

PAISLEY HOUSING ASSOCIATION

**MINUTES OF THE BOARD MEETING HELD ON 24 FEBRUARY 2020 AT 6.30PM
AT WELLMEADOW BOWLING CLUB, PAISLEY**

Present: Jim Weir, Eileen Graham, Karen McMillan, Sandra Loney, Mairi McLean, Michelle Hart, Ian Johnstone and Scott Tsuru.

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

Observers: Beth Arthur.

1a) APOLOGIES

Apologies received from Saroj Bains & Lisa Jane Dock on special leave.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None.

2a) MINUTES OF MEETING HELD ON 27/1/2020

Proposed Eileen Graham seconded Sandra Loney.

b) MATTERS ARISING

Chief Executive met with Alison Smith to discuss the Business Plan and a provisional date of 7th May had been pencilled in. Half a day will be for Board members, and the other half for SMT.

3) KPI REPORT Q3 (APRIL – DEC 2019)

Board were happy with the size of font. Only one red arrow, Head of Technical had a meeting with the door contractor due to increase in installation time. Doors will now be partially painted prior to coming on site and we are confident that this will pull back installation times in April / May.

Board Noted.

4) Cx REPORT Q3 (APRIL – DEC 2019)

[REDACTED]

[REDACTED]

Board approved delegated authority to Head of Finance & IT to progress talks and draft a revised contract notice, taking advice from our lawyers.

Board approved delegated authority to office bearers if a decision is needed before the next board meeting.

[REDACTED]

Board Approved the action proposed.

5) LAND STRATEGY Q3 (APRIL – DEC 2019)

The Chief Exec provided update on development.

Westerfield – hopefully receive offer of grant letter for next board meeting

Orchard street – there is another progress meeting tomorrow. We are progressing with acquisitions and there may be an article in the PDE over the next week or so.

Glenburn – Offer of grant letter received this week. Still outstanding is the legal agreement with Sanctuary. Chief Exec's main focus over the next week will be to get this completed and office bearers can sign it off. Clerk of Works has suggested key milestones and he will also be attending monthly site meetings. He will not be able to instruct contractors, which is reasonable. Board confirmed they are happy to approve going forward with the Glenburn project.

Board Approved

6) CONSULTATION FEEDBACK FOR RENT & SERVICE CHARGES

A tabled report on consultation feedback was issued on the night. Head of Housing provided detailed explanation of where figures came from. We had a 16% response from tenants – which is a high percentage return. There is a positive response in support of the Rent & Service Charge increase. There are still concerns about the Bulk service.

There was a brief discussion about the caretaker service at Oliphant Court. There is still a daily presence there, but clarified that the caretaker service is not a concierge service.

The Board considered the feedback and approved the rent and service charge increases for 20.21 as proposed.

7) CONSULTATION FEEDBACK FOR PLANNED & CYCLICAL MAINTENANCE

A tabled report on consultation feedback was issued on the night. Head of Technical confirmed there was a good response of 14.6%.

There were very few area's of concern, paying for 'bulk' being the main one. There was a discussion about how the bulk service benefits the whole area but tenants don't seem to appreciate what it would be like if we didn't collect it. Suggestion to change the name from 'bulk services' and also to get some publicity to potentially show, via photo's, how much better the area looks when we maintain a certain standard with our bulk service.

Head of Technical confirmed that an external handrail requested on Thompson Brae is an adaptation.

Board approved the 5 year Planned Maintenance and Cyclical Programme for 2020/21 – 2024/25.

8) ANNUAL BUYING & SELLING STRATEGY

The Annual Buying and Selling Strategy confirms there has been no sales or purchases in the year and details the priorities for the coming year. Head of Housing confirmed that our priorities remain the same as last year and there were only minor changes to the Strategy to bring it up to date.

Board Approved

9) MANAGEMENT ACCOUNTS Q3

The Head of Finance & IT confirmed that the actual figures to December were looking good and it is anticipated the year end will be slightly under budget. Full explanation of the figures was provided and it was confirmed that we are keeping an eye on voids and rent arrear figures. It was noted the rent arrear figures appear high due to the timing of Universal Credit payments.

No questions from Board.

Board Approved the Management Accounts for Q3

The Head of Finance & IT, Head of Technical and Head of Housing left the meeting at 7.45pm.

10) REVIEW OF STANDING ORDERS AND DELEGATED AUTHORITIES

A folder containing the review of standing orders and delegated authorities for each Board member was handed out on the night, to be retained individually. Chief Exec

confirmed that this review had very detailed information. There were things that we did, but didn't actually have the process written down. This review clarifies who has what power / what the Board do / what the staff do. The Board will be given time to review this document, and therefore this will be on as an Agenda item for the March meeting. Internal Auditors will be looking at Governance and this document will be reviewed to ensure we are following these guidelines.

Board Approved.

11) SUSTAINABLE DEVELOPMENT POLICY

There was some discussion around how achievable all aspects of the requirements of the Policy are. It was agreed this would be a best endeavours to be strived for as opposed to a rigorous standard. It would be based on funding and savings needed in particular developments.

Chief Exec confirmed that this was a new policy.

Board Approved.

12) HOUSING 2040

The Board confirmed that they were in agreement with GWSF's response and also agreed with the tone of the response.

Board noted.

13) AUDIT SUB MINUTES 3.12.2019

Board Noted.

14) PSPS MINUTES 11.11.2019

Board Noted.

15) UPDATE ON ASSURANCE HOUSE

The works for Building Control have been completed. We are now waiting on BC inspecting the property. There are still lots of snagging to do and we are continuing to keep the pressure on. We may get on site by end of March.

There has been no response from the last letter we sent to company we are having dispute with. CE will provide an update next month if we receive any correspondence.

Board noted.

16) CORRESPONDENCE, TRAINING AND FEEDBACK

Correspondence:

- EVH monthly report – e-mailed 10.2.20
- GWSF monthly update – e-mailed 10.2.20
- SHARE winter issue
- GWSF – Use of social media and other forms of communications

Training/ Events:

- Briefing session 16th March at 62 Espedair St. Please let Sandra M know if you are unable to attend.
- Women In Housing – 6th March. Sandra M will confirm travel arrangements to Sandra L, Karen McM and Mairi McL nearer the time.

Feedback:

- FLAIR CE meeting – Joe McBride is now CE of Williamsburgh and attended his first FLAIR CE meeting. FLAIR have a business plan which is also being reviewed at the moment.
- The Gathering had some interesting workshops and Housing Association had very good feedback.
- Menopause awareness training was very enlightening.

Board noted.

17) AOCB

- Photo opportunity at Espedair St office to celebrate International Women's Day. Mairi and Eileen to come along for 2pm.
- Board Planning day 7th May – please keep this free.
- Amending dates for Board meeting:
Board meeting in March amended from 30th to 23rd.
Board meeting in April amended from 27th April to 4th May

Board approved

18) DONM

Monday 23rd March 2020.

Meeting ended 8.30pm.