

## **PAISLEY HOUSING ASSOCIATION**

### **MINUTES OF THE BOARD MEETING HELD ON 27 AUG 2018 AT 6.30 PM AT DAVID LLOYD LEISURE CENTRE, PAISLEY**

Present: Jim Weir, Eileen Graham, John Sweeney, Mairi Maclean, Saroj Bains,  
Karen McMillan & Iain Dewar

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

Observer:- Scott Tsuru

Guest:- Steven Cunningham, Auditor, Alexander Sloan

John confirmed that this was his last meeting as Chair and said it had been a  
privilege to be the Chair for the last 5 years.

One of the correspondence items will be discussed after item 8.

1. a) **APOLOGIES**

Apologies from Ian J, Sandra L and Annie P

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

None

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 25<sup>th</sup> JUNE & 7<sup>th</sup>  
AUGUST 2018**

25<sup>th</sup> August 2018 minutes - Eileen G proposed the minutes, Mairi McL  
seconded them.

7<sup>th</sup> August 2018 minutes – Eileen G proposed the minutes, Jim Weir  
seconded them. Slight change to be made to some of the wording in item 4.  
Cost Report.

b) **MATTERS ARISING**

Harassment Policy will be brought to the September meeting.

Paisley FM - Just waiting to have it confirmed in writing that no planning  
permission is required. We will not be paying for any legal costs.

Our Power – We have cancelled our contract and have reverted back to  
Citrus

3. **Annual Audit Committee Report 2018**

Finance Manager highlighted key points in the report in particular the changes  
to risks.

**Board noted and approved the report.**

4. **Financial Statement 2017 / 2018**

Finance Manager gave a brief summary of the out-turn figures and then handed over to the auditor.

Auditor confirmed that we had a clean audit and that the financial statements give a true and fair view of the Association's affairs and have been properly prepared in accordance with legislation.

Auditor highlighted the key points of the Financial Statement.

Auditor also confirmed that next year there will be significant changes in the accounting accounting for pensions. It was noted further guidance is awaited from the Pensio Trust and the SORP Working Group.

Finance Manager confirmed that the Management Letter indicated no weaknesses requiring a formal response from the Board.

**The Board approved the Financial Statements for the year to 31 March 2018 and Committee Statements there in.**

**The Board delegated authority to the Secretary and two of the Committee Members to sign the financial statements on behalf of the Board.**

**The Board delegated authority to the Secretary and the Chair to sign the Letter of Representation.**

**The Board noted the Auditors' Management Letter and that no formal response is required.**

**The Board noted that the Audited Financial Statements Return for 2017/18 have been prepared in accordance with the Scottish Housing Regulator's policy document "Financial Viability of Registered Social Landlords: Information Requirements**

**The Board delegated authority to the Finance Manager to submit the Audited Financial Statements Return , along with the 3 attachments requested, to SHR by 30<sup>th</sup> September 2018.**

Auditor left meeting at 7.00pm

5. **Annual Rent Arrears Write off Report & Review of Provision for & Write Off of Bad Debts Policy**

Housing Manager confirmed that the Board have previously delegated authority to HM for write-offs, but we provide an annual report so that the Board are aware of the Annual write-offs. HM also highlighted some changes to the Provision For and Write Off of Bad Debts Policy.

**Board noted the annual write-off report and approved the amendments to the policy.**

6. **KPI REPORT Q1 (April 18 – June 18)**

First quarter figures, no concerns. Sickness figure is slightly higher, but this is due to one person being off sick for a long time but now back at work.

**Board noted the report**

7. **Management Account Q1 ( April 18 – June 18)**

Finance Manager confirmed our performance is satisfactory. Also highlighted that the Base rate went up in Aug, so interest payments for some of our loans will increase.

**Board noted contents of report.**

8. **Cx Implementation Report Q1 (April 18 – June18)**

Finance Manager updated that since the report has been written, more work has been completed by the consultants and the date for Interface stored procedure had been revised to 30/8/18.

It was also highlighted that a further upgrade of CX is scheduled which should fix the 'bugs'.

It was noted that due to the delays in the implementation of a working system we are particularly behind with writing the reports, so we will go live with only the essential reports. It was noted however our go live date is still Feb 2019.

**Board approved the report and the revised actions.**

22A **Correspondence – SHAPS Accounting Changes**

It was noted that next year there will be changes to how the pension details are shown on the Statement of Financial Position ( the balance sheet). After brief discussion on the options available from SHAPS it was agreed that we would have the ongoing Annual Access only. It was noted that this was as noted in the survey the Finance Manager completed. Finance Manager also requested that the monitoring of pension changes should in future be delegated to the Audit Sub Committee

**Board noted the correspondence.**

**The Finance Manager left the meeting.**

9. **Arrears Policy**

Housing Manager explained why the proposed changes were being brought in. With Universal Credit, the housing cost element will now go direct to the tenant rather than come direct to us. Tenant will be responsible for making payments of rent from their UC payment. Lorna explained the assessment time and that the first payment of a UC claim will be 5 weeks. Lorna highlighted our tenancy requirement of payment of rent being due 1 month in advance. To try to minimise the amount of arrears in rent payts / court actions, we would be looking to reinforce our tenancy requirement for new tenants to pay one month in advance with the exceptions being those coming via homelessness or fleeing violence (safety issues).

