

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 25 SEPT 2018 AT 6.30 PM AT ROAR, GLASGOW ROAD PAISLEY

Present: Jim Weir, Eileen Graham, John Sweeney, Karen McMillan, Ian Johnstone, Sandra L and Scott Tsuru

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

Office Bearers are as follows:-

Chair - Ian Johnstone

Vice-chair – Jim Weir

Secretary – Eileen Graham

We have 3 sub groups current members as follows:-

HR Sub Group

Karen McMillan (Chair)

John Sweeney

Jim Weir

Eileen Graham

Ian Johnstone

PSPS

Ian Johnstone (Chair)

John Sweeney

Jim Weir

Eileen Graham

Sandy Morton

Audit Sub Group

Ian Johnstone (Chair)

John Sweeney

Jim Weir

Eileen Graham

Sandra Loney has expressed an interest in joining the PSPS sub group. It is also noted that as Ian J has taken over as Chair, we would look to elect a new Chair for both the Audit Sub group and PSPS.

Ian J took over chairing the meeting.

1. a) **APOLOGIES**

Apologies received from Mairi Maclean, Saroj Bains and Annie Patrick.

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

EVH Salary Consultation for staff.

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 27th AUGUST 2018**

Board approved the minutes. Proposed by Jim Weir and seconded by Karen McMillan.

b) **MATTERS ARISING**

Paisley FM-the Technical Manager confirmed that she had now received an e-mail from the Planning dept of Renfrewshire Council which confirm that the sighting of a 6 meter pole for their aerial would be classed as 'de minimis' and does not require planning permission.

3. **Alterations and Improvements Policy**

Technical Manager highlighted the minor changes proposed to the Policy. She confirmed to Sandra L that the reference to 'notional' life for qualifying improvements is the length of time something is expected to last e.g. a new kitchen is expected to last for 15 years.

Board approved the Alterations and Improvements Policy

4. Oliphant Court Update

Technical Manager confirmed that the requested drawings will be ready this week. Once sent to Building Control, they may come back to us for further information. We are not sure how long this will take to turn around, but we are hoping within a couple of weeks.

Technical Manager left the meeting 6.50pm.

5. Common Allocation Policy and presentation

Following on from last month's meeting the Housing Manager gave a very detailed presentation on the main changes. Most of the FLAIR Associations operate a group plus priority allocations policies which recognise multiple needs, the Council are now just looking to introduce multiple need. The main aims are very similar to what we have at the moment. Housing Manager confirmed if anyone want a copy of the full policy, let us know and we can e-mail out. Housing Manager confirmed that we are looking to go out to consultation along with other partners to the draft common policy in October to the end of December and results will be brought back to the January Board meeting.

Board approved.

6. Harassment Policy

This policy was initially brought to Board in June and has been re-written after comments made then. Further amendments are required for section 7 - the removal of the word 'racial'. The H1 form was deemed to be a little outdated, also removal of 'racist' before graffiti. There was some discussion on social media being used as form of harassment. Housing Manager is to make the amendments and update the form.

Board approved the Harassment Policy.

7. Housing (Scotland) Act 2014

Housing Manager updated the Board on how the changes brought in by the Housing (Scotland) Act 2014 will affect our tenants. Tenants will be sent notification of changes before the end of October.

Board noted contents of report.

8. Draft Annual Report to Tenants 2017/18

Housing Manager confirmed that we are keeping the same format as previous years. A question was raised regarding the staff costs, which was thought to be less than last year. Housing Manager will look into this. Housing Manger looking to use 'before' and 'after' photos in the Annual report this

year, rather than individuals, due to the new GDPR regulations. Space will however determine if this can be achieved.

Board approved the report.

Housing Manager left the meeting 7.55 pm.

9. AGM 2018 Minutes

Spelling errors with a couple of names. Board approved the minutes

Board approved.

10. Assurance House Update

Director confirmed that Building Warrant has been submitted. Director would like to have a separate meeting in October about Assurance House. Date to be confirmed. Director confirmed that the Climate Challenge Fund Application has been submitted.

Board noted the position.

11. Salary Consultation 2018

After brief discussion, Board agreed that salary negotiations should be for 2/3 years, kept as simple as possible and keep same inflation indicator. Director will respond with our feedback to EVH.

Board approved.

12. Board Away Day programme update

Draft programme of the day issued to everyone present. As we are having a facilitator, the day will be quite different to previous away days. Director explained what would be happening during the day.

Board approved the programme.

13. Correspondence, Training & Feedback

Correspondence

-Resignation letter from Iain Dewar – our thanks to Iain for his contributions while on the Board.

-New Chief Executive at Ferguslie Park – Catrina Miller

-Special leave requested from Mairi Maclean from today until the end of December. **Board approved.**

- GWSF mentoring service. 2 Board members (Jim Weir and Sandra Loney) would like to participate in this and will be going along to the meeting in November to find out more about this.

- GWSF issued an information briefing about Committee Induction. We follow the guidelines contained in this.

Training / Events

GWSF Annual Conference – to attend John S, Karen McM and Sandra L.

Feedback

AGM - positive feedback received.

Feedback Director

Director has given a couple of Careers talks to students from West College Scotland. Both Rachel, our clerical assistant and Duncan, our WET Project Co-ordinator also spoke to the students.

Board noted

14. Membership

None

15. AOCB

Board members completed survey about receiving board papers electronically. Some cannot open documents, think because they are being sent in a zipped file.

16. DONM

Next meeting is Monday 29th October 2018, at 6.30pm. Venue to be confirmed.

Meeting finished 8.45pm