

## **PAISLEY HOUSING ASSOCIATION**

### **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 30 APRIL 2018 AT 6.30 PM AT FOXBAR COMMUNITY CENTRE, PAISLEY**

Present: Jim Weir, Eileen Graham, Ian Johnstone, Sandra Loney, Saroj Bains, Karen McMillan, Iain Dewar and Mairi Maclean

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

Observers: Shirley Smith, Scott Tsuru and Barry Shields

1. a) **APOLOGIES**

John Sweeney and Annie Patrick

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

Director for item 13, request for unpaid leave

2. a) **MINUTES OF THE PREVIOUS MEETING HELD ON 27 MARCH 2018**

Eileen Graham proposed the minutes, Karen McMillan seconded them.

b) **MATTERS ARISING**

Property for Sale - Housing Manager confirmed that we had met with the Council and they would support the sale of the property. Any HAG received for this property would be required to be re-invested. We have instructed an estate agent to carry out advertising and a home report.

**Board noted.**

3. **OUR POWER**

Technical Manager has provided further information as requested by the Board last month. Our Power is a social enterprise and energy supplier, whose ownership/membership is Registered Social Landlords. Its aim is to help to tackle inequalities and fuel poverty, not to make a profit for its members. There are several benefits, one of which as part of void energy management, will be to introduce smart meters at no additional cost.  
Approved by the Board

**Board confirmed their approval to switch from Citrus to Our Power for use in our voids.**

4. **ASSET MANAGEMENT PLAN UPDATE**

Technical Manager confirmed the review process for our Asset Management Plan. This is the first stage, an updated position on our 2 Action plans, one for HM and one for Technical, although they do overlap. At the SMT /Board Away Day we will discuss anything new of concern in our base line information and identify new Actions to be added to plans as needed.

**Board approved the Asset Management Plan Update.**

5. **DELEGATED AUTHORITY – AUDIT SUB COMMITTEE**

Director confirmed that this is the last one to be reviewed. There was discussion around whether Pensions should be delegated to the HR Sub Committee as it affects Staff or the Audit Sub Committee as it presents risk. This had been raised at a previous Audit Sub Committee meeting. Director explained that next year there will be even greater emphasis on internal audits. Where recent organisations have had failures, it has been because of lack of internal audits. It is so important to complete any action plans within timescales. It was agreed that the Pensions would be delegated to the Audit sub committee. Format for regular reporting should be discussed at the next Audit sub meeting.

**Board approved the Delegated Authority – Audit Sub Committee**

Technical Manager left the meeting 7.05pm

6. **SECURE RENTS**

Housing Manager explained that Secure Rents are not as common now, in fact only affects 2 properties, and provided a brief explanation of the proposed rents.

**Board approved these rents for submission to the rent officer.**

7. **UNIVERSAL CREDIT ACTION PLAN**

Housing Manager went into detail about how Universal Credit is going to impact us and also about the challenges we will face. This is going to be the top issue for us as we are sure there will be an increase in arrears, court actions and refusals. We aim to help tenants through this process until their UC claims have stabilised.

**Board approved Universal Credit Action Plan.**

8. **GROUP STRUCTURE ACTION PLAN**

Paisley HA is a group with a subsidiary, PSPS. The regulator's guidance to group structures has changed since PSPS was formed as a subsidiary. The focus is now about the parent having strategic control and the subsidiary having operational independence. TC Young have provided a revised draft Intra group agreement and recommended we have a group strategy in place with a SLA's in place between the two.

**Board approved Group Structure Action Plan.**

9. **PSPS MAY AGENDA**

The PSPS Agenda was due to be provided to the Board before the PSPS meeting, but this does not work in practice as the Agenda cannot be amended. We will drop the clause that recommends this in the revision of the Intra Group Agreement.

**Board noted.**

10. **BUYING AND SELLING STRATEGY**

Housing Manager confirmed what the strategy was when considering whether to buy / sell properties. Also how we identify properties to buy / sell which will enable us to meet our business objectives.

**Board approved**

11. **DIGITAL REPORT**

Housing Manager confirmed that this report showed our digital capacity position at the moment and also our plans which we hope to achieve moving forward. We are going to sign the SCVO Digital Charter and hope to engage with other partnerships to maximise our opportunities to access funds that will assist us in achieving our objectives.

**Board noted Digital Report.**

12. **AFFORDABILITY ACTION PLAN**

Housing Manager reminded everyone that this was quite a big piece of work, originally commissioned by the Council a few years ago, looking at house sizes / family types and how they were directly related to poverty. We are not aware that any of the findings have ever been made public, they were very complicated. We developed an Action Plan and have completed all in house actions. There has been no partnership work and it doesn't seem to be a current priority for the Council. We therefore do not intend to revisit this action plan.

**Board noted**

13. **DIRECTOR'S UNPAID LEAVE REQUEST**

Request by Director for 5 days unpaid leave – approved.

**Board approved**

14. **CORRESPONDENCE, TRAINING AND FEEDBACK**

**Correspondence**

- National Accommodation Strategy for Sex Offenders– Practitioner Review. Housing Manager confirmed that we will take part in the requested survey

**Training**

- FLAIR Academy – committee induction training ongoing
- FLAIR Conference – Thursday 21<sup>st</sup> June. Details will be sent out within the next week.

**Feedback**

- - EVH – Governing Body Members event – Sunday 8<sup>th</sup> April – Jim, Ian and Sandra L all enjoyed event

15. **AOCB**

Director asked if Board would want to have a facilitator at the Board / SMT Away Day in October. Board requested that first of all get details of how much this would cost.

16. **DONM**

Next meeting is Tuesday 29<sup>th</sup> May 2018 at Foxbar Community Centre at 6.30pm.

Meeting finished 8.30pm.

Board members had a chance to review and provide feedback on the plans for Assurance House.