

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 29 MARCH 2021 AT 6.30PM

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

Present: Jim Weir, Ian Johnstone, Karen McMillan, Eileen Graham, Saroj Bains, Michelle Hart, Sandra Loney, Beth Arthur.

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

Observer:- Drew Mason

1a) APOLOGIES

Apologies received from Mairi Maclean and Lisa-Jane Dock is on special leave.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

AOCB item - Pensions

2a) MINUTES OF MEETING HELD ON 22.2.2021

Proposed by Jim Weir seconded by Eileen Graham

b) MATTERS ARISING

None.

3) FIRE SAFETY POLICY

Head of Technical provided a detailed explanation of both new legislation and new guidance concerning fire safety and what PHA needs to do to comply in its stock. Fire Safety law does not generally apply to individual dwellings, but some of this legislation does apply to multi-storey properties, of which we have one. We will need to look into who can perform the Fire Risk Assessment now, as there are specialist qualifications needed.

There is an increased emphasis in guidance on giving advice to tenants on how to stay safe, and to identify persons who might be at risk and require a person centred fire risk assessment. This may prove difficult as we do not everyone's circumstances particularly in non specialist stock. We are still looking into how we will achieve this. An action plan will be done from the policy.

We are also aware that there is new guidance due out regarding equalities, and we may revisit some of this policy with specifics on how we are going to proactively change our information provision once guidance is confirmed. There was a question

about how this would affect our leasing agreements. The onus would apply to the person with the lease. Potentially the carer would be there on an ongoing basis to assess fire risk. Head of Housing confirmed that we follow the SFHA model agreements for leasing, but this is quite old now and should really be brought up to date. We would welcome a review and can contact the SFHA regarding this as one of the action points. We would want to emphasise the importance of us being told about any disability where it is relevant. We could look to liaise with other HA's to see how to take this forward.

Board Approved.

Head of Technical left the meeting at 18.55

4) 5 YEAR FINANCIAL PLAN

Head of Finance and IT confirmed that the overall assumptions and outturn to what was reported back in February in that we still have a healthy cash balance. They went over the main changes made in particular to the major spend moved from 20/21 into 21/22. These figures will be used to provide the Regulator with our 5 year return.

Projections for loan covenants and the sensitivity analysis were also noted. It was noted the figure for the 5YFP would include Orchard St Development, as well as Glenburn and Westerfield New Builds.

Board Approved the 5 year financial plan and the assumptions therein and delegated to the Head of Finance & IT, the authority to submit the SHR 5 Year Financial Plan Return, on behalf of the Board

5) 10 YEAR FINANCIAL PLAN

Head of Finance and IT confirmed details of figures included in the 10 year plan, explaining the main variance from the 5 year financial plan were they longer term planned maintenance and loan figures. It was also confirmed that we will do the 30 year plan after the stock condition survey is completed in the autumn. It was noted that in the conclusion says the 10 year financial plan does indicate any issues of concern to the Board, when it should say the 10 year financial plan does not indicate any issues of concern to the Board. This will be amended.

Board Approved.

6) UPDATE ON Cx HOUSING MANAGEMENT SYSTEM

Head of Finance and IT confirmed that the report was only sent out today as there had been a fair bit of communication with Cx during the last week. The Chief Executive confirmed the main sticking point is that there was an outstanding invoice for approx. £11K. There is an issue over whether the data migration for Allocation is included in the contract, we say it is, Cx are saying it is not. After discussion, it was

agreed we will pay the o/s invoice as long as we get commitment to resolve the allocation's issues.

Board notes the current position and agrees to the recommendations.

7) LEASE POLICY REVIEW AND ANNUAL REPORT

Head of Housing updated the Board on the amendments to the policy based on legislative changes for what we need to report to SHR. We sought legal advice for our commercial leases, Slater Hogg and our lease for 64 which will commence May 2021. Head of Housing confirmed a full copy of the report is available for any one who wishes to read it.

Head of Housing confirmed our up to date position regarding current leases and confirmed that the council are pleased with our efforts to help with homelessness during the pandemic.

Board Approved.

