

Minutes for Paisley Housing Association Board Meeting
 27th April 2026 Hybrid and Board Room

NO.	Minutes for Board meeting 27th April 2026 held at 6.30pm
5.0	Notifiable Events Register
5.1	CEO confirmed there are no Notifiable Events outstanding.
	Board noted the Notifiable event verbal update
6.0	Items for Approval or Decision
	Policies for Approval
6.1	EVH Terms and Conditions + Summary of Changes
	CEO confirmed the main changes were due to the updated Employment Law and some minor wording changes.
	Board approved the EVH Terms & Conditions as proposed by Elaine Templeton and seconded by Karen McMillan
	Redacted -

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.2	<p>Buying and Selling Strategy 2026-2031</p> <p>The Board approved the Buying and Selling Strategy for 2026–2031, confirming Paisley Housing Association’s approach to managing changes to its housing stock in order to protect investment, meet landlord obligations, and reduce risk within mixed-tenure blocks. The strategy confirms approval to continue targeted property purchases—particularly where doing so secures majority ownership in blocks, improves control over essential repairs, or safeguards neighbourhood standards—and to dispose of properties where minority ownership, disproportionate maintenance costs, or factoring constraints create unsustainable risk. Annual acquisition and disposal activity will operate within the agreed financial parameters set out in the strategy and the wider business plan.</p> <p>The strategy confirms delegated decision-making arrangements, with the Director of Assets & Development authorised to approve individual purchases (within set thresholds), apply offer adjustments, delay sales where market conditions warrant, and report annually on activity to the Board. All sales remain subject to Board approval, with delegated authority for price reductions where properties remain unsold for extended periods. Financial assessments, cash-flow appraisals, and compliance with Housing Association Grant (HAG) recycling requirements are confirmed as mandatory decision-making elements for all transactions.</p> <p>Key actions required include maintaining and annually reviewing the buying and selling register, proactively engaging with owners of high-priority properties, and applying the detailed purchase and disposal criteria consistently. Officers are required to carry out financial and title assessments, manage Mortgage to Rent and shared ownership cases in line with Scottish Government guidance, and ensure accurate system records and external notifications. The strategy will be delivered through existing resources, monitored through annual reporting, and formally reviewed every five years.</p>
	Board approved the Buying & Selling Strategy and annual budget as proposed by Karen McMillan and seconded by Tina Russell
	Redacted -

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6.3	<p>Annual Review of Registers 25.26- Gifts & Hospitality, Entitlements Payments & Benefits, Notifiable Events and GDPR/FOI</p> <p>The Board approved the Annual Registers Report, noting that all required registers—Notifiable Events, Gifts and Hospitality, Entitlements, Payments and Benefits, and GDPR/FOI—are accurate, up to date, and fully compliant with Paisley Housing Association policies and with the Scottish Housing Regulator’s Governance and Financial Management Standards. The report provides assurance that internal controls and governance arrangements are effective, that all statutory and regulatory requirements are being met, and that there are no areas of non-compliance identified.</p> <p>Board member questioned whether we can have a minimum amount threshold e.g £50 for recording. Current policy requires all gifts to be recorded, regardless of value.</p> <p>Chair is required to sign the Notifiable event register. This was signed at the end of the meeting. Officers will continue to maintain and regularly review the registers in line with existing policies, report notifiable events to the Board as required, and monitor GDPR/FOI activity to ensure continued compliance and regulatory assurance.</p>
	<p>Board approved the Annual Review of Registers 25.26 – Gifts & Hospitality, Entitlements Payments & Benefits, Notifiable Events, GDPR & FOI. as proposed by Elaine Templeton and seconded by Karen McMillan.</p>
	<p>Redacted -</p>
7.0	<p>Items for Discussion</p>
7.1	<p>Publication Document Library</p> <p>The Board is asked to note the contents of the Publication Summary table. Links have been provided to allow Board members to review documents and where received via email, publications will be uploaded to the iBabs Digital System Document Reading Library for ongoing reference.</p> <p>iBabs – documents – shared folders.</p> <p>The Board is expected to discuss the content of these publications where relevant and consider any implications for policies, procedures, or operational practices. This ongoing monitoring reinforces the Association’s commitment to continuous improvement, proactive governance, and regulatory compliance.</p>
	<p>Board noted the contents of the Publication Document Library Report.</p>
	<p>Redacted -</p>
8.0	<p>Items for Information</p>

