

**PAISLEY HOUSING ASSOCIATION**

**MINUTES OF THE BOARD MEETING HELD ON 26 OCT 2020 AT 6.30PM**

**Due to the Corona Virus, we are unable to have face to face meetings. This meeting was a virtual meeting.**

Present: Jim Weir, Lisa-Jane Dock, Ian Johnstone, Sandra Loney, Michelle Hart, Karen McMillan, Saroj Bains, Alison McKeown & Beth Arthur

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

**1a) APOLOGIES**

Apologies received from Eileen Graham and Mairi Maclean. Scott Turo is on special leave.

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

Item No 4 – Pensions for staff

**2a) MINUTES OF MEETING HELD ON 29/9/2020**

Proposed by Sandra Loney seconded by Karen McMillan

**b) MATTERS ARISING**

Chief Executive confirmed that the Government had now officially delayed the date for compliance for Fire Safety from Feb 2021 to Feb 2022, but we are going to stick with our plan and this will give us plenty of time if there are any no access issues.

**3) SERVICE CHARGE POLICY**

Head of Housing confirmed this was the first review of the policy and there were no significant changes required. Westerfield and leased properties have been added in. We have also removed the annual monetary figures and added more detail to how the service calculations are made. There was a question about our open spaces and Head of Housing confirmed they fall out with the Service Policy and are dealt with as an overhead as they are spread across all of our stock and included within rent.

**Board Approved.**

**4) PENSION REVIEW – Recommendations from the Short Life Working Group on Pensions**

[REDACTED]

[REDACTED]

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[REDACTED]

**Board Approved.**

**5) PSPS MINUTES**

**Board Noted.** There were no comments.

Head of Finance & IT left the meeting 19.13

**6) SHARE REMOVALS / CEASED MEMBERSHIP**

Corporate Services Officer confirmed that there were 4 ceased members, 3 not having attended an AGM in the last 5 years and 1 who had let us know that they wished to cease their membership

**Board Approved.**

**7) DATA PROTECTION POLICY**

Corporate Services Officer confirmed that the main changes to the updated Data Protection Policy were due to the recent GDPR regulations.

**Board Approved.**

**8) SELF ASSESSMENT PROGRESS REPORT / ASSURANCE PLAN STATEMENT**

Chief Exec confirmed that we are due to upload our Assurance Statement by 30<sup>th</sup> Nov, so the actual Assurance Statement will be brought to the Board at our Nov meeting. CE provided the details of areas of non-compliance. There was a question about App 3 – Tenant & Resident Health & Safety & Notifiable Event. Board member looking for further details, rather than a 'YES' reply. Chief Exec to amend the wording to provide fuller explanation but to confirm that we do all necessary H&S

inspections. CE also confirmed that after corresponding with our insurance company our areas need to be inspected quarterly, and that this is now deemed an essential task. No further information required by the Board

### **Board Approved.**

Lisa-Jane Dock left the meeting 7.30

### **9) IMPACT OF COVID ON FUTURE BUSINESS PLANNING**

The Chief Exec apologised that the front page had not been completed. Should say: Recommendations - The CE recommends the following is a summary of the impact of Covid on the Business. Board should consider if there is anything further they require to consider with relation to the impact of Covid on Business Plan. -

Finance - Short to medium term cashflow are strong. Longer term implications for annual, 5 and 30 year budget need to be assessed.

Equal Op - Our priority has been to direct our services to vulnerable, older and homeless people during the pandemic. However this has not been at the detriment of our Tenants who have received a full service throughout. -

H&S - We have maintained all H&S priorities for the public. Some internal H&S checks have been delayed due to office closure but these will be caught up in Q3.

Risk - Risk has been assessed for: Staff and Board ;Tenants, Owners and applicants and Contractors and Construction site.

Charter - The Charter Report has been delayed to Dec. A Draft Report will be available for the Nov meeting.

New Regulations Implications - Compliance with gas safety ( 11 certs outstanding but hope to reduce). Right To Repair ( suspended as unable to comply during Lockdown but now caught up). Internal Audit- delayed to Feb 2021.

Relevance to Business Plan – Business Plan review delayed to March 2021

Chief Exec stated we have saved money on not recruiting staff and have also received some funding and grants. As expected our rental income has reduced. Head of Housing confirmed to the Board that turnover is currently at the same level as pre covid. There is an increase in people wanting own door properties rather than flats and there has been an increase in some people's expectations of lets coming through homelessness. Overall there is increased vulnerability in our customer base. Our success in getting funding has helped in managing our rent arrears as it has provided assistance to those in crisis. Anti-social cases have reduced as tenants are not expecting the Association to deal with everything.

