

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 29 SEPT 2020 AT 6.30PM

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

The Chief Executive initially chaired this meeting until Office Bearers were elected as this is our first meeting after our AGM.

Present: Jim Weir, Eileen Graham, Lisa-Jane Dock, Ian Johnstone, Sandra Loney, Michelle Hart, Karen McMillan, Saroj Bains, Mairi Maclean and Alison McKeown.

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

Office Bearers are as follows:-

Chair - Ian Johnstone

Vice-chair – Jim Weir

Secretary – Eileen Graham

We have 3 sub groups - it was agreed that Sandra Loney would join the HR Sub group. Members are now as follows:-

HR Sub Group

Karen McMillan (Chair)
Jim Weir
Eileen Graham
Ian Johnstone
Sandra Loney

PSPS

Sandra Loney (Chair)
Jim Weir
Eileen Graham
Ian Johnstone

Audit Sub Group

Jim Weir (Chair)
Ian Johnstone
Eileen Graham
Scott Tsuru
Michelle Hart

Ian Johnstone took over the chairing of the meeting. It was noted that the order of the meeting will be amended – AOCB will now be after item no. 4.

1a) APOLOGIES

Apologies received from Beth Arthur and Scott Tsuru is on special leave.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None

2a) MINUTES OF MEETING HELD ON 24/8/2020

Proposed by Karen McMillan seconded by Sandra Loney

b) MATTERS ARISING

1. Chief Executive confirmed that there were still some administrative bits and pieces to be completed regarding the new Model Rules.

2. Chief Executive confirmed that replies from EVH regarding the handling of pay award had been sent out to the board. CE also confirmed that this had been shared with FLAIR and we understand that we were the only board within FLAIR to actually query with EVH.

3) NEIGHBOUR RELATIONS POLICY

Head of Housing confirmed that this policy covers how we deal with anti-social behaviour. It was due for review and has been brought up to date reflecting the new powers of the 2014 Housing Act, changes to SHR reporting requirements and GDPR rules. Question about the delegated powers and Head of Housing clarified who powers were delegated to and that other HA's had similar delegated powers. Boards are seeking to have assurance that policies and procedures are being adhered to. The Board set the policies and thereafter delegate to senior staff to ensure policies are carried out.

Board Approved.

4) TREASURY MANAGEMENT REPORT

Head of Finance and IT confirmed that here were several points for approval within this report. Each point was discussed and Board confirmed their agreement.

The Board ratified the decision of Office Bearers to approve repayment of the 3 Loans with the Clydesdale Bank

The Board approved:

- **the opening of the CAF Charity Deposit Platform account by the Office Bearers and Head of Finance & IT**
- **delegating to the Head of Finance & IT, the day to day administration of the account.**

The Board approved

- **the opening of the CAF current account by the Office Bearers and Head of Finance & IT.**
- **delegating to the Head of Finance & IT, the day to day administration of the account.**

The Board approved:

- (i) the borrowing of the loan is consistent with PHA's borrowing strategy and that the Board considers that entering into the agreement constituting the loan is in the best interests of PHA;
- (ii) the Loan be and is hereby approved in the terms presented to the Meeting or with such amendments as are agreed by the Head of Finance &IT;
- (iii) the Security Document be and is hereby approved in the terms presented to the Meeting or with such amendments as are agreed by Head of Finance &IT; and
- (iv) the Officer's Certificate (containing various certifications required by CAF Bank) be agreed by the Head of Finance &IT.

Board also Approved:

- (i) The Office Bearers are authorised to sign the Loan for and on behalf of PHA; and
- (ii) The Office Bearers are authorised to sign the Security Document; or
- (iii) The Office Bearers are authorised to give the required certificate of compliance on behalf of PHA.
- (iv) The Head of Finance & IT is authorised to sign the drawdown request form authorising CAF Bank to release the loan funds.
- (v) Head of Finance & IT & Office Bearers are authorised to give written instructions to CAF Bank Limited relating to the Loan and CAF Bank Limited is authorised to accept the signature of any two of them in respect of all matters pertaining to the Loan and the Security Document.
- (vi) Head of Finance & IT is authorised and instructed to agree the final terms of the Loan and the Security Document, with such amendments as the relevant Authorised Signatories in their absolute discretion approve, and any other document that they deem necessary in connection with any of the Security Documents.

13) AOCB

Board to note that the following reports are being submitted:

- SHR 5 Year Annual Return
- SHAPS Annual Financial Assessment Return

Board to note & agreed that the following reports be submitted, using the information from the approved Financial Statements:

- Return to OSCR – due end of December 2020
- Return to FCA – due end of October 2020
- Annual online accounts – due end of December 2020

Delegated authority has been given to Head of Finance & IT to submit these reports.

