

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 27 OCTOBER 2021 AT 6.30PM

This meeting was a virtual meeting using 8x8 platform.

Present: Jim Weir, Ian Johnstone, Mairi Maclean, Karen McMillan, Michelle Hart, Saroj Bains and Neil McCall.

In Attendance: Elaine Thomson and Sandra Marshall.

Observer: Laura Clark

Chair welcomed Laura Clark to the meeting. Laura provided a brief outline of her experience within the Housing sector and why she wants to become a board member.

1a) APOLOGIES

Apologies received from Drew Mason, Sandra Loney and Kathleen McCutcheon.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None

2a) MINUTES OF MEETING HELD ON 28.09.2021

Minutes of meeting agreed. Proposed by Jim Weir and seconded by Karen McMillan.

b) MATTERS ARISING

None

Board noted.

It was agreed that the order of the Agenda could be amended so that items 9 and 11 could be discussed at the start.

9) KPI'S UP TO Q2

Head of Technical asked if there were any questions about the KPI's, and there were none. Head of Technical provided a brief update on the bathroom and kitchen contracts.

Board Noted.

11) FIRE SAFETY COMPLIANCE

Head of Technical explained the access difficulties to be resolved in order to be compliant with the new Fire Safety Legislation for the end of Feb 2022. There is no

case law on this yet, as with gas safety. She recommended that we follow the same process as we do to ensure compliance for gas safety. It is proposed to send a letter to tenants to explain what we need to happen by a set date, offering assistance if required and warning of the next stage action. If deadline is not met, a forced access letter is hand delivered explaining again the reason for this action and giving the forced action date. Head of Technical confirmed that if we had to force access, the lock changes are charged to the tenant. This measure will not be used to enforce the rewiring programme which includes the fire safety work. But where there is no access we will enforce the fire safety element.

Board Approved.

Head of Technical left the meeting at 6.55

3) ASSURANCE STATEMENT DRAFT

Corporate Services Officer explained that this Assurance Statement was the updated version. The Statement regarding the Equalities was a suggested paragraph by GWSF to all members. If approved tonight, Chair would sign statement and we would upload this onto SHR portal. There were no questions and Board happy to approve.

Board Approved.

4) SIGNIFICANT PERFORMANCE FAILURES REVIEW

Corporate Services Officer confirmed that this was up for review but there are no changes.

Board Approved

5) REPORT ON HEAD OF TECHNICAL RETIRING

Corporate Services Officer explained that the Head of Technical has indicated her intention to retire in March 2022. This initial report by the Chief Exec shows initial thoughts as to how to go forward and there will be another report at the November meeting. Board agreed that there were some significant decisions to be made and this would provide an opportunity to look at the role of the job and what is needed in PHA.

Board Approved.

6) REVIEW OF AFFILIATIONS

Corporate Services Officer confirmed that last year it had been agreed to only let the Board know of any amendments to the Affiliations and that details of the Affiliations would be provided to new members at their induction session.

For next year, it was recommended that we do not renew membership for TIS, as we felt last year it was not value for money. All other affiliations remain in place.

Board Approved.

7) CALENDAR OF MEETINGS 2022

Discussion took place around the possibility of having just 2 meetings per year for the sub groups. CE is mindful that we do not have too many members at the moment and does not want the number of meetings to be too onerous. Board feel that 2 are too few and are happier with 3 or 4, depending on what needs to be discussed. One of our new members felt that one sub meeting every 3 months was definitely doable, and it is easy to drop a meeting if no longer needed. Also for Audit sub, we need to check what the timescales are for certain tasks, to see if these meetings can actually be reduced. The 7th Nov meeting clashes with EVH meeting – look to amend this date. We will confirm Calendar in the New Year.

Board Approved.

8) CEASED MEMBERSHIPS

Corporate Services Officer confirmed there were 3 members who had not attended the AGM within the last 5 years and therefore their memberships have ceased.

Board Approved.

10) ANNUAL PLANNING PROGRAMME

The Annual Planning Programme shows what the Senior Management Team will be working on throughout next year

Board Approved.

12) AOCB

- Authorised signatories. Eileen Graham has been removed as an authorised signatory as she has resigned from the Board. We will monitor this to see if any changes are recommended in the future.

Board Noted

-New member – Andrew Paterson

Board Approved

- Visit to Westerfield tomorrow. The flat you will be seeing in on the 4th floor – so lots of stairs. If some board members cannot manage this, we will arrange another visit over the next couple of weeks.

Board Noted

13) DONM

Monday 29th November 2021.

Meeting Ends 7.20pm