

## PAISLEY HOUSING ASSOCIATION

### MINUTES OF THE BOARD MEETING HELD ON 28<sup>th</sup> October 2024 AT 6.30PM

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

Present in office: Karen McMillan, Elaine Templeton, Sandra Loney and Mairi Maclean ( arrived 6.50).

Present via Teams: Neil McCall

In Attendance in Office: Fiona McTaggart, Lorna Colville, Duncan McKnight & Sandra Marshall

Chief Exec initially chaired the meeting as this was our first meeting after the AGM.

Office Bearers are as follows:-

Chair - Karen McMillan

Secretary – Sandra Marshall

We do not have a Vice Chair. Michelle Hart has resigned ( AOCB). This means we do not have enough people to run the Audit Committee. We are looking for a minimum of 4 on each committee, which gives a bit of leeway if one person cannot make it. Not all Board were in attendance so it was agreed to e-mail the board to see if anyone wanted to join any of the Sub Committees or want to be Vice Chair.

Elaine Templeton agreed to go on the HR Sub Committee.

We have 3 sub-groups - Members are now as follows:-

#### HR Sub Group

Ian Johnstone ( Chair)

Karen McMillan  
Sandra Loney  
Elaine Templeton

#### PSPS

Sandra Loney (Chair)

Ian Johnstone  
Neill McCall

#### Audit Committee

~~Michelle Hart~~ TBA  
( Chair)

Ian Johnstone  
Elaine Templeton  
New Member to be  
agreed,

Chair then took over the meeting.

#### 1a) APOLOGIES

Apologies received from Laura Clark, Ian Johnstone & Michelle Hart.

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

None

## **2a) MINUTES OF MEETING HELD ON 22.8.24**

Minutes of meeting agreed. Proposed Sandra Loney, seconded by Elaine Templeton.

**Board Approved.**

## **b) MATTERS ARISING**

None

**Board Noted.**

## **3) Assurance House & RAAC update**

Asset Manager confirmed that we are not going to meet the target of completion by mid-November, but are confident of Xmas or early January finish. Question about whether the RAAC was included? Asset Manager confirmed we hope to incorporate RAAC removal as an addition to the existing contract, pending building control approval.

**Board Noted.**

## **4) Stage 3 Adaptations**

Asset Manager provided an update about the grant funding situation and the shortfall we are experiencing. Asset Manager explained how we now have a waiting list, which have been on hold since July/ Aug as we do not have further funding to go ahead with adaptations. He also confirmed that the adaptations themselves are bigger & getting more costly . Discussion took place around how we could sustain these adaptations without funding, but consensus is that we can't.

**Board Noted report.**

## **5) Net Zero Presentation**

Asset Manager explained the next steps to Net Zero or SHNZS ( Social Housing Net Zero Standard). He explained the expected standards and how much this will cost to attain these standards. NO Housing Association will be able to self fund the work needed to achieve these standards.

Asset Manager confirmed we are part of a project with 4 other HA's and an architect company to look at creating Net Zero investment plans for each stock type. The findings of this project will be shared with SFHA and Scottish Government.

**Board Noted**



### **6) 30 year Financial Plan**

Head of Finance and IT confirmed that without Net Zero our cash flow was looking healthy, weakest in 25/26 and 26/27. There were no issues with general cashflow however 2 sensitives reduced rents and increased maintenance spend results in loan covenant failings in 2041/42.

It was noted the biggest issue is the cost of achieving Net Zero , as per our consultants' estimates. [REDACTED]

[REDACTED] Question – have we factored in National Insurance increase – we have not specifically but have factored in a larger 1% rise in total salary costs. Question about an update on the Pension deficit figure - we should start to know what figure this will be in a few months. HoF&IT also confirmed that the staffing changes referred to HR sub were included in this plan.

**Board Approved.**

### **7) Anti-Fraud & Corruption Policy**

Head of Finance and IT explained that bringing these 2 policies together made sense. The main amendments being to better focus on detection and prevention,

**Board Approved.**

### **8) Information Security Policy**

Head of Finance & IT confirmed that as we are looking to be accredited for Cyber Essentials, we had to update this policy confirming we required to clarify a few processes and incorporate a more complex password policy. A couple of typing errors to be amended. Due to sensitivities in the policy, it was noted the full Policy will not be published onto the website – just a 'Policy Statement.'

