

## PAISLEY HOUSING ASSOCIATION

### MINUTES OF THE BOARD MEETING HELD ON 29 OCT 2018 AT 6.30 PM AT ROAR, GLASGOW ROAD PAISLEY

Present: Jim Weir, Eileen Graham, Karen McMillan, Ian Johnstone, Sandra L ,  
Saroj Bains and Scott Tsuru

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

Observer :- Alison McKeown

It was agreed that the Agenda order would be amended and Item 9 would be the  
first Agenda Item actioned

1. a) **APOLOGIES**

Apologies received from John Sweeney & Annie Patrick.

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

None

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 26<sup>th</sup> SEPT 2018**

Board approved the minutes. Proposed by Eileen Graham and seconded by  
Jim Weir.

b) **MATTERS ARISING**

Finance Manager confirmed that we need to get a new chair for both Audit  
Sub and PSPS meetings as Ian Johnston is now Chair of PHA.

**Board agreed that this is left for the individual board to decide.**

For PSPS meeting –agreed that Eileen Graham to come off and Sandra  
Loney to be added on.

For the Audit Sub meeting – Scott Tsuru to be added on as Iain Dewar has  
left.

**Board approved**

Finance Manager explained that in the final version of the ARC report  
2017/18 the % had been amended slightly as the income had been amended  
to remove grant monies written off through the turnover as this was an  
annual accountancy adjustment and not actual cash. This meant that actual  
staffing costs rose slightly in line with pension auto-enrolment. Copies of the  
2017/18 ARC report were issued to all attendees.

For those who have struggled to open the zip Board paperwork files sent out,  
an explanation sheet showing what apps need to be downloaded was issued.

9. **Assurance House**

Director provided an update on Assurance House. There have been some questions from Building Control re building warrant and the Architect will respond this week. Director is keen to push to get out to tender on November. Director will meet up the Karen McM soon to set questions for consultants and agree procurement process. Handover date is now May 2019 – these things always seem to take longer than originally thought. The ‘downtakings’ in Assurance House mostly been completed by our staff and Property One which will be cheaper than using the main Contractor.

Regarding grants – we were not successful with our bid with the Community Empowerment Fund. We are still waiting on results from the Climate Challenge Bid. We are also considering applying for Big Lottery Funding.

**Board approved.**

3. **Asbestos Policy**

Technical Manager confirmed that our Asbestos Policy is based on the professional approach recommended by EVH as a ‘landlord requirement’. Technical Manager highlighted the main changes as legislation has changed. The type of asbestos check which we have to do now for our Planned works is more intrusive (the type formally only done pre-demolition.) Technical Manager confirmed that properties which have been renovated/built from 2000 are classed as asbestos free. In response to a question, it was confirmed that all old storage heaters have been removed.

**Board approved the Asbestos Policy**

4. **Oliphant Court Update**

Technical Manager confirmed that the Council has again asked for more information to support our Building Warrant application. This has meant that we cannot meet the 9<sup>th</sup> November completion date set by the Council. We will therefore be formally applying for an extension to this date. Updates will be provided each month.

**Board noted.**

5. **Anti- Bribery Policy**

Finance & IT Manager provided brief outline of the new policy. It was noted how it links with the Hospitality and Gifts Policy as to what we will allow with regards to gifts and hospitality. We can confirm that all monies received via contractors for the Xmas children’s party are all recorded. It was noted in particular this policy now provides more detail about how concerns can be raised.

**Board approved Anti-Bribery Policy.**

6. **Anti-Fraud Policy**

Finance & IT Manager provided detail of this policy. It was noted cyber fraud although noted in policy links with our Disaster Recovery Policy and Security Policy, there is also more detail on prevention within this policy, e.g. we must

be aware of and monitor staff annual leave and that we will not accept cash in excess of £3,000. There is also more detail on how we go about investigating any concerns.

**Board approved the Anti-Fraud Policy.**

The Technical and Finance Managers left the meeting.

**7. H & S report**

The H & S report normally goes to the HR sub, but as there has not been a meeting, this has been brought to the Board meeting.

H&S Training for Board members will be scheduled for early January 2019.

**Board noted contents of report.**

**8. FLAIR Spokesperson nominations**

Director updated the Board that Hugh Cameron was standing down as FLAIR Spokesperson.

Nomination for Vice- spokesperson from Paisley HA – Sandra Loney.

Sandra M to confirm details to Bridgewater HA.

**Board noted**

**10. Board / Director / Staff Appraisals**

For Board appraisal's, CSO will send out paperwork by Friday and appraisal's to be held during last 2 weeks in November.

Director appraisal to be held after 6<sup>th</sup> Dec as new Chair is attending a training course for Director appraisals on that date.

Staff appraisals will be delayed this year due to UC and new CX system.

**Board approved**

**11. Removal of Ceased Memberships 29.10.18**

Removal of 7 members as they have not attended an AGM in the last 5 years was approved. Membership now stands at 33.

**Board approved.**

**12. Correspondence, Training & Feedback**

**Correspondence**

-Resignation letter from Annie Patrick– our thanks to Annie for her contributions while on the Board.

-GWSF Briefing paper – Pressure on Rents: the challenges facing community based housing associations.

- Cassiltoun Annual Report

- Barnado's Threads – invite to 20<sup>th</sup> Birthday Party

Active Communities – request for donation prize – board agreed to donate £15 voucher

**Board Approved**

## **Training / Events**

GWSF Annual Conference – to attend John S, Karen McM, Ian J and Sandra L.

## **Feedback**

Away Day – enjoyed by everyone, awaiting on report from facilitator

## **Board noted**

### **13. Membership**

None

## **Board noted**

### **14. HR Sub Minutes 26.6.18**

Director to check the Leave Policy.

Minutes proposed by Karen McMillan and seconded by Jim Weir.

## **Board approved**

### **15. AOCB**

Xmas night out - choices between Gabriels and Canal Station.

### **16. DONM**

Next meeting is Monday 26<sup>th</sup> November 2018, at 6.30pm at ROAR, Glasgow Road, Paisley.

Meeting finished 7.50pm