

PAISLEY HOUSING ASSOCIATION

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

Present: Eileen Graham, Karen McMillan, Ian Johnstone, Sandra Loney, Saroj Bains, Jim Weir, Scott Tsuro, Mairi Maclean

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

Observer :- Magda Pawlik

Item 3 - Development presentation by Maryhill HA Development Team, Alistair McArthur & Alan Ray.

Alistair explained how Maryhill HA provide development services to other HA's. He then provided an update on each of the 3 development projects we have currently:-

Glenburn project - liaising with Sanctuary. Alastair showed plans of what the potential houses may look like. We are still in talks with Sanctuary regarding the full agreement.

Westerfield project – showed plans of the site, but explained that we are not as far forward with this project. Both of these are included in the SHIP and therefore money has been allocated towards them.

Foxbar – having difficulty with this one as the Council are not really engaging at the moment – and as this is not included in the SHIP, this project will be more difficult.

Director confirmed the whole process for development is very complex and complicated, which is why we have Maryhill HA providing development services.

1. a) **APOLOGIES**

Apologies received from John Sweeney

b) **RECORD OF ANY POTENTIAL CONFLICTS OF INTEREST**

None

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 25th JANUARY 2019**

Board approved the minutes. Proposed by Eileen Graham and seconded by Jim Weir.

b) **MATTERS ARISING**

- Updated Calendar of Events was e-mailed to everyone.

4. Consultation Feedback

A) Housing Manager provided details of the feedback received on the Rent / Service Charge consultation 19.20. We sent out 1166 proposed rent & service charge letters. We received 159 responses. 104 agreed with the proposals. We sent out the GWSF Affordability leaflet this year and asked for feedback on it. Majority of tenants made no comment or said they had not read it.

Tenants are given a wide selection of how to respond to the consultation. Completing a survey monkey is one of them, but there were no responses using this method, so we may look to cancel this option in future.

Board approved the proposed rent and service charges for 2019.20

B) Technical Manager provided details of the feedback received on the Planned consultation of Planned and Cyclical Maintenance. Our response of 11.96% was higher than last year. Out of 144 responses who voted, 115 were in favour of the proposed plans, 29 against. It was noted that a high majority of those in agreement were from tenants who were not actually getting work done themselves. Main comments received were requests for information beyond 19/20 programme. Everyone who made comment is in for work in the 5 year programme.

Board approved the draft maintenance programme without amendment.

Magda Pawlik left the meeting.

5. KPI Reports Q3 (Oct – Dec 18)

Good results shown on the KI report, with only 1 red arrow. The windows at Barterholm Road and doors at our older Foxbar properties are due on-site in February. This work represents a substantial spend.

Board Noted

6. Oliphant Court

Technical Manager confirmed the up to date position with the Building Warrant. The council have now said that a BW is not required. Instead a 'Late completion certificate' is needed after work is done. Technical Manager is seeking clarification on why this advice has changed. We hope to pilot one flat on 6th March, and if Council is satisfied, then we will be able to complete the works and determine whether a further extension request is needed.

Board Noted

7. i-FLAIR framework 2020/21

Technical Manager confirmed this is will be our 3rd i-FLAIR framework. Our collaborative framework arrangement has worked very well for us in reducing our procurement risk and shortening the process. Frameworks are recognised by Scottish Government as delivering value for money. For the development of this framework, everyone is keen to explore ways of getting smaller, and local, companies involved in the framework.

Board approved our continued participation in i-FLAIR Framework three

8. Management Accounts Q3 (Oct – Dec18)

The main variances were explained by the Finance Manager. It was noted that the decrease in reactive repair spend was considered to be because of the effect of the planned maintenance programme.

Board approve the Management Accounts and all corrective action where proposed.

9. Cx Implementation Report Q3 (Oct – Dec18)

Finance Manager confirmed there have been some intense meetings with Civica. Following the replacement of the Project Manager at CX we now have weekly meetings set up and a monthly on site visit from our new project manager. Meetings are more structured and communication has improved but we are still unsure if we are making significant enough progress. We are continuing to work with Cx to deliver the project, but this is being monitored closely.

Board noted the report.

10. Common Allocation Policy

Housing Manager confirmed that this policy has been a long time in the making and that is why the whole policy has been provided to the Board. Housing Manager pointed out there is some flexibility within the common allocations policy and this gives us the opportunity to make best use of our stock and apply processes specific to us. After extensive consultation with all parties, feedback has been very positive, with only one change to the policy being applied. Lorna highlighted the importance of having an information sharing protocol in place before the policy's proposed implementation date of the 1st May 2019. Lorna also advised that the Combined Section 5/ Nominations Agreement also needs to be looked at in conjunction with the new policy and this is due to be started after the policy's approval. There will be a common application form but there will not be common housing register.

Board approves the finalised Common Housing Allocation Policy for implementation on 1st May 2019.

11. GWSF Strategic Priorities 2019/20

Director explained that each year GWSF refresh their strategic priorities. Board are happy with the priorities set. Director will confirm with GWOSF our approval of the Priorities for 2019/20.

Board noted

12. Assurance House Update

Director confirmed we received 2 tender returns. We are in the process of reviewing these and will have a meeting with the Architect tomorrow. We are still waiting for the building warrant and cannot appoint a Contractor until we receive this.

Board noted

13. Audit Sub minutes 12.11.18

Board Noted

14. PSPS minutes 12.11.18

Board noted

15. Correspondence, Training & Feedback

Correspondence

- EVH monthly report e-mailed to everyone
- EVH Pension A –Z issued to Board

Training / Events

- GWSF Annual Summer Community Regeneration Conference – Friday 21st June – to attend Jim Weir, Sandra L and Karen McM.
- FLAIR Audit & Risk training – Tuesday - April 16th
Afternoon course :- Ian J, Sandra L, Mairi Macl, Saroj B, Scott T and Karen McM
Evening Course:- Jim W, Eileen G, John S and Alison McK
- EVH – Governing Body One Day Seminar Sunday -12th May

Feedback

Director confirmed the ACOSVO Strategic Planning Event and The Gathering were good events to attend. In particular the Gathering had a very good session on Branding

Board noted

16. Membership

One membership approved - Magda Pawlik

17. AOCB

- Director confirmed that John Livingston has now retired and she attended a short presentation at Williamsburgh HA

- SFHA have written to us to ask if we were interest in joining them. After a brief discussion it was agreed that the Director would invite SFHA to come to speak to us at our September / October Board meeting

18. **DONM**

Next meeting is Monday 25th March 2019, at 6.30pm.

Meeting finished 8.40 pm

initials	date
kmc	27/02/19
et	11/3/19
LC	14/3/19
LG	19.03.19