Head of Finance and IT left the meeting at 7.00pm

Board Noted

5) SGM AND AGM MINUTES

Both SM and AGM minutes were agreed without amendment as they showed an accurate reflection of the meetings.

SGM minutes proposed Jim Weir, seconded by Ian Johnstone

AGM minutes proposed by Jim Weir, seconded by Karen McMillan.

Board Approved.

6) CODE OF CONDUCT AND DECLARATION OF INTEREST FORMS

Corporate Services Officer confirmed that we had received all the code of conduct and declaration forms from board members apart from one, who is on special leave and will be chased up once back from leave.

Board Approved.

7) CONSULTATION ON SHIP AND LHS

Chief Exec provided update on SHIP, confirming that any comments for the consultation will be input after this meeting. CE confirmed all our projects were very different and it is difficult to influence the Council as we are relatively small. There was discussion around our land at Foxbar which council seem keen to re-visit. We will not be committing to anything without some sort of masterplan which would also improve wider issues such as roads, parking and bins. There is no harm in being part of the conversation, to see what potentially is on offer, although it may not come to anything.

CE also confirmed that we are progressing with Orchard Street but are looking to extend the longstop agreement from end of October to end of December. Board approved the extension.

We have our own Buying and Selling Strategy and we should consider applying for funding from Council if we can identify properties which would be appropriate for us to buy.

CE also stated that we would make comments on the LHS where we had contributed to the outcomes.

Board Approved recommendations.

8) REVISED BOARD MEETING DATES

Chief Exec confirmed that we are starting back all our sub meetings. The Office Bearer meetings will be on during the day of the Board meetings. Bridgewater is organising the FLAIR annual meeting, which will probably be via zoom. The HR sub meeting has been amended to 20th October at 2pm.

Board Approved.

9) BOARD COMPOSITION REPORT

Chief Exec went over the report which confirmed that we are still looking for younger members for the Board. Due to coronavirus we have cancelled the FLAIR Academy this year. But our numbers are healthy at the moment and we have a tenant who is keen to join before the end of the year. CE confirmed that she is still sorting out technology for staff, but will get started on looking at technology for the Board as soon as she can. Head of Housing also mentioned that we are looking to employ a part-time digital person who should be able to assist with this.

Board Approved.

10) UPDATE ON ASSURANCE HOUSE

CE apologised for not providing a written report. Everything has been sent to council for building warrant, just waiting on reply.

[REDACTED]

CE confirmed that there will be report next month regarding the options for 64 Espedair Street.

Board Noted.

Head of Technical joined the meeting 7.30pm

11) UPDATE ON CORONA VIRUS

CE confirmed it is now 6 months since coronavirus and we are now beginning to see the impact of it. CE also confirmed that the SHR is looking for an update from us.

Head of Technical explained the current planned maintenance situation. CCG have provided a programme to complete work paused because of lockdown. GD Chalmers wish to defer to next year as access is likely to be challenging. However as meeting Fire Safety legislation is a priority, GD Chalmers will complete this part of rewiring work (which requires only a short visit). We recommend that we should also defer re-wiring and bathrooms initially scheduled for this year.

Board approved GD Chalmers to do the Fire Safety work.

There was a question as to whether the changes proposed work should go to consultation. Head of Technical confirmed it would go out in the mailing this week and will update the Board with any comments.

Head of Technical went on to discuss Gas Safety access making a distinction between shielding and non shielding tenants in the proposed resumption of forced access.

For shielders we are trying to balance the risk of something going wrong with the boilers against tenants being frightened about contractors coming into their homes. If we have been unable to get access by 100 days we need to force access – the boiler going wrong is potentially too big a risk. The contractors have all the PPE required.

Board approved the resumption of forced access for gas safety, with the additional caveat for shielders.

Head of Housing also confirmed that we are starting to see that some tenants, despite being offered support, are not paying their rent and we are now wanting to progress action for these cases. They fall into 2 groups: those who have not been in the court system and those who have. For those who have not been in the court system, govt have banned actions for recovery but there is nothing to stop us issuing a notice of proceeding which will enable court action to commence in April 21. At the moment this concerns around 8 tenants. For those in the court system already, these cases are not subject to the government restrictions and these could be recalled. Again the numbers are quite low (4 tenants). Our Housing staff have spent a great deal of time and effort in assisting tenants who have real financial difficulties due to Coronavirus, it is a minority who are choosing not paying their rent. In order to ensure we keep on top of arrears recovery we require to take this action. Board believe it is important to send a message out.

CE confirmed that this is a common theme within other HA's. We may see an increase in non payment of rent once furlough ends in October.

Board Approved.

12) COMMUNICATIONS TOOLS POLICY

CE confirmed this is a model policy from EVH.

Board Approved

14) DATE OF NEXT MEETING

Next meeting will be on Monday 26th October 2020 at 6.30pm.

Meeting finished at 8.05pm