

PAISLEY HOUSING ASSOCIATION

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

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

Present: Jim Weir, Eileen Graham, Alison McKeown, Lisa-Jane Dock and Ian Johnstone

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

Kathleen welcomed Lisa-Jane back from her special leave.

1a) APOLOGIES

Apologies received from Karen McMillan, Michelle Hart, Sandra Loney, Mairi Maclean and Beth Arthur. Scott Tsuro has requested special leave until the end of October 2020. **Board Approved**

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None

2a) MINUTES OF MEETING HELD ON 29/6/2020

Proposed by Jim Weir seconded by Eileen Graham.

b) MATTERS ARISING

None

3) New KPI's for 20/21

Chief Executive briefly went over the new targets. It was agreed that from now the KPI's would be brought to the Board meeting every 6 months, rather than quarterly.

Head of Technical informed the Board of stage 3 adaptations – target 14 days to be added into the KPI's

Head of Housing confirmed that the re-letting target had been increased to 32 days, as due to the pandemic we have been unable to let any properties, and that we would anticipate turnover to remain at last year levels. The KPI for arrears was also increased due to the pandemic.

Head of Finance and IT confirmed that where these changes affect the management accounts, rather than changing the budget, these would appear as updated projected outcomes.

Board Approved with amendments.

4) Annual iFLAIR report / Community Benefits

Head of Technical updated that we had hoped to have Framework 3 in place by now – but due to the pandemic this is now likely to be October at the earliest.

Some planned maintenance from Framework 2 may need to be carried forward to next year, depending on when contractors agree to start work in 2020.

Board Approved.

Head of Technical left the meeting at 14.22

Head of Finance and IT left the meeting at 14.22

5) Annual Report of the Charter (ARC) and EESH 2019/20

Chief Executive confirmed the ARC report is now complete and that most of the information is reported within other reports.

Board Approved the ARC and the EESH Submission for 2019/20

6) ANNUAL TENANCY SUSTAINMENT REPORT

Head of Housing confirmed this report provides the sustainment figures for previous year lets. We look for trends and also note why tenants have left, which could be either for positive or negative reasons. Findings are similar to previous years so our focus to provide support to maximise income remains the same. As we have been successful with obtaining alternative funding, we are looking to assist our tenants who need additional support during this pandemic.

Board Noted.

7) ANNUAL WRITE-OFF REPORT

Head of Housing confirmed that the write-off report was for both current and former tenants. This year's figures are similar to last years. Q – why are figures so different from a few years ago? Head of Housing confirmed that we did a catch up exercise and took a huge hit in one year, but now our debt level is fairly stable.

Board Noted.

8) ARC – HM REPORT

Head of Housing explained that the ARC questions from previous years had significantly changed and this reports simply highlights the information which we no longer report on in the ARC.

Board Noted.

Alan Rae and Alistair McArthur from Maryhill HA joined the meeting 14.39

Head of Finance and IT re-joined the meeting 14.39

9) WESTERFIELD

Alan Rae from Maryhill HA provided an update on the Westerfield project. This is a 4 storey building with 16 amenity 1 bedroomed flats, which already has planning permission. Alan explained about the funding issues and how we can overcome them.

Despite the project being within Renfrewshire Council's core programme with spend anticipated in 2020/2021, The Scottish Government has advised that Renfrewshire Council's RPA (Resource Planning Assumption) is fully committed due to funding having been allocated to other projects. As such, The Scottish Government have advised that the funding for the project will be provided through Charitable Donation grant funding, via an organisation known as Allia who manage the Scottish Charitable Bond programme for the Scottish Government. Allia offer loans to housing associations and the interest on these loans generates grant funding to support further social housing development through RSLs with charitable status. This Charitable Donation grant will replace most of the Scottish Housing Grant. Allia system is accessed via the Scottish Government. Benefit for us is we get all the money up front.

Alan also updated the Board regarding the tender offer for this project, which technically expired at the end of June, but we have asked for an extension to August.

Alistair McArthur said that the Government are working on a statement to possibly assist with funding to contractors, but this is not confirmed yet.

Head of Finance and IT confirmed that it is mainly administrative differences using the Allia system and this will not have any detrimental affect if we are requesting any other funding at another time. We would now be looking to get approval for the Tender and Offer of Grant, and to see about getting the paperwork physically signed.