**Board Approved.**

### **9) Financial Regulation Policy**

Head of Finance & IT confirmed that this policy has just been tidied up to make some sections a bit clearer. It was noted the Contract Management process is due in November.

**Board Approved.**

There were a couple of issues with the printed paperwork. There were lines through some of the wording and board not sure if lines were actually scored out. This is not the case- nothing should be scored out. It was noted this may have been a photocopier issue. CE talked about getting a couple of demonstrations with ipads or tablets, to show how notetaking can be used. Board agreed this was a good idea. CE asked Head of Finance & IT to look into this.

#### **10) Self Assessment for Assurance Statement**

CE confirmed that the statement, although similar to last years, now contained a bit more detail of evidence. CE wants to get various board members to review/check our evidence throughout the year. Typing error amended during the meeting and Assurance Statement signed by Chair.

**Board Approved.**

#### **11) Equality Data Collection Annual Report**

CE confirmed that we will do an action plan for this and bring it back to the Board in November.

**Board Approved.**

#### **12) Business Planning / Strategy Day**

CE confirmed the programme plan for the day and that we will need a further meeting for Board and Staff to get together. Visions and Values to be included along with strap line proposals ( which will be sent out beforehand). The proposed 2 new observers to be invited to the Strategy day too.  
Board have requested that they have name badges.

**Board Approved.**

#### **13) Benchmark Results Presentation**

CE wanted to update the Board on PHA's performance and to explain the ARC figures. PHA performance is very good and should be celebrated.

**Board Noted.**

#### **14) Update on SHIP**

Asset Manager confirmed there are significant cuts to funding. There are no further funding for other potential developments. There was lots of discussion about how to take this forward. We have had feasibility studies done for Foxbar previously – so agreement was to look into these and potentially get them updated so that if anything slips within the SHIP, we can be ready to step in.

**Board Noted.**

#### **15) Ceased Members**

Corporate Services Officer confirmed that 3 memberships were to cease and this leaves us with just 18 members. We will need to see about a membership drive.

**Board Approved.**



#### **16) AGM Minutes**

Minutes of the AGM for September 2024 were agreed. Proposed by Karen McMillan and seconded by Sandra Loney.

**Board Approved.**

#### **17) EPB – service award**

Corporate Services Officer confirmed that 1 staff member left in Oct and was due a long service award. Another Staff member is now due to leave in Nov and is also due a long service award.

**Board Approved both service awards.**

#### **18) PSPS minutes 11.3.24**

**Board Noted**

#### **19) GWSF Survey Findings**

For information – Strengthening regulatory support and protection for community based housing associations

- GWSF membership consultation findings, September 2024

**Board Noted.**

#### **20) GWSF Submission to LGHP**

For information - Role of the Scottish Housing Regulator: GWSF submission to the Parliament's Local Government, Housing and Planning Committee, October 2024.

**Board Noted.**

#### **21) Policy Updates**

CE explained that the new Hybrid Policy reflects what we do now and all working well. Also the Business Continuity and Major Incident Plan has a couple of minor changes.

**Board Approved both Policies**

#### **22) CE Update**

CE confirmed that she is now a Board member of Pasley First. CE also confirmed that we have purchased 240 PACE Pantomime ticket to be donated to local schools, with the shopping centre donating selection boxes – with our logo on them.

**Board noted.**

### **23) AOCB**

**a)** Michelle Hart has resigned from the Board. The Board wish to thank Michelle for all her work on the Board and Audit Committee. Card and flowers to be sent to Essex.

**b)** GWSF Annual Conference-26<sup>th</sup> Nov. Karen McMillan doing a panel Workshop – what makes Local HA's different?

**c)** Pub owner next door is having difficulty seeing outside onto the street due to our scaffolding.

**d)** [REDACTED]  
[REDACTED]  
[REDACTED]

**Meeting ended at 8:40pm.**