

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 19 FEBRUARY 2018 AT 6.30 PM AT 62 ESPEDAIR ST, PAISLEY

Present: Jim Weir, Eileen Graham, Ian Johnstone, Sandra Loney, Saroj Bains, Annie Patrick and Iain Dewar

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

1. a) **APOLOGIES**

John Sweeney on special leave.

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

MC members who are tenants for Item 3.

2. a) **MINUTES OF THE PREVIOUS MEETING HELD ON 6 FEBRUARY 2018**

Eileen Graham proposed the minutes, Ian Johnstone seconded them.

b) **MATTERS ARISING**

None

3. **Consultation feedback**

Rent and Service Charge Increase

Housing Manager provided detailed information regarding the results of the consultation. 1170 letters sent out – 154 responses received, this equates to 13%. 118 agreed, 27 disagreed, 9 left blank. Housing Manager also went through all the comments made. Housing Manager also confirmed that following good practice guidance this year we are proposing to sign any new tenants from the 28th February up to the current rent and issue them with the rent increase letter, advising of the increase to be applied from the 28th March'18.

Planned & Cyclical Maintenance

Technical Manager confirmed that 141 responses were received, one of the highest returns received -11.7%. 125 were in favour of the draft programme, 16 were not. Technical Manager went over comments received and it was noted that we respond individually to issues raised as well as in a general mailing. Eight comments were about reactive repairs, 50%, were our first notification of a problem. Overall this has been a very positive response.

Decoration Allowance

Technical Manager confirmed that we had 131 returns, with 124 agreeing with the proposal, which is a 95% approval rate.

Management Committee considered the feedback given by tenants and approved the rent & service charge increases for 2018.19 and approved both a)the draft planned and cyclical maintenance programme for 2018.19 and b) the draft planned and cyclical maintenance programme

for 2019-2023 without amendment.

Management Committee approved the revised Decoration Allowance Policy without further amendment

4. KPI Reports Q3 (Oct – Dec 17)

Director confirmed that all KPI's looking good. There was a brief discussion around the number of upheld complaints rising by 12%. We do not have a large number of complaints and the number of complaints has been decreasing year on year, so no concern over this.

Management Committee noted.

Housing Manager and Technical Manager left the meeting 7.10pm

5. Management Accounts Q3 (Oct – Dec 17)

Finance Manager went over the main variances highlighted in the management accounts, in particular, mentioning that void numbers and related repair spend was higher than originally budgeted for and the timing of some of the component replacement spend has been delayed into 1819. Also confirming that 4.12 & 4.13, is in part due to a postponement in spend where owners have not agreed to participated in the maintenance programme. MC confirmed that the figures on the reports are much clearer to read now.

Management Committee approved the contents of this report and approved all corrective action where proposed.

6. Land Strategy Q3 (Oct – Dec 17)

Director updated the Management Committee on Orchard Street, confirming that we are at a bit of a crunch point at the moment. We are down to last 10 owners who we are having difficulty corresponding with. A further meeting has been arranged with the Council to discuss next steps.

Regarding Foxbar, Director has been liaising with the Council, but not sure how this will end up. Council do not seem to be sure what they want with regard to this site.

Westerfield – following the meeting on 14th Feb we have agreed to progress the site as an amenity housing site with some flexibility over reverting back to supported housing if possible. Progressing with full site investigations and appointment of design team.

Glenburn site – Sanctuary are also interested in this. We have asked Sanctuary to provide costings if they produced a development of 50 units for us. With a lot of developments recently, the risk is with the HA's and there have been issues where other HA's have lost quite a lot of money. This issue will be tackled at our briefing session on the 15th March.

Environmental project is ongoing continuing into the west end in April.

Director updated MC that John Livingston, Development Manager at Williamsburgh will be reducing his hours for next year. Alternative arrangements are being considered across FLAIR.

Management Committee noted.

7. **Cx Implementation Report Q3 (Oct - Dec17)**

Finance Manager explained that the transfer of information from the old housing management system to the new system has now started. This is due to be complete mid March. Following this testing of the new system will commence. It was noted the main risks were still availability of Civica staffing resources and secondly, if the data from the old system does not transfers satisfactorily, resulting in delays to the project.

It was noted our new Business Intelligence Developer, Andrew Walker, started with us a couple of weeks ago and is settling in well.

Management Committee approved.

Finance Manager left 7.35pm

8. **Assurance House**

Director confirmed that we have employed an Architect for Assurance House. Our Senior Clerk of Works & Director is liaising with them. The main changes suggested so far is that we use the entrance at Lawn Street and that the public access should be on the first floor, with staff working on the second floor. We need to look at the lift and also replace boilers. May have to replace windows for energy efficiency, if costs allow. MC asked what the different colours meant on the planned timescales. Director will ask and come back next month.

9. **GWSF Strategic Priorities 2018/19**

Director mentioned that we had received a survey about the fees for SFHA. Glad to see the SFHA are finally tackling the fees issue. GWSF priorities are a continuation of what they have been doing previously.

Management Committee approved.

10. **Delegated Authority of Director**

Director confirmed that the amendment is adding in the guidance for PSPS.

Management Committee approved.

11. **SHR Consultation Paper**

Director and Chair are attending an event this week about this consultation paper. Director provided a brief description of the content of the paper. There was a bit of discussion around the number of consultants being appointed by other associations and the costs and benefits of this. The council are consulting with their tenants on this. Our MC did not think this was necessary and the paper should be put on web-site or facebook.

Management Committee noted.

12.a PSPS minutes 17.11.17

Management Committee Noted

12.b PSPS Management Accounts Q3 (Oct – Dec 17)

Management Committee noted

13. Audit Sub minutes – 13.11.17

Management Committee noted

14. Correspondence, Training & Feedback
Correspondence

- Practical Guidance on Governance and Financial Management available.
- SHARE training – will update courses when needed
- EVH 40th celebration. John Sweeney has been asked to provide any comical stories

Training

- EVH celebrating 'Fab 40'- only know date - 15th & 16th November 2018
- EVH – Governing Body Leadership programme – Ian J booked on this.
- EVH – Governing Body Members event – Sunday 8th April – Jim, Ian and Sandra L to attend

Feedback

After the Act event – Saroj will send presentation to Sandra M. If anyone wants a copy, let Sandra M know.

15. AOCB

Confirming the amended dates for future meeting / briefing.

Development briefing amended from Monday 12th March – Monday 19th March.

MC meeting in March has been amended from Monday 26th March to Tuesday 27th March. An updated calendar has been issued. Apologies for any confusion.

The staff in our Finance room at 62 are struggling space wise and so we are swapping the Finance room and the Committee room as from Friday 2nd March. So the next time MC come to 62, the meeting will be held in the old Finance room.

16. DONM

Next meeting is Tuesday 27th March 2018 at 62 Espedair Street at 6.30pm.
Meeting finished 8.15pm.