8) ABANDONMENT POLICY REVIEW

Head of Housing confirmed that we follow the legislation regarding abandonments. This years figure is likely to be less than 10 which is positive but this may be due to the pandemic and lack of court action. To minimise abandonments we also provide information to our tenants on how to give up their tenancy, so they will not abandon them. There was a question about storing furniture. Head of Housing confirmed that this is rare. We would determine the value of items left and get a quote from a storage company, but highlighted that white goods tend not to be considered for storage as they have little or no value because we cannot determine if they are working or not without them being tested.

Board Approved (this previously said noted, but was confirmed at the April 21 meeting, it should have said approved – amendment agreed by the Board)

9) ANNUAL ARREARS WRITE OFF REPORT

Head of Housing confirmed the level of write-off's for this year, explaining that as some staff were furloughed due to the pandemic, we were later in passing on the cases to our debt collection agency. It was also confirmed that the former write-off figure was lower this year.

Board Noted.

10) PSPS MINUTES FROM NOV 2020 MEETING

The PSPS minutes are not posted out and there was a query whether these were on the portal on the web-site. A Board member confirmed during the meeting that these were on the portal.

Board Noted.

Head of Housing left the meeting 19.37

11) AUDIT SUB MINUTES FROM NOV MEETING

Audit sub minutes were also confirmed to be on the portal on the web-site

Board Noted

12) CEASED MEMEBRSHIPS

Corporate Services Officer confirmed that there were no ceased members and that we currently have 30 members. Chief Exec mentioned that the auditors had commented on this low figure and we would expect trying to raise this figure to be an action required after getting the auditor report.

Board Approved.

13) GB TO REVIEW NOTIFIABLE EVENTS REGISTER ANNUALLY

Corporate Services Officer confirmed that the notifiable events had all been brought up at previous Board meetings. Chief Exec confirmed that when Head of Housing confirmed her retirement, this will be reported to the Regulator. This will be sent out for the Chair to countersign.

Board Approved.

14) ANNUAL REPORT ON ENTITLEMENT, PAYMENTS AND BENEFITS POLICY

There was one EPB form agreed by the Board for a staff member who had dealt with particular IT issue. Corporate Services Officer briefly explained the report. There was a query about money given to Board members. Chief Exec explained that we had received funding for tenants aged over 60, and 3 of our Board members were in this category. We have to report this to show there was no preferential treatment.

Board Approved.

15) MODEL COMPLAINTS HANDLING POLICY PLUS REPORT

Chief Exec confirmed this was a model policy due to be implemented on 1st April 2021 and there were not many significant changes. Staff will be informed of the changes at the next staff meeting.

Board Approved.

16) UPDATE ON CORONAVIRUS REPORT

Chief Exec confirmed that it looks likely we will continue to work from home until after the summer. One further staff member has tested positive for Covid. Several staff members have now had the first vaccine and in some cases have suffered a reaction

over the following 48 hours. Planned maintenance hopefully resumes, if we are allowed back into tenants homes.

Board Noted.

17) UPDATE ON ASSURANCE HOUSE/64 ESPEDAIR STREET

Chief Exec confirmed that we are steadily working towards moving to AH. We have also got a tenant for 64 Espedair Street, for 1 -3 years, with an option to buy on the annual anniversary. The company are fairly new and as yet do not have 3 years accounts. Board want to ensure due diligence and requested references, possibly from their bank. Head of Finance and IT to action this. Chief Exec confirmed our solicitors drew up a full repairing lease and it was agreed that if the reference was good, the Board approved lease for 64 Espedair Street.

Assurance House still has some water penetration issues and Board member asked why this was not picked up previously. Chief Exec confirmed that pointing was not part of the contract. Senior Clerk of Works and architect are looking at solutions.

Board Noted

Drew Mason left the meeting 20.00

18) AOCB

- EVH AGM – Jim Weir will attend this event virtually

- Letter of Engagement – SHR have confirmed that we are compliant. This will go on the website on 31st March.

- Pensions. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] Board have re-iterated that we have provided the best possible options for staff. The CE will take further advice and report back to Board on our next steps.

19)DONM

Next Board meeting will be on Monday 26TH April 2021.

Meeting finished at 8.45pm