There was much discussion around this issue. Informing prospective tenants of this condition would be made from Housing Option's interview, when applicants are near the top of the list, at an accompanied viewing and in advance of the sign-up.

Another change is a tenant seeks repayment of a credit on their account, we will only refund any money greater than 1 months full rent and service charge. If this policy is agreed the Allocation policy would need to be amended and brought to the Board.

There was agreement that this was preventative arrears action and that it should also be included within the Allocation's Policy. Lorna advised that it hadn't been considered as part of the Common Allocations Policy being developed but that it would be included within our Allocations Procedure.

**Board approved the Arrears Policy.**

**10. Common Allocations Policy Report**

Housing Manager highlighted some of the changes from our existing policy to what this policy is, although they are not huge changes. Although we will have the Common Allocations Policy, each HA will still decide how to implement it. It was agreed that the Housing Manager would do a presentation on the Common Allocations Policy at the next Board meeting.

**Board noted.**

**11. Allocations – Special Case**

Housing Manager provided details about this case, confirming no other properties are available.

**Board approved.**

The Housing Manager left the meeting at this point.

**12. Land Strategy Q1 (April 18 – June 18)**

Director provided updates in particular:-

Orchard Street – the current situation is that RC have decided to do individual inspections to each property to minimise the risk of a legal challenge to the Project being upheld. This has delayed progress JS felt we should walk away from Orchard Street. The Director advised it was not that easy. We will be in a better position to review Orchard Street at the next Quarterly report in November.

Glenburn – meetings with Sanctuary have gone very well so far, we have been allocated 30 units in the SHIP we are just digesting information. Director has been having discussion with Maryhill HA/Queens X, who can provide their Development Hub to assist us with our development projects. Board approved entering into the Service Level Agreement with the Development Hub.

**Board noted and approved the SLA with the Development Hub.**

**13. Proposal for Board/SMT Away Day**

Board approved using a facilitator for the Board / SMT away Day in October.

**Board approved**

**14. Election & AGM**

Director confirmed that after the recent Board Survey, Ian Johnstone was interested in becoming Chair, Jim Weir staying as Vice –Chair and Eileen Graham staying as Secretary. There are no others interested in OB positions

for 2017/18. There were others potentially interested in these roles in the future and for succession planning purposes, we will discuss this with the individuals at their appraisals in October. We would look to complete this survey each year. We have 5 Board members who have served on the Board for 9 years now :- Eileen G, Jim W, Sandra L, John S and Karen McM. The Board confirm they are happy that they all have the skills and competencies to remain on the Board.

**Board Approved the new OB positions and the annual appraisal of Board Vacancies.**

**15. Report on Oliphant Court**

Director confirmed that we have been writing to the tenants every 2 weeks and that everything should be completed within timescales.

**Board noted**

**16. Assurance House**

Director confirmed that we have put in notice to move out of 62 Espedair St.

Valuation for 64 Espedair Street £150K and rental of £15,750 pa both figures as expected.

Assurance House is on track, we have reached a £300K of savings but require more savings to be made so will consider for next month.

The revised plans for ground floor were shown around and there was some discussion on Fire Strategy.

We sent a survey through Engage e-alert to find out interest in office space. Initial response has been good.

Director also confirmed that Assurance House will now be reported each month.

**Board noted**

**17. PSPS Minutes –14/5/18**

**Board noted.**

**18. AUDIT Sub Minutes – 14/5/18**

**Board noted**

**19. AUDIT Sub Minutes – 14/5/18**

**Board noted**

**20. Secretary Report**

Eileen G, secretary, confirmed that all the paperwork had all been signed correctly and that everything was in order.

**Board approved**

21. **Ceased Membership**  
2 ceased memberships approved – no's 990 and 1006.

**Board approved**

22. **Correspondence, Training & Feedback**

**Correspondence**

EVH – monthly report

GWSF – confirmation of new board members. John Sweeney on the Board.

GWSF – Annual Report 17.18

SFHA- Conference

EVH – 40<sup>th</sup> Anniversary ticket given out to John S. Ian J's to be posted out..

Nanette Reid presentation – Friday 14<sup>th</sup> Sept, 4pm – 6pm at Linstone HA.

**Training / Events**

**Feedback**

EVH - GDPR training on 9<sup>th</sup> July – all enjoyed the training

**Feedback Director**

Director confirmed that John Livingston will be retiring in March 2019.

FLAIR Academy training will be starting again in October 2018 to February 2019.

23. **Membership**

1 new Member – Scott Tsuru.

**Board approved**

24. **AOCB**

For information - Evening Times had a derogatory article about Thistle HA.

HR Sub will be suspended until we get into Assurance House. Anything critical will be brought to the Board meeting.

25. **DONM**

Next meeting is Tuesday 25<sup>th</sup> September 2018, at 6.30pm. Venue to be confirmed.

Meeting finished 8.50pm

KMC	03/09
LG	17.09.18
LC	17/9/18