not sent over any assignment paperwork, discussed at previous Board Meeting on Oct 28th 2019.

3) KPI REPORT Q2 – (APRIL – SEPTEMBER 19)

Chief Executive summarised over all positive results from the report. It is highlighted that there is an underspend relating to planned maintenance. This has been highlighted among SMT and will be reviewed when deciding budgets. Board member requested that font is bigger on the report.

Board noted the report.

4) CX IMPLEMENTATION REPORT Q2 (APRIL – SEPTEMBER 19)

Finance Manager gave an update on new IT Officer, going well but no further information on whether the role will be extended beyond the current trial period. Chairperson questioned the progress of the new IT system and it was noted by

Finance Manager that there was difficulties with the consultant completing a successful data migration and that they were also currently carrying out an audit of the configuration to pinpoint where the errors lie. Board member questioned how the office move to Assurance House will affect this system, Finance Manager does not see this as an issue. It was noted the potential live date would be in the summer.

Board noted the report.

5) MANAGEMENT ACCOUNTS Q2 (APRIL – SEPTEMBER 19)

Highlighted that there is some surplus against the budget mainly due to the delays with Assurance House and CX. It was noted loan covenants were being met. No questions presented from the Board.

Board Approved the report.

6) LAND STRATEGY Q2 (APRIL – SEPTEMBER 19)

WET TEAM

Project drawing to a close, presentation being shown at next staff half day training where PR will be present. This is very positive for PHA. Staff will also be visiting UpHub, a community group which recycles goods, Duncan has been working in partnership with them.

WESTERFIELD

Submitting information to Scottish Government hopefully be on site in March 2020.

GLENBURN

Agreement on costs of work split between PHA and Sanctuary not yet agreed. Hope to be on site Feb 2020.

There was some discussion on the March 2021 being the deadline for all projects.

Critical stage in development for both of these projects.

ORCHARD ST

CE confirmed that we are still trying to draw up a legal agreement to protect PHA from any risks that may come from the project. Meeting with council on 3rd December, update from this will be provided at Pensions meeting.

Board noted progress.

Elaine Thomson left the meeting at 6.50pm.

7) FINANCIAL REGULATIONS

The Board noted the main changes to the Financial Regulations. In particular it was noted the Financial Regulations are now classed as group policy and the Development section has been amended to reflect how this now works.

It was noted in line with the FOI regulations, this Policy will now be published on the website.

Board Approved the revised Financial Regulations.

8) UNIVERSAL CREDIT REPORT

End of year summary of UC shows an impact on technical arrears due to the UC managed payment schedule. No apparent impact on sustainment and turnover. Overall the transition was handled well and the board commented how much hard work and effort has been made by the staff.

Rent payment at sign up is working well, although some flexibility has been applied.

9) DOMESTIC ABUSE POLICY

Housing Manager stated this draft policy needs further amendment subsequent to feedback being received from the council. Housing Manager is working toward delivering our Making a Stand pledges. Board agreed with the Policy being represented in January 2020. Training has been provided for staff and if the board wish any training this will be available.

Board Approved.

10) REQUEST TO RAMH FOR LEASE

Housing Manager presented an arrangement to provide 4 properties to RAMH (3 for rent and one leased as a support hub). This would be similar to Westerfield. It will take time to provide as the properties need to be in close proximity and it will be dependent on turnover. Board Member expressed the need for it to be closely reviewed in terms of the support given to vulnerable people and the impact this may have on the surrounding area.

Board Approved.

11) RAPID REHOUSING REPORT

The rapid rehousing report presented by HM provided information on how we are working with Renfrewshire Council to maximise lets to homeless people through Section 5 Homeless Referrals and other initiatives.

Board noted the report.

12) SHARED LIVING REPORT

Share Living is one of the Rapid Rehousing initiatives looking to use larger properties to provide housing for homelessness people who are willing to share accommodation. The initiative includes support and an agreement will be entered into with them to deliver the initiative. Discussion based on compatibility of two individuals proposed to live alongside each other raised some concern. Overall positive feedback but to limited to a couple of properties as there are risks involved.

Board Approved.

13)OUTCOME OF CE APPRAISAL

CE Appraisal was with the office bearers and chair of HR sub. Overall satisfactory performance from CE and positive feedback. CE requests 5 days unpaid leave, this had been previously agreed with the office bearers.

Board Approved.

14)ASSURANCE HOUSE

Further progress made, new handover date scheduled for November 29th 2019. The ventilation system needs checked over to ensure it doesn't pose any risks. Fire safety and alarm system still to be confirmed after some confusion surrounding ACS involvement in the project.

Board Approved.

15)CALENDAR OF MEETINGS 2020

Proposed to switch the dates for Januarys HR SUB meeting and Full Board Meeting.

Two dates for Speed Meeting (Board meeting with staff).

Sandra M will confirm which dates will be used for all the meetings at the next meeting.

Board Approved.

16) HR SUB MINUTES 22/07/19

Noted.

17)PSPS MINUTES 19/8/19

Noted.

18)OUTCOME OF SMT/BOARD AWAY DAY 2019

CE to revise business objectives to reflect discussions on the day.

Regulator has published all the Assurance Statements and will give individual feedback to each association.

The CE has requested Alison Smith, who facilitated the last Board/SMT away day, to provide a proposal to work on the Business Plan.

The difference between the budget and the actual spend for planned maintenance will be considered as part of the Draft Planned Maintenance Plan for 2020/21.

Board Approved.

19)ANNUAL PLANNING PROGRAMME

Annual planning programme shows what is coming in the next year.

We are trying to plan meeting agendas 3 months in advance.

Looking to cut back on the frequency of reports to be more efficient.

Board Approved.

20) REVIEW OF AFFILIATIONS

Not much change although agreed to stop affiliation with the Renfrewshire Chamber of Commerce.

Consider joining SFHA although costly but overall has useful benefits. After discussion decided to join and review after a year whether or not to remain a member.

Board Approved.

21)CORRESPONDENCE, TRAINING, FEEDBACK

Board Member Lisa Jane Docks request for special leave until April 2020 approved.

EVH Conference had mixed reviews on the speakers.

GWSF got excellent feedback for their annual conference and may look to have Karen McLusky at our FLAIR conference.

22)AOCB

John Hamilton is now the spokesperson for FLAIR.

23)DONM

Next meeting is on Monday 27th January 2020.

Meeting finished 8.50pm.