

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 25th MARCH 2024 AT 6.30PM

This meeting was a hybrid meeting via Teams.

Present in office: Karen McMillan, Emmanuel Dufegha, Ian Johnstone, Sandra Loney

Present via Teams: Tina Russell, Neil McCall, Michelle Hart & Laura Clark.

In Attendance in Office: Kathleen McCutcheon, Craig Reid, Lorna Colville & Sandra Marshall

In Attendance via Teams: Tracy Fraser

1a) APOLOGIES

Apologies received from Elaine Templeton

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

Item 5 – Employee ballot.

2a) MINUTES OF MEETING HELD ON 19.2.24.

Minutes of meeting agreed. One small typing error on item 12. Proposed Karen McMillan, seconded by Emmanuel Dufegha.

b) MATTERS ARISING

ED raised the issue of the status of the Development Sub Committee. To clarify the Development Sub Committee will be reinstated if we can get more Board members through advertising. Until then development matters will be reported to the full Board meeting.

3) LEASE REPORT

Head of Housing provided the annual update on our leases. Generally, leases are for 1 – 3 years but some have gone on longer provided there have been no issues. No questions about the lease report.

Board Noted.

Head of Housing left the meeting at 18.40.

4) 5 YEAR FINANCIAL PLAN

Head of Finance & IT confirmed this was the updated version of the draft report issued earlier in the year. Highlighted that the Stage 3 adaptation costs have

increased, and this is a concern going forward and is shown as a Sensitivity, which assumes grant funding might be removed. Also mentioned that our property insurance has increased by £30k and we will tender for this next year, to test out the market.

The additional sensitivities were noted as was the inclusion of the 2 ROTs properties.

Board approved: -

- Approve the 5-year financial plan and the assumptions therein.
- To Delegate to the Head of Finance & IT, the authority to submit the SHR 5 Year Financial Plan Return, on behalf of the Board.
- To Delegate to the Head of Finance & IT, the authority to submit this Financial Plan to the various lenders by end March 24, as part of the financial covenant requirements.

5) EMPLOYEES BALLOT

After brief discussion the Board agreed to vote in favour for the proposal: -

April 2024

An increase of 6% on all salary points (bar points PA1 to PA6 which will be increased to the set rate for the Real Living Wage of £12.00 per hour). This increase will also be applied to all allowances, bar the standard HMRC fixed mileage allowance and will be effective from 1st April 2024.

Board Approved

6) REINFORCED AUTOCLAVED AERATED CONCRETE (RAAC) UPDATE

Head of Assets and Development provided an update the RAAC situation. We went out to tender in Feb 24 and now have appointed a contractor. They will be doing inspections in the areas we have highlighted. We believe we have RAAC in our office building and follow-up work may be disruptive for staff. We will review situation in mid-April. Question asked - do we drill into the wall to check for RAAC and yes this is the case.

Board Approved

7) GAS BOILER – ‘IDEAL’ PRODUCT RECALL – NOTIFIABLE EVENT

Head of Assets and Development explained that we have had a notifiable event as there has been a product recall on a boiler which affects 83 of our tenants. He confirmed that we had written to all tenants involved. Since the report was issued, we can now update that the part to be replaced has now been delivered and we are having a meeting with the contractor tomorrow and expect that the part can be installed in each boiler over the next 3 weeks. There are no costs involved as the boilers are still under warranty. Question from Board member- will the manpower

required to complete the works affect any other of our workstreams? We have had good discussions with our gas servicing and maintenance contractor, and they have not indicated any dip in service to us whilst they carry out the recall work. Another question about what H & S steps have been taken? The manufacturer has written to everyone to let them know how to re-pressurise their boiler. We have also written to everyone asking if they need any assistance with this we or our contractor can help. We will get confirmation once they are all fixed.

Board Noted.

8) CEASED MEMEBRSHIP

No ceased memberships

Board Approved.

9) NOTIFIABLE EVENTS REGISTER – ANNUAL REVIEW

2 items on the Notifiable register, retirement of CE and the gas boiler issue from previous agenda item. Chair to sign report.

Board Approved.

10) UPDATE ON CEO RETIREMENT

CE confirmed that the advert went out last week via EVH, SFHA and Scottish Housing news. There has been a good response for application packs. Dates for interviews have been agreed in May. The HR Sub have agreed the details for the retirement process and HR Sub minutes are provided to the Board.

Board Noted

11) BOARD RULES AND CODE OF CONDUCT

CE highlighted what expectations are of Board members confirming that we have 8 meetings a year and if you are on a sub Committee, they usually have 2 or 3 a year. We have 2 business planning mornings a year and an AGM in September. This is being highlighted as we were not quorate for our last board meeting, and this was a particularly important one as decisions had to be made regarding the rent increases. If you cannot make a meeting, please put in your apologies. In future a mobile number for whoever is organising the meeting (usually Sandra or Andrew) will be on the Agenda. If on the day/night you cannot make it or are having

difficulty getting access to the meeting remotely, please phone the number on that meeting's Agenda. We will be advertising for new Board members very soon.

Board Noted

12) ORCHARD STREET

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Board Noted

13) SHR – NEW REGULATORY FRAMEWORK- LETTER TO LANDLORDS

CE confirmed that there were some minor changes in the wording of this document.

Board Noted.

14) ACOB

a) CE provided update of the sale of 64 Espedair Street, which will hopefully go ahead before the 31st March 2024. CE wants to confirm Board are happy for CE to sign the paperwork needed for the sale to go ahead. We may need a copy of the minutes signed as well, and if this is the case CE will contact Chairperson.

Board approved that CE can sign the paperwork to complete the sale of 64 Espedair Street.

15) DONM

The next meeting will be 29th April 2024.

Meeting finished 8.00pm

