

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 27 MAY 2020 AT 2.00PM

Due to the Corona Virus, we are unable to have face to face meetings. This meeting was our first virtual meeting. Chief Executive chaired this meeting.

Present: Jim Weir, Eileen Graham, Karen McMillan, Saroj Bains

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

1a) APOLOGIES

Apologies received from Michelle Hart and Sandra Loney. Ian Johnstone has also requested special leave from April to the end of June. Jim Weir will act as Chair during this time. **Board approved** Ian's special leave.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None.

2a) MINUTES OF MEETING HELD ON 24/2/2020

Proposed by Eileen Graham seconded by Karen McMillan.

b) MATTERS ARISING

None

3) KPI REPORT Q4 (APRIL – MAR 2020)

Chief Exec confirmed that the Government lockdown, due to the corona virus, was a week before the end of our year, but this did have an impact on our figures. Head of Housing explained that we did have a few red arrows namely increased turnover during the year and also a slightly higher than targeted re-letting time both of which results in a higher percentage of rent loss. There were 11 void properties at year end, and as we were unable to action these, due to the lockdown, this did have a negative impact. Noted was the higher figures for tenancies ending due to deaths (15 – but not due to the virus. The figure was 10 last year) and evictions.

Head of Technical explained that the figures are as correct as they can be, but as contractors shut down for lockdown, we did not have invoices to allow us to shut down all jobs for year end. This will be resolved for ARC. Planned maintenance incomplete work will be carried forward to 20/21 and the budget adjusted accordingly.

Board member questions if line 27 was reporting performance for Anti Social Behaviour and this was confirmed.

Board Approved.

Head of Housing and Head of Technical left the meeting at 14.20

4) MANAGEMENT ACCOUNTS Q4

Head of Finance and IT said the main areas to highlight were that our surplus was higher than budget, mainly as Head of Technical has confirmed that due to lockdown, not all of our planned maintenance was actioned. The underspend in overheads is mainly due to the delays with both Assurance House and CX. There is no issue with bad debts at the year end, but this is likely to change in the new year.

Board Approved.

5) 5 YEAR FINANCIAL PLAN

Head of Finance and IT confirmed that the updated 5 year financial plan had been sent to lenders . It was noted this is final version but most of the assumptions remained as per the draft presented to the February meeting. Head of Finance and IT also said we may required to do a revised budget, because of the unusual circumstances, to reflect changes in arrears, voids, inflation & planned maintenance. Chief Exec has said that it is too early to calculate what the total financial impact will be of the impact of Corona Virus at this stage. On returning to the office a Risk Assessment will be carried out and there will be financial implications from this for example more PPE, Social Distancing equipment, etc. It is also likely that the “ no evictions policy” may be extended; this will have an impact too. Head of Finance and IT confirmed we had received grant funds for the furloughed staff and this will help compensate for additional spend.

Board Approved.

6) Cx REPORT Q3 (APRIL – MAR 2020)

Head of Finance and IT confirmed that the Office Bearers had approved the revisions to the contract change note including the additional spend .Board agree this is a reasonable compromise. [REDACTED]

Board Approved.

7) LAND STRATEGY Q4 (APRIL – MAR 2020)

Chief Exec updated that construction stopped after lockdown announced on the 23rd March.

Orchard Street - We had completed some sales before lockdown. We are aiming to have a virtual meeting with the Council in the 2nd week of June.

Glenburn should start to progress now that construction industry are starting to open up again. Hopefully some news by the June Board meeting.

Westerfield – we are awaiting a response from Scot Govt. re our submission. Not

sure how this will go either 1) really keen to get all potential new builds starting or 2) nothing may happen as there is no money for housing.

We will just need to wait and see what will happen.

Board member suggested an opportunity for us to buy up properties on other sites? That may be something we could consider, depending on how things end up. Chief Exec agrees and this is something that would be part of a future Land Strategy Review but that is now on hold until we get some indication from Scot Govt. on future direction of travel.

Board Approved.

8) UPDATE ON CORONA VIRUS

Chief Exec provided an update based on the route map issued by Scot Govt. It is likely that we will be in Phase 3 or 4, before returning to work. So potentially this will be end of July or August. It is a dynamic situation that changes from week to week. There are still 6 staff furloughed until mid June at present, a further 5 have come back to work. Some returning staff may run out of work again and will be furloughed again.

Board Member asked about the anxiety and health levels of staff. Chief Exec confirmed that no staff members have tested positive for Covid but a couple of partners of staff have and a number showing symptoms so self isolating but still working from home.

A detailed staff survey has been sent out and everyone responded, both working and furloughed staff. On the whole everyone is okay. We have provided any IT equipment needed and also office chairs, if requested, have been delivered. There is a lot of anxiety regarding coming back to work, especially for those with children, as they may not be back at school. We will have to take a different view on working hours and flexibility, and work around people's circumstances. Board member asked about helplines for staff who are struggling. Chief Exec confirmed that our counselling service is still open and details have been passed onto staff. We also give a half day rest to all working staff each week and we all finish at 4pm on a Friday.

Chief Exec also confirmed we should be receiving SHR report on Corona Virus this week, after all HA's had to complete a monthly return.

Board Noted.

9) REVIEW OF STANDING ORDERS AND DELEGATED AUTHORITIES PACK

Chief Exec confirmed this pack was issued at the last meeting and some of the details in there have proved very useful during these circumstances for example noting what emergency arrangements we have.

Board Approved.

10) UPDATE ON ASSURANCE HOUSE

[REDACTED]

Board Noted.

11) DATA PROTECTION BREACHES

CSO confirmed that we had 3 minor data breaches in the last 3 months. We have not notified any of these breaches to ICO due to the minor nature of the breaches. We have updated our process, changed how to send certain e-mails, highlighted to staff the importance of personal information.

We have been reporting these minor breaches to the SHR but don't feel that is required. In future, if we have to report any breaches to the ICO, these will also be reported to SHR as a notifiable event.

Board Approved.

12) AOCB

Chief Exec confirmed that she has been keeping in touch with FLAIR, GWSF and EVH throughout these circumstances. EVH have been excellent during all of this.

Jim W and Saroj B attending EVH virtual GB meeting on 27th May. Feedback to follow at next meeting.

Board member finds it easier to have board papers issued, so we will look into this for the next meeting.

13) DONM

Next meeting will be on June 29th, but will be at 2pm. Looking for a couple more Board members to attend.

Meeting finished at 3.30pm