Alan Rae mentioned that there may be additional costs from the contractor, but these would have to be justified. They could be additional welfare / cleaning on site, potentially due to pandemic, we don't know as yet.

Chief Executive confirmed that Westerfield had been a very tricky project, and we are delighted that the Board have approved it. This will be our first development for quite a while.

Board Approved:

- to accept the offer of Grant of £2,026,523.36 from The Scottish Government (£1,745,282 being from Allia as outlined in report)
- to accept the tender from McTaggart Construction for the sum of £2,518,177.17

Alan Rae left the meeting 14.55

Alistair McArthur left the meeting 14.55

Head of Housing left the meeting 14.55

Head of Finance and IT left the meeting 14.55

10) UPDATE ON CORONAVIRUS REPORT

Chief Executive updated that Phase 3 might be extended and that we would not be looking to come back to office until after Phase 4. Other HA's looking to come back middle to end of Phase 4. We continue to be focused on the wellbeing of our staff.

All staff returned from being furloughed, although 2 still furloughed part time. We have had 2 staff off sick – not covid related. We are looking at resuming and trialling out some of our processes in the near future.

There was a discussion around the Business Plan and Internal Audit, both of which are due this year. With the covid circumstances just now and that we have the new development starting and we have still to move office. It was agreed that we would look to delay Business Plan and Internal Audit to 21/22. CEO to look at our contractual obligations to see if this will be possible.

Board Approved.

11) UPDATE ON ASSURANCE HOUSE

Chief Executive confirmed that Senior Clerk of Works was back from furlough and there was a meeting on Wednesday, as we are still trying to get the Fire Certificate finalised. Chief Exec has been having virtual meetings with the architect.

Also – we were due to move out from 62 Espedair St at some point, but this has been brought forward as the owner has potential new tenants for the whole building. Therefore we now have to vacate 62 by 15th August.

Board Noted.

12) COMPLAINTS / GDPR / FOI

Annual report for Complaints and also GDPR and FOI. Chief Exec. confirmed that although complaints were up slightly, no concerns about this and Stage 2's have decreased.

13) AGM AND ELECTION FOR AGM

AGM is due on 10th September 2020 and will also be a virtual meeting. A letter to let members know about this will be issued this week. At the AGM we have to confirm that Board members, who have been on our Board longer than 9 years still have the knowledge and skills to be on the board, therefore we will look to do the appraisals for these 4 board members before the August Board meeting.

Board Noted.

14) SECRETARY REPORT

Eileen Graham, Secretary confirmed that all reports were in order and had been appropriately signed.

15) GB TO REVIEW NOTIFIABLE EVENTS REGISTER

Board had been informed of each of these events. Sandra M to arrange for Chair to sign report.

Board Noted.

16) MEMBERSHIP

One new membership for Beth Arthur, who will also be joining our Board.

Board Approved.

17) NEW MODEL RULES

Chief Exec. confirmed that these were mainly administrative changes – in particular to allow virtual meetings. We require to have a Special General Meeting to approve these new rules and this will be before the AGM on 10th September. Chief Exec will get Solicitors to produce a draft version and these will be brought to the August Board meeting. This meeting will need to be on 24th August – to allow paperwork to be posted out within timescales for the SGM.

Head of Finance and IT re-joined the meeting 3.20

18) AOCB

1. As per above – August meeting changed to 24th from 31st. Sandra M to let Board members know.

2. Head of Finance and IT has confirmed that the first pension meeting will be scheduled for August.

3. Head of Finance and IT has confirmed that Board signatures are needed to open the new bank account for CAF loan (for Westerfield and Glenburn). It was agreed this would be the Office Bearers.

4. Head of Finance and IT updated the Board that as we are investing some funds in Sherbrook via CAF, there is a new CAF Investment portal available which gives better rates (even with the charges). It will also be easier to administer this electronically so seems good option at the moment. Similarly the Board agreed the Office Bearers would be the signatories to open the account.

Board Approved using the new portal.

19) DATE OF NEXT MEETING

Next meeting will be on 24th Aug 2020 at 2pm.

Meeting finished at 3.30pm