

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 27th JUNE 2022 AT 6.30PM

This meeting was a hybrid meeting via Teams

Present in office: Karen McMillan, Sandra Loney, Tina Russell and Mairi Maclean.

Present via Teams: Michelle Hart, Neil McCall, Drew Mason & Emmanuel Dufegha

In Attendance in Office: Kathleen McCutcheon, Craig Reid, Anton Nugent and Sandra Marshall

In Attendance via Teams: Lorna Colville.

Karen McMillan is acting Chair for this meeting as both Ian J and Jim W have put in their apologies and welcomed Tina as a new board member and Craig Reid, our new Head of Asset Management to his first Board meeting.

1a) APOLOGIES

Apologies received from Ian Johnstone, Jim Weir, Saroj Bains and Laura Clark

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None

2a) MINUTES OF MEETING HELD ON 30.05.2022

Minutes of meeting agreed. Proposed by Karen McMillan and seconded by Michelle Hart.

b) MATTERS ARISING

Head of Finance and IT confirmed that the hard copy of the Annual Procurement report had been posted out to everyone. There were no further questions from the Board about this report.

Head of Asset Management confirmed that our contractor has pulled out of our kitchen contract. He explained that progress has been really slow and recently they requested to mutually terminate the contract. There are having issues with cashflow and getting materials. This is very unfortunate for our tenants, but there seems to be a bit of a trend as this has happened to several HA's. We are now looking to re-tender this via iFlair and expect that costs may increase. We are hoping to restart this in September, and an update will be provided at the next board meeting.

Board Noted.

3) ANNUAL TENANCY SUSTAINMENT REPORT

Senior Housing Officer provided a very detailed explanation about our tenancy sustainment figures. Although we did not meet our target, this was not completely unexpected as most of the tenancies started during the pandemic. The category with the most failed tenancies are our Section 5's, who tend to have complex needs and require more support, which during the pandemic was not always available. On reflection, circumstances were outwith our control and we couldn't have done anything differently to improve the figures. Senior Housing Officer also commented that the Homeless prevention project has been extended to Dec 2023.

Board Approved.

4) UKRAINE RESETTLEMENT PROGRAMME

Senior Housing Officer explained that the council had written to all the HA's in FLAIR to see if we can identify properties that can be used for Ukrainian refugees. These refugees will sign up as secure tenants and can look for work or can apply for Universal Credit. The government have also provided a grant where we will be able to claim any rent loss, if there are any delays in matching households to the properties we provide. This grant will also be used to furnish the properties. Approval sought for us to provide 4 properties.

Board Approved.

Senior Housing Officer left the meeting at 18.57

5) TREASURY MANAGEMENT ANNUAL REPORT

Head of Finance and IT provided brief update on what was needed in the future and asked for board approval for several recommendations.

Board Approved the recommendations noted below:-

- Delegated authority to the Head of Finance & IT to arrange re valuation of the relevant secured Stock with the Coop Bank's preferred valuer
- A letter of compliance with the financial covenants for the Clydesdale Bank Loans, signed by the Chair, and including a copy of the 5 Year Financial Return and the makeup of the Board following the AGM, will be submitted to the Clydesdale Bank, by the Head of Finance & IT by 30 September 2022
- A Certificate from our auditors evidencing compliance with covenants will be submitted to the Royal Bank of Scotland, by the Head of Finance & IT by 30 September 2022.
- Delegated authority to the Head of Finance & IT to invest available funds.
- Delegated authority to the Head of Finance & IT to submit the Loan Portfolio Annual Return to SHR in line with Appendix 1 for the deadline 30/6/22
- The new Head of Asset Management to be added as a new payments' signatory replacing the Head of Technical.

6) EQUALITY DATA REPORT

Chief Exec recommended in future that this would be an annual report. She also explained that the guidelines have been quite confusing. The main issue is whether we collect information in an anonymised way, which then means we don't know which tenants the information relates to. We are still in the early stages of this and want to be as inclusive as possible.

Board Approved.

7) BOARD COMPOSITION REPORT

Chief Exec explained that all HA are having difficulties in recruiting board members. We have 12 board members at the moment, but Board membership recently has been down as low as 8 last year. We want to be open and inclusive to all members of the society. We are looking at different ways to try recruit younger people to the Board. Lorna from EVH, will ask current board members questions about the board succession planning.

Board Approved.

8) REPORT ON HYBRID WORKING

Chief Exec confirmed that we are trialling out hybrid working with the majority of staff. Not all staff, as some job descriptions you cannot do when working from home. Chief Exec also confirmed that we are fully open to the public, although footfall has greatly reduced. Board member questioned whether we were considering helping the local economy when considering all options. Chief Exec confirmed this would be difficult to measure any impact but will think about how to do this.

Board Approved.

We had an issue with the owl 'freezing' but was able to re-connect via Chief Exec's laptop.

9) PSPS MINUTES FEB 22

Board Noted.

10) HR MINUTES JAN 22

Board Noted

11) AOCB

- Head of Finance and IT updated that SHAPS confirmed we will have reached the criteria to allow deficit payments to end from 30th September 2022, at least until the next valuation, which is good news.

However the Head of Finance and IT also noted SHAPS are awaiting a court case to go through that might affect the valuation. Although this is likely not to be resolved until 2024, the Auditors expect this will be noted in our accounts for this year as a contingent liability. This will be as a note only and will not affect the formal Financial Position in the Financial Statements.

- Chief Exec confirmed that we had our first in person staff away day on Friday 24th June. The Business Plan was the main topic and staff were very positive about how they fit into the business plan, and how progress will be communicated which will be via appraisals, section and staff meetings. Some of the things mentioned by staff were making letting stock more attractive, try to do more to assist tenant and staff with rising cost of living. Also aware of staff wellbeing – some staff have had a more difficult time as they are potentially dealing with tenants who have not had the same access to support services, which makes their job more difficult. Other things mentioned were that we should build more houses, be more visible in the community and some concern over job security.

- Chief Exec presented Sandra Loney with a bouquet of flowers as a thank-you, as she has been on our Board for 20 years.

Board Noted.

12) DONM

Next meeting 29th August 2022

Meeting finished 19.40