

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 29 JUNE 2020 AT 2.00PM

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

Present: Jim Weir, Eileen Graham, Karen McMillan, Saroj Bains, Sandra Loney, Michelle Hart & Alison McKeown

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

1a) APOLOGIES

Ian Johnstone is on special leave to the end of June. Jim Weir will act as Chair during this time.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

Pensions agenda item for staff.

2a) MINUTES OF MEETING HELD ON 26/5/2020

Proposed by Jim Weir seconded by Eileen Graham.

b) MATTERS ARISING

None

Elaine Thomson, Head of Technical joined the meeting.

3) MANAGEMENT OF WATER SYSTEMS AND LEGIONELLA POLICY

Head of Technical confirmed that we have for many years treated our stock to prevent legionella, while working towards elimination of stored water tanks. The purpose of this policy is to set down and expand what we do. Head of Technical confirmed that we have very few tenement properties which do not receive their water supply from the mains, about 6, as well as our multi storey. However as factor we provide a service, if wished, for private landlords who are required to treat for legionella. Head of Technical also confirmed that we are taking into account that, in the present circumstances, void properties are empty for longer and may require additional preventative measures.

Board Approved.

Head of Technical left the meeting at 14.15

Lorna Gilroy, Head of Housing joined the meeting.

4) DOMESTIC ABUSE POLICY

Head of Housing confirmed that this policy was originally brought to the board back in November, but as new information had become available, it was to be brought back to the March meeting, which was cancelled due to coronavirus.

Head of Housing pointed out that definition of domestic abuse includes controlling behaviour and coercive behaviour. Our staff can become aware of domestic abuse through engaging with tenants and applicants and also reports from neighbours of incidents. Head of Housing confirmed at present there is increased concerns over incidents of domestic abuse and we are giving it a higher profile on our website and have included it in our FAQ's. The policy confirms what we do in different situations, including assisting victims of domestic abuse, giving some leeway for some re-charges, offering housing advice & making it known that we do not tolerate this behaviour. Question – have we seen an increase in domestic abuse towards men? Head of Housing confirmed that although we have not seen an increase in this, we have included information on advice for men in our FAQs on our website. Question – has there been a surge in domestic abuse? Head of Housing confirmed that we have had one tenant leave as a result of domestic abuse. We have been in contact with Renfrewshire Womens Aid to offer assistance re temp accommodation but this was not required. It is however expected that once lockdown restrictions are relaxed, we will see an increase in people leaving properties due to domestic abuse.

Board Approved.

Head of Housing left the meeting at 14.23

5) TREASURY MANAGEMENT REPORT

Head of Finance and IT explained that this report shows the movement in investments and lending throughout the year. There has been no new borrowing during the year. It was noted, as per the policy, for financial security we will invest more funds with the 'A-A+' listed banks, who unfortunately currently offer lower rates; and are limited to £85k (in line with the financial guarantee) for the lower graded Banks. This has resulted in the proposal to spread the cash we have around different investments. Question – How has coronavirus affected our finances? Head of Finance and IT confirmed our cashflow has not been affected yet. We are not doing any planned maintenance so are not spending as much as we had planned to. Lost income from voids & arrears will be the issue, but we are doing okay at the moment. Chief Executive confirmed that we are looking into what our contractual commitments are, and we are working towards completing Year 2 of our planned maintenance.

Board Approved the report.

In particular:

- delegated authority to the Head of Finance & IT to invest as per the investment proposal.
- a letter of compliance with the financial covenants for the Clydesdale Bank Loans, signed by the Chair, and including a copy of the 5 Year Financial Return and the makeup of the Board following the AGM, will be submitted to the Clydesdale Bank, by 30 September 2020
- a Certificate from our auditors evidencing compliance with covenants will be submitted to the Royal Bank of Scotland, by 30 September 2020

- the Head of Finance & IT will submit the Loan Portfolio Annual Return to SHR in line with Appendix 1 as per the revised deadline 31/7/20

6) SUNDRY DEBTORS POLICY

Head of Finance and IT requested that, as not a key policy, in future review of this policy be delegated authority to Head of Finance and therefore once this policy is approved, the board will not be asked to approve subsequent amendments to the sundry debtors policy.

Board Approved.

7) PENSIONS

[REDACTED]

[REDACTED]

[REDACTED]

The Board approved:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

8) Cx IMPLEMENTATION REPORT

[REDACTED]

[REDACTED]

[REDACTED]

Board Noted.

Head of Finance and IT left the meeting 14.58

9) UPDATE ON CEASED MEMBERS

Corporate Services Officer confirmed that there are no ceased members and as at 29th June 2020 we have 33 members.

Board Noted.

10) CORONAVIRUS REPORT

Chief Executive confirmed that we are in Phase 2 and currently planning to go back to work in Phase 4. The estate's team may be back at work at the end of Phase 3 to do external work. We are looking to move to 'virtual' services such as meetings for sign-up and repairs inspections. During April, May and June, we had 10 Gas safety checks o/s, 6 of which were due to tenants shielding. We have been successful with some funding applications. By the end of July, we will have very few staff on furlough. We are continuing to do all the functions we are able to do.

Board commented that they approved a return in Phase 4 and felt that the action taken by the CE and SMT was an appropriate response to Covid.

Board Noted.

11) UPDATE ON ASSURANCE HOUSE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Board Noted.

Head of Housing re-joined meeting 15.10

12) AOCB

Head of Housing confirmed that we had received a request for a lease from the Council - Through Care. We had a lease with them over 3 years ago and everything worked well, with no problems. We would be happy to have another lease which will help young adults through care, to eventually have their own property. Head of Housing confirmed that this would not be a notifiable event to SHR.

Board Approved.

Head of Housing left the meeting 15.18

Chief Exec confirmed our AGM is due mid September and we will probably not be in a position to have a socially distant meeting, so we are waiting to have it confirmed that virtual AGM's will be legal. At the same time we hope to have the New Model Rules (mainly administrative changes). This will be raised at the July Board meeting for approval.

Chief Exec confirmed that the External Audit is being done at the moment, with everything being done remotely.

Chief Exec confirmed that in the future the way forward will be using virtual / innovative technology. So we are looking at either employing a person or a service that can assist us to increase our use on innovative technology. The Board should note that we have agreed with SPA that our funding for a Community Engagement person can be shifted to the digital post.

A Board member confirmed that they had attended a virtual meeting regarding furlough, homeworking and re-opening the workplace. The presentation used will be sent to Corporate Services Officer who will then forward onto everyone else.

Chief Exec said that the Scottish Business Resilience Group provided guidance which was very useful, but this can still be tricky as resumption guidance constantly changes.

13) DONM

Next meeting will be on 27th July 2020 at 2pm.

Meeting finished at 3.30pm