

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 21st SEPTEMBER 2022 AT 6.30PM

This meeting was a hybrid meeting via Teams

Present in office: Karen McMillan, Sandra Loney, Tina Russell and Ian Johnstone.

Present via Teams: Neil McCall, Drew Mason, Saroj Bains and Laura Clark

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

Chief Exec initially chaired the meeting as this was our first meeting after the AGM.

Office Bearers are as follows:-

Chair - Ian Johnstone

Vice-chair – Jim Weir

Secretary – Sandra Marshall

We have 4 sub groups - Members are now as follows:-

HR Sub Group

Karen McMillan (Chair)

Jim Weir

Ian Johnstone

Sandra Loney

PSPS

Sandra Loney (Chair)

Jim Weir

Ian Johnstone

Neill McCall

Audit Committee

Mchelle Hart (Chair)

Ian Johnstone

Jim Weir

Development Sub

Drew Mason

Karen McMillan

Sandra Loney

Jim Weir

If anyone would like to consider joining the Audit Committee, please let us know.

We are looking to reduce the number of meetings we have throughout the year and dates for next years meeting will be provided in November 2022.

Ian Johnstone took over chairing the meeting.

1a) APOLOGIES

Apologies received from Mairi Maclean, Michelle Hart and Elaine Templeton who has completed the paperwork and has joined our board. Jim Weir is on special leave.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None

2a) MINUTES OF MEETING HELD ON 29.8.2022

Minutes of meeting agreed. Proposed by Karen McMillan and seconded by Sandra Loney.

b) MATTERS ARISING

- Head of Asset Management confirmed that we are not going back out to tender for our kitchen contract as costs are continuing to rise considerably and contractors are struggling to get materials and labour. This is such an uncertain time at the moment.
- Head of Finance and IT confirmed that the Audited Financial Accounts (AFS) Return has been submitted to the Regulator and the return to the Pension Trust has also been submitted in the timescales required. We are rated as low risk from SHAPs
- CE confirmed that with the increasing gas prices and the rent freeze to March next year (all of which could impact on our income/costs), we are not proceeding with the proposed asset management posts. We need to have a clearer idea of how the cost of living increases will affect us and so it is sensible to review this at a later date.

Board Approved.

3) GAS PRICES / COMMON HEATING REPORT

CE confirmed the massive increases in gas costs and updated that there was an announcement today that if you are in a contract the average price capped will be approx. 7.5p per unit. (Govt. will pay difference but only until March)

Head of Finance and IT provided a detailed explanation of the choices we have and confirmed that there is no guarantee of what will happen from April. The service charge is normally increased each year to cover shortfall in prior year costs, but as a Board a decision will need to be made (not at the moment , but at the beginning of the year) whether PHA will absorb some of these rising costs, as we believe there will be a considerable increase.

CE also mentioned that there are still questions regarding the rent freeze – as several HA rent rises are due on 28th March rather than 1st April. Legislation is going through the Scottish Parliament and this happened without any initial consultation with SFHA. Discussion around how this situation was also affecting developers & private lenders. It was also noted that we usually use inflation to determine new rent calculation, which is expected to continue to rise significantly up to possible 13%. These are unprecedented times and suggestion made that we contact our local

MP's, maybe via FLAIR, to confirm how any rent freeze actually affects Housing Associations.

Head of Finance and IT confirmed we will be focussing in a one year contract for gas. The best option at the moment is Yu Energy. Board agreed to go with Yu Energy and if a better option becomes available before the end of September, the SMT can decide to go with the best deal available.

We will continue to look at any funding which is available. We need to work out what the real costs are for tenants and what we as an organisation can bear. We will provide an update to tenants before the end of the calendar year.

Board Approved.

4) Cx IMPLEMENTATION REPORT

Head of Finance and IT confirmed we have agreed an updated contract amendment. The caveat in place is, if they can't deliver – they will provide extra days consultancy if required. If we can't deliver our part, we will have to pay for extra days.

Board Noted.

AOCB- Head of Finance and IT is looking to amend investment with Sherbrook originally agreed in June. Using CAF portal, the HSBC are offering a better rate and so we are looking to swap £85k from Sherbrook to HSBC.

Board Approved.

Head of Finance and IT left the meeting at 7.21pm

5) ASSET MANAGEMENT STRATEGY

Head of Asset Management informed us that the strategy is usually for 3 – 5 years, but this time we are looking at a strategy of 2 years in line with our business plan. The main focus will be around fuel poverty and tenant safety. With so much uncertainty we need to pause & reflect. Use this as an opportunity and look at stock over next 2 years, while concentrating on aiming to agree gas and electric solutions for George Street /Storie Street and Oliphant Court.

Board Approved.

6) TENANT SAFETY ASSURANCE REPORT

Head of Asset Management provided an update on where we are regarding tenant safety. In particular highlighting 6 missed annual gas services, which are now all completed, but will have to be reported within the Annual Assurance statement and Annual Charter report. This was due to internal management within our staff process and we have now tightened up the procedures.

There was also some asbestos information missing and we are looking into how much information should be retained. Although a Fire Risk Assessment is not a legal

requirement, it is considered good practice and so we are looking into this too. We have also engaged with a Health and Safety consultant to ensure that going forward we are compliant. There will also be a 1/4ly update report to the board.

Board Approved.

Head of Asset Management left the meeting at 7.40pm

7) HR SUB MINUTES JUNE 22

Board Noted.

8) AUDIT COMMITTEE MINUTES NOV 2021

Board Noted.

9) AUDIT COMMITTEE MINUTES JAN 22

Board Noted.

10) AGM MINUTES 2022

Corporate Services Officer had been on holiday and apologised that the minutes were not ready. They will be sent out with the October paperwork.

Board Noted.

11) SELF ASSESSMENT ON ASSURANCE REPORT

CE highlighted areas of non compliance:-

Tenant Safety – as per report no.6. To be confirmed over what time period they were missed.

Equalities and Human Rights – we will look to do something about this in October.

Tenant Engagement – during pandemic we switched engagement to assistance. We are in the middle of our Tenant Satisfaction Survey and result will be presented to the board in October.

Neil McCall left the meeting at 7.44

12) REPORT ON GOVERNANCE ISSUE

CE confirmed that there was no issue with governance, but re-iterated that if any board member has any issues regarding any governance issues please go to either our CE or Chair in the first instance.

13) HYBRID WORKING REPORT

CE provided brief details about the results of the survey from our HR student. We are also continuing to log foot-fall into the office, which is extremely low. Since covid people are now used to using phone / on-line rather than come to the office. Also as a side note, during a staff survey, staff said they spend more money in Paisley now than previously at Espedair Street and pre covid.

14) AOCB

Corporate Services Officer confirmed that the Board Training Budget was now over the limit and therefore Board will not be able to attend any further fee paying events.

Question raised about the SMT / Board business Planning Day on 27th October. CE confirmed this was still scheduled to take place, concentrating on reviewing business plan and how we are doing with objectives. This will be confirmed at the start of October.

CE has stated that we are looking to reduce the number of board meetings next year to 6 meetings and also reduce the number of sub meetings per year.

15) DONM

Next meeting 31st October 2022

Meeting finished 8.05

Initials	Date
KMC	13/10
CR	17/10
LC	19/10