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8.1	<p>Assurance Evidence Audit Check</p> <p>The Board received a verbal update on progress with the Association’s Assurance Evidence Audit checks. We are looking to get dates confirmed by Board members to action their audit checks in the next week or so. CI7PM and CSO will take the Board members how to access the spreadsheet and there is a audit check template for the Board members to complete.</p> <p>The next assurance audit cycle, scheduled for completion by June, will cover HR & Equalities (Elaine), Development & Governance (Karen), and the Policy Register and Review Schedule (Damian). The update provided assurance that work is progressing in line with regulatory expectations and planned timescales.</p> <p>CEO confirmed our internal auditor is happy with our progress and that the full Audit Report would come to the Board for information. The board is asked to note the verbal update on Assurance Evidence Audit checks.</p>
	Board noted the verbal update on Assurance Evidence Audit Check.
8.2	<p>Policies approved by Board 26.27</p> <p>Board asked to note the policies due for renewal. Outstanding policies have notes with explanations and dates they are due.</p>
	Board noted the Policies approved by Board 26.27

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8.3	<p>Board Training on Regulation and regulation plans 26.27</p> <p>The Board received training from CEO on regulation, regulatory oversight, and the annual assurance framework. The presentation covered the role of the regulator, how regulation plans are triggered, notifiable events, assurance statements, and the evidence the regulator uses, including board minutes, governance arrangements, tenant safety, financial performance, and complaints handling. Members were reminded that regulation is risk-based and that developing associations are particularly likely to be subject to engagement or regulation plans. It was emphasised that the Board’s role is to ensure it receives sufficient information and evidence to sign off the annual assurance statement with confidence. CEO addressed each engagement regulation plan for 2026-2027 with explanations as to why there was one.</p> <p>Board members asked several clarifying questions during the session. One member asked whether the regulatory information required involved “a lot of duplication”, querying if the regulator was asking repeatedly for the same financial and assurance data already submitted through other channels. Another question focused on regulation plans, specifically whether having a regulation plan increased risk or concern from lenders and banks when borrowing or developing. There was also discussion questioning why engagement or regulation plans can be applied in situations that appear to be outside an organisation’s direct control, such as building defects, remediation costs, or sector-wide safety issues.</p> <p>In response, it was explained that while some duplication exists, regulators require assurance through multiple returns and evidence sources to manage sector risk consistently. It was clarified that lenders are accustomed to regulation plans and do not automatically view them negatively, particularly where the organisation is developing and otherwise well-governed. The training concluded with reassurance that regulation plans are often a monitoring tool rather than a sanction, provided boards remain informed, minutes clearly record decision-making, and assurance evidence is robust. No formal decisions were required for this item, and members confirmed they had no further questions at the end of the session. The board is asked to note the Regulation Training & regulation plans for 26.27</p>
	Board noted the regulation training and regulation plans for 26.27.

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8.4	<p>Homemaster Report</p> <p>The Board noted that the Homemaster project remains on track against the approved project plan, with progress made through Data Pass 2 testing and implementation training underway. While some data migration issues from Data Pass 1 remain unresolved—most notably around UH Allocations data—these are scheduled to be addressed during Data Pass 3. Contract termination arrangements with Civica CX and MRI Castleton Financials have been formally agreed, budget expenditure remains within approved limits, and Go Live is still planned for early August 2026.</p> <p>Actions required are to proceed with the agreed next steps, including completion of Data Pass 2 testing, delivery of implementation training, commencement of Data Pass 3 from early May, and provision of additional data migration information to Homemaster. The Board is asked to note the update, approve the proposed next steps, and continue to receive monthly progress reports from the Director of Finance & IT to ensure risks remain controlled and milestones are achieved.</p>
	Board noted the Homemaster Update report.
9.0	Any Other Competent Business
9.1	<p>FLAIR CONSTITUTION</p> <p>CEO confirmed we have an updated FLAIR Constitution, with no changes. CHAIR required to sign this document. This was signed at the end of the meeting.</p>
9.2	<p>FLAIR Conference</p> <p>The FLAIR Conference this year will be on Thursday 18th June, at the Normandy Hotel. We are looking to see how many Board members would like to attend. CSO to send an e-mail to the Board with details of the conference.</p>
	Board noted the AOCB items.
10.0	Date of Next Meeting – Tuesday 26th May 2026
	Board meeting finished 7.30pm

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Agenda Item No	Actions	Date Due to Be Completed
8.1	Assurance Evidence Audit Checks to be completed for Finance, Factoring and H & S Compliance	End of May 2026
9.2	CSO to send e-mail with FLAIR Conference details to see how many board members would like to attend.	By 20th May 2026