

## **PAISLEY HOUSING ASSOCIATION**

### **MINUTES OF THE BOARD MEETING HELD ON 27<sup>th</sup> November 2023 AT 6.30PM**

**This meeting was a hybrid meeting via Teams**

Present in office: Karen McMillan, Ian Johnston, Mairi Maclean, Neil McCall, & Elaine Templeton.

Present via Teams: Emmanuel Dufegha, Sandra Loney, Tina Russell & Laura Clark

In Attendance in Office: Lesley Forsyth, Kathleen McCutcheon & Andrew Eaglesham

In Attendance via Teams: Alan Graham, Craig Reid & Lorna Colville

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

Apologies received from Drew Mason and Sandra Marshall.

**Special Leave:** Michelle Hart

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

none

#### **2a) MINUTES OF MEETING HELD ON 30/10/23**

Minutes of meeting agreed. Proposed Elaine Templeton and seconded by Neil McCall

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

none

#### **3) Fuel Poverty Strategy**

Advice & Projects Manager (APM) introduced the strategy and outlined what it considers. There has been input from both Housing and Asset Management as these are the sections most involved in mitigating Fuel Poverty. APM clarified that there are systemic factors which are outwith the control of the Association, as such the strategy focusses on where we can affect meaningful change. This is outlined in the Action Plan in the strategy which will be further developed.

The first action is an energy survey for tenants, this is currently live and will close on 1<sup>st</sup> December, this will give a richer picture of the extent of the issue for further consideration. We will be looking at delivering training to HM and AM on identifying indicators of fuel poverty. APM stated we will continue to maximise funding to assist tenants, particularly those in crisis. An example of the use of this sort of funding is our Fuel Bank, which has been operating since March 2020.

Board Member questioned if there's been any issues with dampness & mould caused by tenants not heating their properties.

APM clarified the primary cause of mould seems to be condensation, which can result from behavioural causes such as lack of ventilation and potentially not heating their properties. This does not appear to have caused any major structure or fabric problems to date.

Board Member queried if tenants are aware of fuel poverty advice.

APM confirmed it's on our monthly bulletin and on the website. Referrals tend to come via Housing Officers or self referrals, Our advice team supported around a third of our tenants in 2022/23.

**Board Approved.**

Advice & Projects Manager left the meeting at 6:45.

#### **4) 30 Year Financial Report**

Head of Finance and IT (HFI) summarised the report. It was noted the projection is PHA is in a healthy position over the 30 years. In particular more robust longer term. HFI noted 1% reduction in rents ( i.e CPI less 0.5%) and 1% increase in repair costs and salaries, has the largest negative impact on the 30 year cashflow. Testing of covenants ( including sensitivities) did not indicate any predicted breaches in financial covenants..

**Board Noted the report.**

#### **5) Management Accounts Q2**

HFI summarised report, 6 month period up to September looks good and above budget, Mainly due to additional interest income and delayed spend compensating for over budget spend on day to day repairs, common services and planned maintenance. It was noted currently a budget overspend is projected to the year end, mainly due to repairs and other additional spend such as the Lift at Oliphant Court and the purchase of replacement gas boilers at George Street, although it was noted possible additional savings else where could reduce this.

[REDACTED]

HFI notes the Board previously agreed part refund of service charges for Landscaping, due to problems with the Landscape contractor but highlighted the projected spend for the alternative provision will be above budget.

**No Questions. Board Approved.**

### **6) KPI Monthly Reports (Q1 & Q2)**

We have changed some of the KPI's to be closer to the ARC statistics.

HFI says things are going well however as mentioned in the management accounts report, the RAAC issue is above spend by 2%.

Chief Executive gave update on Housing Management (HM).

HOAM gave update, performance in repairs doing really well however it's costly. Noted some late certificates with the 5 yearly EICR's. Some properties are late due to high meter debt, a large number of follow up works in properties following the EICR test has pushed properties beyond the expiry date, making it late also. Current process has been reviewed and a new 5 year Electrical Safety contract will be procured for 2024-2025.

**Board Noted.**

### **7) Annual Planning Program 2024/25**

Nothing really changed or new in programme, just needs to be signed off.

**Board Approved.**

### **8) Outcomes of Business Plan Review**

Fairly reasonable turnout at the business plan review, Chief Executive (CE) has summarised the changes to the business plan in the report. Business plan will be extended to May 2025. This will give some breathing space for the new Chief Executive following the departure of the current Chief Executive.

CE noted that the changes in the report are highlighted in red. In some areas we're nearly meeting targets and others we're exceeding them. Looking well on track, next review is to maintain targets.

**Board Approved the report**

Andrew, Lesley, Lorna and Craig left the meeting at 7:15.

**9) Strategic Options Appraisal**

The CE thanked those Board members and SMT who had completed the Options Appraisal. The overall response gave a clear indication that both Board and Senior Staff wanted the Association to remain independent and considered it was possible to achieve our Business Objectives. The Board wanted to see more collaboration with other Associations and this is being considered through the current work being undertaken with Altair.

Board members gave feedback that the process was robust.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Board noted the above.

**11) AOCB**

There was no other business.

**12) DONM**

The next meeting will be 22<sup>nd</sup> January 2024.