

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 18 JANUARY 2021 AT 6.30PM

Due to the Corona Virus, we are unable to have face to face meetings. This meeting was a virtual meeting.

Present: Jim Weir, Ian Johnstone, Karen McMillan, Eileen Graham, Saroj Bains, Mairi Maclean, Michelle Hart, Sandra Loney & Beth Arthur.

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

1a) APOLOGIES

Apologies received from Scott Tsuro as he was running late. (Scott joined the meeting at 18.40)

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

Item 6 - Pensions for staff

Item 10 – EPB forms

2a) MINUTES OF MEETING HELD ON 30.11.2020

Proposed by Jim Weir seconded by Karen McMillan

b) MATTERS ARISING

None.

Scott Tsuro joined the meeting at 18.40

3) DRAFT RENT & SERVICE CHARGE REPORT

Head of Housing confirmed how things were more complicated this year due to the pandemic and staff all working from home. Focus was on the 2 options for the Board to consider. Both options incorporate rent phasing as the Association is going through rent harmonisation, which is a long term strategy to align LSVT stock transfer rents with all other rents. We looked at other HA's rent increases, including within FLAIR and also compared against private sector rents. Affordability testing using the SFHA toolkit was undertaken and both options show some improvement in affordability of rents from last year.

It was noted if Option 2 was agreed further savings of £100,000 is required over the 5 years (equivalent to £20,000 per annum) and that the SMT are confident we can achieve these. Head of Housing provided examples of monetary increases for both tenants whose property had reached the target rent and for those who had not using

Option 2 and gave the range of % increases for those rents which had not reached target rent. There was also some discussion on taking a year out for the rent harmonisation but it was noted that this would require further savings to be made. Board appreciated that we want to keep any rent increase as low as possible, but the harmonisation properties have had a lower rent for several years and do not want to see this go on for 11 years.

Board took a vote on which option to go with or whether to have another suggestion. Option 1 – everyone would get an increase. Option 2 – only 337 tenant's getting an increase, to continue the rent harmonisation.

Option 1 – 1 board member vote

Option 2 – 7 board member votes

No suggestions for another option.

One board member abstained. One board member had technical difficulties – (no video or sound) and was not able to vote.

Head of Housing went over the proposed service charges and highlighted to the Board that the charges reflect actual costs and do not have any admin costs added. Head of Housing also confirmed that the garden maintenance service charges are based on each gardens attributes rather than a flat rate.

Head of Technical also confirmed that we will be reviewing the bulk process this year to look for efficiencies.

Board Approved :Option 2 – (to apply a rent increase to properties which are not at target rent therefore only reflecting the rent harmonisation for year 6 and that those properties which are already at their target rent have a 0% rent increase) to go out to consultation along with a 1% proposed increase for the garage rent **AND**

Board also approved: the service charges for consultation.

4) DRAFT PLANNED & CYCLICAL MAINTENANCE

Head of Technical went over the proposed planned and cyclical maintenance programme. She also presented an out turn for 2020/21 showing the reduction in projected spend. Only one new contract, fire safety, had been able to start. The rest is being carried forward to next year. Contractors were still attempting to complete outstanding 2019/20 installs prior to the current lockdown. It is unclear if further work will take place before the end of 2020/21, and whether the start of our 2021/22 programme will be affected. Procurement will however be carried out in Q4 from the new i-FLAIR framework in preparation for 2021/22.

Board Approved - Year One (2021-2022) of the draft planned maintenance and cyclical programme 2021-2026 for resident consultation.

5) DRAFT 5 YEAR FINANCIAL PLAN

Head of Finance and IT went over the draft 5 year financial plan, in particular, the assumptions made for rent using CPIH unlike previous years when RPI was used. Head of Finance and IT also confirmed that with Board approval of Option 2 for rent consultation, there are further savings to be made to bring the financial position back to the position stated. We also believe that there will be Covid implications for some of the assumptions for the next couple of years and these have been incorporated. Board are happy with the assumptions made. There is one amendment to be made to sentence on Page 6 under the staffing section:-

For pensions we have assumed all staff currently within the FS 60th Scheme to continue for July 21 at 19.9% and assumed Defined Contribution at 12.6% thereafter for all.

This should say - For pensions we have assumed all staff currently within the FS 60th Scheme to continue to July 21 at 19.9% and assumed Defined Contribution at 12.6% thereafter for all.

Board noted the draft 5 year financial plan and the assumptions therein and have highlighted any changes they would wish made to the final draft.

Head of Technical left the meeting at 19.39

6) PENSION REPORT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Board Noted.

7) UPDATE ON CORONA VIRUS

CE confirmed that the report shows we are following all the government guidelines during this lockdown period, which we expect may be extended. The main issue at the moment is the closure of schools and nurseries and we continue to look at various flexible options to assist staff.

Board Noted.

8) UPDATE ON ASSURANCE HOUSE

CE confirmed that we finally got handover of Assurance House on Xmas Eve. We now have the keys. There are still a couple of repairs to be completed. Plan is for us to start to use Assurance House as our office for staff from 1st April 2021. We have also had a meeting with a letting agent regarding 64 Espedair St, so some For Let / May Sell signs will be going up in the near future. The letting agent seemed confident about letting.

Board Noted.

9) ANNUAL SIGNING OF H & S RESPONSIBILITIES

January is the time of year when the Board sign for their H & S responsibilities. This year they have been e-mailed out to everyone, asking them to complete and return to Sandra M. Hopefully this should be completed by end of January.

Board Noted.

10) ENTITLEMENT, PAYMENT & BENEFIT FORMS

CE confirmed that we received some funding which enabled us to assist out tenants aged over 65 with a £50 voucher. 3 Board members fell into this category. These 3 forms were all approved.

Board Approved.

11) AOCB

- Our Head of Housing confirmed to the Board that she intends to retire at the end of May 2021. She wanted to thank the Board for all their support over the years. The

Board wished Head of Housing all the best for the future.
CE confirmed this would be discussed at the HR Sub meeting next week.

Board noted.

- Head of Finance and IT had discussion about the CAF paperwork. Question about whether we would have to pay any penalties if we don't proceed with Orchard St. It was confirmed that as we are only committing at this time to the loans for Glenburn and Westerfield, no penalties if we don't proceed with Orchard St. It was also noted that we will be using some of the LSVT stock as security as noted in the report. against these 2 loans. It was mentioned that this is quite common these days.

Board note and approve all the recommendations noted in this report regarding:

- **Noting the report prepared by TC Young.**
- **Formally approve the security is as proposed in this report. (105 Units)**
- **Formally approving the signing of the loan agreement and security documentation , and associated documentation, for the CAF lending, as noted**
- **Approving the Authorised Signatories being the Chair , the Secretary and the Head of Finance & IT.**
- **Delegate to the Authorised Signatories agreement on the final amendments, if required, to the loan and security documentations.**
- **Delegate authority to the Authorised Signatories to sign all the documentation in relation to the loan & related security, as required, including the Officers Certificate and the minute of this meeting.**

- HR sub meeting – time to be agreed for next Monday - Sandra M to e-mail and confirm details

- Pension meeting next week – Sandra M to e-mail and confirm to all board members

12) DATE OF NEXT MEETING

Pension meeting – w/c 25th January 2021

Next Board meeting will be on Monday 22nd February 2021.

Meeting finished at 8.15pm