Head of Housing also advised that we have introduced a Housing Enquiry Form onto our web-site followed up by a telephone housing options interview to replace our pre covid process as this works better remotely for staff and customers.

Head of Technical confirmed that we have not spent as much as we would usually have by this time of year on repairs although the volume is now more normal. Our role has changed a bit, as we have had to pick up issues with vermin the Council would previously have dealt with.

We are about to plan our budget programme in the context of not knowing when this situation will end.

**Board Approved.**

### **10) OUTCOME OF BOARD / PSPS APPRAISALS**

Chief Exec confirmed that Board and PSPS appraisals were all completed. Preference is definitely to have an actual meeting rather than virtual, but appreciate that we have no option at the moment. The Board have adapted well to the virtual meetings and Chief Exec will continue to look at technology for Board. There were some good training suggestions from the Board.

Board also confirmed that we continue not pay Board members ( except for expenses).

If the Board have any training requirements which would benefit the Board with an improved competency, we would be happy to look at providing training.

**Board Approved.**

### **11) UPDATE ON ASSURANCE HOUSE**

Chief Exec confirmed we are still waiting on the roof warranty. [REDACTED]

[REDACTED]

[REDACTED] If a decision has to be made quickly, Chief Exec will arrange to get OB together.

It was also agreed that the CE would provide a verbal report each month instead of a written report.

**Board Noted.**

### **12) CORONAVIRUS MONTHLY HIGHLIGHTS**

CE advised we have changed the monthly report to just be a headlines Report.

Chief Exec confirmed that we have had one member of staff contract corona virus. They were off sick for 1 week and then worked from home for another week. Anyone who has symptoms or whose household has symptoms will not go to the office for 14 days.

Head of Technical confirmed that we now had 4 responses to our consultation.  
**Board approved deferring rewiring, door and bathroom work until 2021/2022.**

Head of Technical also confirmed that CCG are trying to get some of their Covid costs from shutdown from us. We have formally responded refuting any contractual liability.

**Board Noted**

### **13) FLAIR AGM AND NOMINATIONS**

Chief Exec, Chair and Vice Chair all to attend the FLAIR annual meeting virtually on 18<sup>th</sup> November 2020. No one wants to be put forward for FLAIR spokesperson.

**Board noted**

### **14) ASSET MANAGEMENT ANNUAL REPORT**

Head of Technical provided brief update on Asset management Action Plan, most of which is complete.

Head of Technical also commented that we still have Adaptation grant money for 20/21 to spend. We have publicised this to tenants. But the drawback is that home visits have to be carried out by Occupational Therapists.

Head of Housing will be reviewing the transfer list to see if an adaptation could be a better solution for the tenants than a move. We will also see if our Energy Advice Project can identify any possible adaptation requirements.

Head of Technical explained the traffic light graph on the Appendix. The red stock showed front doors not been replaced within the timescale. This was deferred as they were still in good condition and did not need to be replaced. We have non factored main door flats in Foxbar which have still to be re roofed. It was also noted that for one scheme in Broomlands St window's are extremely expensive to replace and previously we had decided to sell empty properties. We may now try a different approach and try to buy, with help from council. We will be re-thinking this during the budget talks on the proposed planned programme

**Board approved**

### **15) AOCB**

- We have received a letter of resignation from Mairi, as she is struggling with the technology for the virtual meetings. The Board unanimously agreed to try to assist Mairi further, rather than resign. If special leave would also assist this would be acceptable for the next couple months. Chief Exec to contact Mairi to see if we can help.

- Pay Award from EVH. Slightly unsure exactly what EVH are actually asking. We feel we should go with what had been agreed. EVH can come back to us with their actual proposals.

- Chief Exec appraisal. This is due to be completed during November. Corporate Services Officer will send out survey form to Board, SMT and CSO. This to be completed within one week, then responses will be collated and an appraisal meeting set up with OB and Chair of HR Sub Committee. Chief Exec will also complete a secondary form to be issued to OB and Chair of HR Sub.

-Board member let us know that another HA had provided simplified ipads to their Board members, which seemed to have worked very well. Chief Exec will look into this.

**16) DATE OF NEXT MEETING**

Next meeting will be on Monday 30<sup>th</sup> November 2020 at 6.30pm.

Meeting finished at 8.30pm