

## PAISLEY HOUSING ASSOCIATION

### MINUTES OF THE BOARD MEETING HELD ON 28 JUNE 2021 AT 6.30PM

Due to the Corona Virus, we are unable to have face to face meetings. This meeting was a virtual meeting using 8x8 platform.

Present: Jim Weir, Ian Johnstone, Eileen Graham, Sandra Loney, Mairi Maclean and Drew Mason.

In Attendance: Kathleen McCutcheon, Lorna Colville, Tracy Fraser, Rachel Adam.

Due to technical difficulties Ian Johnstone could not Chair the meeting and Jim Weir chaired in his place.

#### 1a) APOLOGIES

Apologies from Karen McMillan, Michelle Hart, Saroj Bains and Beth Arthur.

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

Item 14 Pension Report

#### 2a) MINUTES OF MEETING HELD ON 24.06.2021

Proposed by Eileen Graham seconded by Sandra Loney.

#### b) MATTERS ARISING

None.

#### 3)ANNUAL TENANCY SUSTAINMENT REPORT

Housing Manager advised this is a yearly report usually presented by former Head of Housing who has retired. Last year there were 14 tenancies not sustained. From the information gathered there are no specific patterns requiring attention. CE questioned how the information is gathered as there is a lot of detail. HM confirmed that it is pulled from our Housing system. All agreed that a new simplified report should be considered for next year.

**BOARD APPROVED**

**HOUSING MANAGER LEFT 6.55PM**

#### 4) ANNUAL PROCUREMENT REPORT

Presented by Head of Finance & IT to the Board as a new report to assist Board to monitor Procurement. The yearly spend of PHA is broken down in the report as an overview for the Board which was understood. The main spend for 21/22 being the mini tendering of the IFLAIR-3 contracts and the office insurance being up for

tender. Head of Finance & IT was looking for approval proposed changes to the Procurement Policy in particular to tie it in with the Scottish Government Procurement Policy following Brexit.

**BOARD APPROVED the new report and the Procurement Policy changes**

#### **5) TREASURY MANAGEMENT ANNUAL REPORT**

Head of Finance & IT presented this yearly report to assist the Board to approve the Annual Assurance statement to the Regulator. It was confirmed that loans related to Stock Street COOP Loan have now been paid off.

Discussion between Head of Finance & IT and Board member regarding how the Association value properties with tenanted value rather than at market value with the former rated lower.

Head of Finance & IT raised the issue that some Loan interest rates need moved from LIBOR to Sonia OR Base rate. Both have beneficial qualities at the moment and the Head of Finance & IT requested delegated authority to make the decision on which rate to transfer to. Also, the Board noted Clydesdale loans will be under review this year as the properties require revalued.

Head of Finance & IT requested using Heads of Departments to authorise payments, although the Association would still rely on Board Members to open bank accounts and the signing of related banking paperwork.

**BOARD APPROVED the actions proposed and the changes to the List of Authorised Banking Signatories**

#### **6) INTERNAL AUDIT – TREASURY MANAGEMENT**

Presented by the Head of Finance & IT and viewed on PHA online portal. The report for the Internal Auditor suggested 3 actions. To diversify from Bank of Scotland and spread investment financial risk, change from 10 year cashflow and revert back to 30 year cashflow, as was already planned following the updated Life Cycle Costings Review and update the authorised signatories (as per report 5).

**BOARD APPROVED the action proposed.**

#### **7) INTERNAL AUDIT - GOVERNANCE**

Presented by the CE who was the lead for this area. CE has produced an action plan for items raised by the auditor. The review of the business plan commences in October. This was agreed at the May meeting.

The order of Board agendas to be done by importance, anything to be approved or needs a decision to be done first and items to be noted last rather than the current order of department. Board approved.

Auditor requested an independent party carry out Board appraisals. Board had a brief discussion how this is a good idea and the cost for it is good value for the time it would save being done internally and CE agreed. Board accepted this proposal.

Auditor advised creating a Development Sub Committee as development can have risks that need more time to discuss in detail. Some other local Associations have these and seems to be beneficial. CE will investigate the remit and standing agendas of other Dev Subs and report back.

Equality guidance still outstanding and due end of summer. The Association has to make a statement on this in the Annual Assurance Statement.

**BOARD APPROVED the above actions.**

### **8) ELECTION - AGM**

Report by Corporate Service Officer presented by CE. AGM due September and is likely to be virtual due to COVID. There will be Board re-elections. Suggestion of a membership drive as only currently 30 members. This was discussed during Internal Audit but not part of the final report.

**BOARD APPROVED**

### **9) SECRETARY REPORT**

Presented by Board Secretary. All signatures needed are complete.

**BOARD NOTED**

### **10) WHISTLE BLOWING POLICY**

Presented by CE. No changes to policy only a recap.

**BOARD APPROVED**

### **11) ROLE AND JOB DESCRIPTION FOR BOARD**

CE went over the minor changes which were made early June. Board made point of including times of meetings in the induction pack. Board discussed how this does not convey the value of being a Board member. SL thought it was clear document and reflected the various roles on the Board.

**BOARD APPROVED**

### **12) UPDATE ON CORONAVIRUS**

CE went over this noting how restrictions are beginning to ease. Only 1 member of staff isolating .

Looking to ease into blended working in August if Scotland goes into Level 0.

CE looking to halt these updates as pandemic is easing. Will report any major changes if anything needs a decision.

**BOARD APPROVED**

**13) UPDATE ON ASSURANCE**

CE reported the new office address has been updated with the FCA. There has been a new architect to deal with the water ingress. Everything beginning to take shape and looking good.

No major changes relating to COVID at this point.

**BOARD NOTED**

**14) PENSION REPORT**

[REDACTED]

**APPROVAL DELAYED UNTIL SEPARATE MEETING HELD.**

**15) AOCB**

Noted there was a fire in Orchard Street. The Association is aware of it.

External audit up for tender and will be reported in August. Michelle Hart will represent the Board on the Review Panel.

**DONM**

Monday 30<sup>th</sup> August 2021.

Separate meeting for pensions to be scheduled.

**MEETING ENDS 8.02pm**