

## **PAISLEY HOUSING ASSOCIATION**

### **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 27 MARCH 2018 AT 6.30 PM AT 62 ESPEDAIR ST, PAISLEY**

Present: Jim Weir, Eileen Graham, Ian Johnstone, Sandra Loney, Saroj Bains, Annie Patrick, John Sweeney, Karen McMillan and Mairi Maclean

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

Observers: Shirley Smith and Scott Tsuru

Guest: Eamonn Connelly, EVH

#### **3. EAMONN CONNELLY, EVH**

Eamonn gave an update on what EVH is, and what help or assistance they can provide to us, in particular mentioning H & S, Landlord Safety Manual, and Training.

#### **1. a) APOLOGIES**

Iain Dewar

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

None

#### **2. a) MINUTES OF THE PREVIOUS MEETING HELD ON 19 FEBRUARY 2018**

Eileen Graham proposed the minutes, Sandra Loney seconded them.

#### **b) MATTERS ARISING**

None

#### **4. FINAL 5 YEAR FINANCIAL PLAN**

Finance Manager confirmed the draft 5 year plan was discussed in February, and this is the updated plan after updating rent and service charges & updated 17/18 performance. The updated sensitivity analysis was noted and Finance Manager provided info on each of them. Finance Manager confirmed we would use these budget figures to update the 30 year financial plan & the 5YFP return to the regulator.

**Management Committee approved the 5 year Financial Plan.**

#### **5. LETTING STANDARD**

Technical Manager confirmed the Letting Standard had been reviewed taking into account installing communal satellite systems, cross referencing the Letting Standard with the Estate Management Standard and also referring to feedback from our complaints process. The technical manager detailed the main changes and added a new change from the Government about smoke alarms, which recommends 'linking' smoke alarms. We are looking at

wireless smoke alarms instead. This has come out of the blue and looks likely to have to be completed within 2 years, with no funding.

On the Letting Standard, Technical Manager to confirm to what keys are given out for each property.

**Management Committee approved the Letting Standard**

**6. OUR POWER**

Technical Manager explained the benefits of transferring from Citrus to Our Power, confirming that as well as being cheaper for us, our customers will also receive more choice and therefore a better service. After discussion, MC felt that this all sounded good, but would like some more information on how long Our Power has been established before making a decision. The Technical Manager to provide this for next meeting.

**Management Committee noted.**

**7. TP STRATEGY AMENDMENTS AND ACTION PLAN**

Assistant Housing Manager explained as the TP working group have been disbanded, reference to TPWG has been removed. Other changes were minor and Assistant HM briefly went over these and confirmed the TP action plan for 2018/19.

**Management Committee approved.**

**8. PROPERTY FOR SALE**

Assistant Housing Manager explained we were looking to sell this property. The history is there are 2 commercial properties within this block which have majority share in respect of titles. As they have the majority voting rights for the factoring service, they tend to block common works. This created lots of discussion. There was concern that this could stop us getting involved in the future in any regeneration project initiated by Renfrewshire Council although main feeling was this was unlikely in the near future, additionally, as we have been unable to carry out improvements in recent years, we do not consider it to be a good resource to retain this flat.

Assistant Housing Manager also advised that should we not sell, any prospective tenant would not be getting as good a service as our other tenants as we could not maintain common parts. Director confirmed that both she and the Housing Manager would be meeting with Renfrewshire Council again to discuss the complexities of factoring which can often result in situations such as this with regards to the condition of a building. After consideration MC agreed to proceed with the sale.

**Management Committee approved Option 2, i.e. the sale of the property as this is believed to be of most advantage to the Association.**

Finance Manager, Technical Manager and Assistant Housing Manager left the meeting 7.55pm

**9. THE LOBBYING ACT**

Director showed details of the Lobbying Act, although does not believe this will be an issue for our MC members, but MC need to be aware of it. If anyone in any doubt if a particular scenario should be registered, contact the Director.

**Management Committee noted.**

10. **DELEGATED AUTHORITY OF THE HUMAN RESOURCES SUB COMMITTEE**

Director went over the changes to the delegated authority of the HR sub Committee. There were some wording needing changed regarding Annual Reporting. The Director will carry this out and present it to the HR Sub for approval.

**Management Committee approved ( with amendments to be made as noted)**

11. **OSCR**

Director explained that this information note from OSCR came about due to recent reported abuse issues. As Trustees, you need to be confident that we are doing everything we can to ensure staff safety.

The Director reminded MC that any serious incident should be reported as a notifiable event and there are numerous Safeguards in place for staff.

**Management Committee approved.**

12. **GLENBURN SITE**

Director briefly explained that both ourselves and Sanctuary are interested in developing site at Glenburn. MC happy that the Director investigates further all development aspects of the proposal.

**Management Committee approved**

13. **MODEL PRIVACY POLICY**

Model Privacy Policy has been received from SFHA & GWSF, this has been tweaked for Paisley HA. The main difference is that we do not have a Data Protection Officer. All GDPR issues for PHA to be referred to our Corporate Services Officer.

**Management Committee approved**

14. **GDPR ACTION PLAN**

GDPR Action Plan is an ongoing document. As this is new regulations, there will be further changes once CSO starts to action. We will also have to have our Solicitors confirm our new documents are compliant.

**Management Committee approved**

15. **MODEL COMMUNICATIONS POLICY**

Director highlighted how public these social media forums can be and re-iterated – keep confidential business confidential.

## **Management Committee approved Communications Policy**

### **16. MEMBERSHIP REMOVAL**

MC approved the removal of 2 ceased members.

**Management Committee approved.**

### **17. CORRESPONDENCE, TRAINING AND FEEDBACK**

#### **Correspondence**

- SFHA provided brochure about what they provide
- Bridgewater 21 years old this year
- EVH Account review – issues to all MC
- Housing Scot – article from the Times

#### **Training**

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

#### **Feedback**

-GWSF summary of SHR discussion paper - both attendees thought is was a good session

### **18. AOCB**

Director showed off our new website, due to go live later this week. It has our new logo. MC are positive about the logo and web-site.

Director asked if Management Committee still wanted to be called Management Committee or would they prefer to be known as The Board. There was a brief discussion and the consensus was that they would now prefer to be known as The Board.

### **19. DONM**

Next meeting is Monday 30<sup>th</sup> April 2018 at 62 Espedair Street at 6.30pm.  
Meeting finished 8.45pm.