

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 27th MARCH 2023 AT 6.30PM

This meeting was a hybrid meeting via Teams

Present in office: Karen McMillan, Ian Johnstone and Elaine Templeton and Mairi Maclean

Present via Teams: Michelle Hart, Saroj Bains, Laura Clark, Emmanuel Dufegha and Sandra Loney

In Attendance in Office: Craig Reid, Anton Nugent, Andrew Eaglesham and Sandra Marshall

In Attendance via Teams: Lorna Colville and Kathleen McCutcheon

1a) APOLOGIES

Apologies received from Jim Weir , Neil McCall and Drew Mason

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

No. 13 – Staff E,P & B

2a) MINUTES OF MEETING HELD ON 20.2.23

Minutes of meeting agreed. Proposed Karen McMillan and seconded by Sandra Loney.

b) MATTERS ARISING

- 1) Re Assurance House – CE confirmed that tender report will be due by the end of May. Also to be discussed at the Development Sub meeting in April.

-2) CE updated board that we have purchased both properties.

- 3) [REDACTED]
[REDACTED]
[REDACTED]

Board Noted.

3) LEASES

Senior Housing Officer highlighted the main points of the lease report, including confirming what organisations have leases with us and confirming they are reviewed between 1 and 3 years, depending on the contract signed.

Throughcare are looking for an additional 2 leases. Throughcare deal with unaccompanied refugee children aged from 16 to 25. SHO explained that we might have some turnover in properties that have common heating system due to increase in fuel costs, therefore it would be a good option for us to be able to offer these types of properties to Throughcare. We have held discussions with Throughcare and they have advised that the properties with the common heating system would be ideal for them if they were the ones that were to be offered to them. There were no further question and Board approved two further leases to Throughcare.

Board Approved.

Senior Housing officer left the meeting at 18.40

4) 5 YEAR FINANCIAL PLAN (INCLUDES 5 YEAR SHR SUBMISSION)

Head of Finance confirmed that this was based on the draft plan which the Board approved in Jan, but updated with the approved rent increase figures and soem known amendments to costs both some timings and price changes . In particular it was noted that insurances have increased significantly – they are rising by up to 40%. GWSF have surveyed RSL's to get a better understanding of the issue. It was noted many RSL's are seeing a large increase in part due to high inflation and in part due they lack of competition as some insurance companies have pulled out of the RSL market.

Head of Finance and IT briefly went over the sensitivities. It was noted the last column on this table had the wrong date. It should be 27/28.

Board Approved:

- **the 5-year financial plan and the assumptions therein.**
- **Delegate to the Head of Finance & IT, the authority to submit the SHR 5 Year Financial Plan Return, on behalf of the Board.**
- **Delegate to the Head of Finance & IT, the authority to submit this Financial Plan to the various lenders by end March 23, as part of the financial covenant requirements.**

Head of Finance and IT left 18.48.

5) REPORT ON DAMPNESS / CONDENSATION ISSUES

Head of Asset Management confirmed that more emphasis is being put onto mould and condensation conditions after the tragic death of a child in an English HA. There has been a lot of media attention and we perhaps expected more enquiries / requests for mould and condensation to be inspected. We have had 22 such requests. We are trying to have an understanding of individual's circumstances in all of these and have started to use environmental sensors in homes, which record temperature levels. Also thermal imaging camera's and looking to confirm if the

building has defects. We will analyse the figures over the summer and have a strategy with clear information about how we would deal with this issue going forward. Training will be provided for all staff, with more detailed training for the Technical staff. Question from board member saying the government have confirmed these issues are not lifestyle issues and we should be letting tenants know how to reduce mould and condensation. Head of Asset Management that over the summer we are looking at longer term solutions will have more comprehensive details on what should be done.

Head of Asset Management also provided update about the bathroom contracts. Our contractor is now 8 months behind and are really struggling due to lack of labour. We will be re-tendering this contract but are aware there are significant delays, and don't see this getting any better in the short term. Board member asked if there will be cost implications and very possibly there will be as inflation is higher now than at the last tender.

Board Noted.

Head of Asset Management left 19.12

6) CEASED MEMBERSHIP

Corporate Services Officer confirmed that there was only 1 ceased membership and that we now have 30 members in total.

Board Approved.

7) REVIEW OF NOTIFIABLE EVENT REGISTER 22.23

Corporate Services Officer confirmed that there were no notifiable event this year and that our Chair will sign annual report to confirm this.

Board Approved.

8) NOTIFIABLE EVENTS POLICY

CE confirmed there was very little change to the Policy, which is based around the SHR guidelines. This policy is provided to new board members at their induction.

Board Approved.

9) DEVELOPMENT SERVICES SLA

CE confirmed that Development Services are provided by Maryhill HA and we have been very happy with their service. Orchard Street in particular is very complicated and they have provided a very good service. Although we would normally require to

tender this service as it is so specialised and complex issues in development it is important to have consistency of service.

Board Approved the use of MaryhillHA for development services to March 2025.

10) FINAL QUARTERLY REPORT ON HYBRID WORKING

CE confirmed that we have now been using hybrid working for a year and are happy with the results. It has been beneficial to staff and no detriment to services. Bigger challenge going forward will be what will we do with our office. A proper feasibility study should be completed and the purpose of our space needs to be looked at.

Board questioned if staff are working from home – is office equipment covered under their own insurance policy or it is covered under our office policy. CE will check this and get back to board for the next meeting. Board member asked if we have a Hybrid working policy? CE confirmed we do not, but would expect EVH to provide a model policy on this, so she will check with EVH if one is likely to come out soon.

Board Approved the continuation of hybrid working.

11) INTERNAL AUDIT ON EQUALITIES

CE updated the Board that we have had a recent Internal Audit on Equalities. They requested lots of information and although there are some recommendations, there is nothing significant. At the Board 'Away Day' in May, we have arranged for some Equality training. An Action Plan will be submitted to the Audit Sub in May.

Board Approved.

12) REVISED STAFF STRUCTURE APRIL 2023

CE confirmed that this had originally gone to the HR sub but was agreed it should go to the full Board due to the significant cost. Most of this was discussed last August, but was put on hold at that time due to the cost of living crisis. All the costs have been included in the 5 year budget and with this new structure we should be better placed to deal with the ongoing challenges

Board Approved the changes required to meet the revised staff structure.

13) PAYMENTS TO STAFF – E,P, & B.

CE explained that during covid we had revised how many holidays you were allowed to carry forward / get paid for. But as from this year, everything is now back to normal. Our IT dept was the most stretched and staff did not have many holidays, so we have agreed to pay them for more holidays than initially allowed to get back on track this year.

Board Approved.

14) AOCB

- CSO asked about amending the start time of the AGM. It was agreed to amend the start time to 6.30, to be the same as the Board meetings.
- CE updated the Board that the draft engagement plan from SHR confirmed there is no engagement from SHR. This will go public on 31st March and then we will put this onto our website.

Board Noted.

15) DONM

Next meeting Tuesday 30.5.23

Meeting finished 20.15

