

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 28 OCTOBER 2019 AT 6.30PM AT WELLMEADOW BOWLING CLUB, ARGYLE STREET, PAISLEY

Present: Jim Weir, Eileen Graham, Sandra Loney, Saroj Bains, Karen McMillan, Michelle Hart, Magda Pawlik, Alison McKeown.

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

Guests: Gordon Birrell, Director, Cheine & Tait Financial Planning
Graeme Scott, Development Manager, Williamsburgh HA

1a) APOLOGIES

Apologies from Scott Turo, Ian Johnstone and Mairi McLean.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None

2a) MINUTES OF PREVIOUS MEETING HELD ON 23RD SEPTEMBER 2019

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

b) MATTERS ARISING

Chief Executive announced PR Ross Wilson to propose a 2 page spread to publicise the WET Project in local news.

3) PENSION PRESENTATION BY CHEINE & TAIT

Director of Cheine & Tait presented in depth presentation of the impact of the recent review of the SHAPS Pension Scheme in the long term. The review of the scheme will result in PHA paying higher deficit contribution in the future and higher total future service contribution rates. Board to assess whether to stay in scheme and pay the extra costs, apportion in a different way or completely re-evaluate the options offered. Finance & IT Manager and C&T Director explained statistics and figures that signify the changes in the scheme and how it affects PHA. There were some questions from the Board. The Board agreed they were not keen to rush this decision and suggested a separate meeting be held purely to discuss pensions, agreed provisional date Tuesday 3rd December and it was agreed that for the meeting more detail on options and costings should be provided along with the potential consultation document for staff and timetable for consultation.

4) DEVELOPMENT ORCHARD STREET

CE gave a presentation on the key facts relating to Orchard Street.

Chief Executive proposes creating an agreement between PHA and RC to ensure PHA is at no loss after taking on the risky works on CTI at Orchard Street, avoiding PHA ending up with 40+ properties which can't be let. Scottish Government seeking tender before March 2020 but Graeme Scott states anything decided in this short a time frame would not be useful to the project due to its size and complexity. Board members actively agree with drawing up a legal agreement to protect PHA's interests.

Board Approved the drawing up of a legal agreement to present to RC which protects PHA interests. If this is approved at the Jan 2020 RC Board commence an acquisition strategy in Orchard St.

5) AIDS AND ADAPTATION POLICY

Housing Manager explained reason for creating policy is to support tenancy sustainment and assist prospective tenants move into properties which meet their needs.

Board Approved.

6) PLAN FOR FIRE SAFETY COMPLIANCE

Report from Technical Manager outlined that PHA has to comply with new regulations which will be enforced from February 2021. Report also states which measures will be taken and suggests when.

Board Approved.

7) LANDSCAPE CONTRACTOR UPDATE

Report from Technical Manager updated the changes made to current landscape contractor, McDermotts becoming part of the Nurture Group.

Board approved and gave consent to the assignation (transfer) of our contract to Nurture for the remainder of its term.

8) INTRA GROUP AGREEMENT

Housing Manager reminded the Board of the Group Structure and sought approval to go forward with an intra group agreement between PHA, the parent and PSPS its subsidiary to meet regulatory requirements. The template provided is by TC Young Solicitors.

Board Approved.

9) FOI & EIR POLICY

CSO provided a presentation of how the FOI & EIR Policy impacts the Association as it is a public body. Approval sought to share information relevant to the Board and how this should be categorised when published.

Board Approved.

10) CEASED MEMBERSHIP

Removal of 5 members, 1 change of address and 4 not attended AGM for last 5 years.

Board Approved.

11) ASSURANCE HOUSE UPDATE

Chief Executive states Clarks appear to have a fairly disorganised site and are relying on sub contractors who have let them down. Date of Handover 7th November 2019, no defective works or damages will be accepted upon completion. Progress meeting scheduled Wednesday 30th October 2019.

Board Noted.

12) BENCHMARKING REPORT FLAIR

Chief Executive provided a report which shows PHA's performance compared to other HA's in FLAIR, and reflects extremely positively. More information was provided for discussion at Board Away Day on 24th October 2019 on PHA trends. The Board agreed this would be an annual report.

13) BOARD – OUTCOME OF APPRAISALS

Outcome of Board Appraisals show members looking to expand and are interested in training and shadowing opportunities. Newer members may need more time to fully understand the reports; CSO can provide any help necessary on request. Training has been identified for next year. Board are still happy to continue as volunteers and only claim expenses. A professional but supportive relationship between the Board and SMT identified. Board agreed that all members with more than 9 years experience have the skills and capabilities to continue on the Board.

Board Approved.

14) DRAFT ASSURANCE STATEMENT

After discussions at the Away Day, the Assurance statement, with relevant changes, was presented to Board. Board approved Assurance statement, which will now go onto the website for a short consultation before being signed by Chair and sent to Regulator.

Board Approved.

15) COMPOSITION, RECRUITMENT & INDUCTION POLICY

CE confirmed the policy outlines the expectations of PHA in terms of recruitment and sustainment of the Board.

Board Approved.

16) CORRESPONDENCE, TRAINING AND FEEDBACK

Correspondence

- EVH monthly report
- Special leave request for Scott Tsureo – till Jan 2020 – **Board approved.**
- Letter to housing stakeholders
- Nomination for FLAIR spokesperson and Vice spokesperson – no one interested
- Letter from SHR re Tenant & Resident Safety. CE confirmed that PHA's SMT discussed this and confirms that PHA meets their duties regarding tenant safety.
- Finance & IT Manager explained that tying up with the review of the group structure the solicitors TC Young had recommended updating the Articles of Association, for the subsidiary Paisley South Property Services. **Board approved** the proposed Resolution and agreed the articles would now be presented to PSPS to approve.

"We, Paisley Housing Association Limited, being the sole member of the PSPS entitled to attend and vote at a general meeting of PSPS hereby pass the following resolution (such resolution to have the effect as a special resolution) pursuant to sections 288 to 300 of the Companies Act 2006:-

1. THAT PSPS adopt the articles in the form attached hereto in substitution for and to the exclusion of the existing articles.

The Board agreed the Resolution be signed by the Chair on behalf of the Board. (Confirmed by TC Young 30/10/19)

Training / Events

GWSF – Annual Conference. 15th November 2019. Radisson Blu Hotel Glasgow – to attend Kathleen, Ian J, Jim W, Karen McM, Sandra L, Saroj B and Alison McK

EVH Annual Conference – 22nd- 24th Nov 2019. Fairmont Hotel, St Andrews - attend Ian J and Sandra L

The Gathering – 19th and 20th Feb 2020 – SECC, Glasgow

Feedback

Positive feedback from Board Away Day and members felt like there was no pressure when discussing matters in terms of time.

Board noted.

17) AOCB

It was agreed that this year we would not have a Staff / Board Xmas night out, as we will be having some office 'open' evenings to celebrate our new office.

18) DONM

Next meeting is on Monday 25th November 2019 at 6.30pm in Wellmeadow Bowling club.

Meeting finished 8.45pm.