

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 29th APRIL 2024 AT 6.30PM

This meeting was a hybrid meeting via Teams.

Present in office: Karen McMillan, Ian Johnstone, Mairi Maclean and Elaine Templeton.

Present via Teams: Tina Russell, Neil McCall, Laura Clark. & Sandra Loney

In Attendance in Office: Kathleen McCutcheon, Craig Reid, Tracy Fraser & Sandra Marshall

1a) APOLOGIES

Apologies received from Michelle Hart and Emmanuel Dufegha

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None.

2a) MINUTES OF MEETING HELD ON 25.3.24

Minutes of meeting agreed. Proposed Karen McMillan, seconded by Sandra Loney.

b) MATTERS ARISING

None.

3) SECURE RENTS

Head of Housing provided background to our remaining two properties for which a secure rent is still applicable advising that these rents are reviewed only every 3 years and have to be approved by a Rent Registration Officer. We provide the Rent Registration Officer with details of the rent & service charges we want to charge these tenants and they determine what they consider to be a reasonable rent. Once the rents are approved by the Rent Registration Officer, they remain in place for 3 years. We have proposed that the rent to be charged should be set at the same rate as our rent & service charges for 24/25 for other tenancies of the same type and size.

Board approved proposed charges to be referred to the Rent Registration service for approval.

Board Approved.

Head of Housing left the meeting at 18.37

4) Entitlements Payments and Benefits, Gifts & Hospitality Annual Report

Corporate Services Officer confirmed that we had 2 payments to be approved for staff who had left throughout the year and had received a long service award. The exit procedure has been amended to ensure these are actioned timeously.

The Gifts and Hospitality report shows what was purchased and received. As we run a Xmas children's party, we do not receive many gifts at xmas, but get cash donations towards the party instead.

Board Approved.

5) ANNUAL SIGNING OF BOARD CODE OF CONDUCT AND DEC OF INTEREST FORMS

Corporate Services Officer confirmed that we had received most of the code of conduct and declaration of interest forms back, but those who hadn't completed their forms should send them back as soon as they can.

Board Noted.

6) FLAIR SHARED SERVICES FINAL REPORT FOR ALTAIR

CE confirmed this was the final report and not many changes since the last one. This will be used to form the Business Plan for FLAIR. At the next FLAIR meeting the actions to be taken forward will be discussed and agreed. CE confirmed that ALTAIR were excellent to work with, meeting timescales and at a reasonable cost.

Board Approved.

7) BUSINESS PLAN REVIEW DAY DRAFT PROGRAMME

CE explained that the event would be held in the afternoon and that there will be some H & S training, followed by an update of where we are with our targets and hopefully there will be updated business plan guidance from the Regulator.

Board Approved.

8) UPDATE ON ORCHARD STREET

[REDACTED]

Board Approved.

9) UPDATE ON CE RETIREMENT

Chairperson confirmed that 3 Board members and David Bond from the Agency have concluded the shortlisting process, and we have 6 people shortlisted, with another 4 in reserve. Good response to the Job Advert. The Board members are meeting each of the 6 candidates this week for an informal chat, before next week's interviews on 8th May which includes a presentation and writing a report. Final interview will be 15th May. Chair will now update the Regulator with the application process so far.

CE has also requested to extend her retirement date from 5th July 2024 to 26th July 2024. CE also requesting 4 days unpaid leave as AL is needed to celebrate her 60th birthday. CE will confirm request by sending a new letter to Chairperson

Board Noted update on CE Retirement and Board Approved the extension of retirement date to 26th July and 4 days unpaid leave.

10) COMPLAINTS / GDPR / FOI ANNUAL REPORT

CE confirmed that the ARC only deals with tenant complaints and not owners, so PSPS figures are shown separately. The complaints are still low considering we had lots of issues with our garden maintenance contract last year. No concerns over the complaints figures. FOI request are mainly from journalists or students and we have responded within timescales. Question from Board with regard to damp and mould – does board get involved and do we follow a process? Head of Assets and Development confirmed that we do have processes in place and if there was any significant issues e.g. having to decant a tenant, the board would be informed.

Board Noted.

11) SHR LETTER RE COMPLIANCE

CE confirmed Regulator have deemed us to be compliant and this will now be put on the website.

Board Noted.

12) HR MINUTES 11.9.23

No comments about HR minutes.

Board Noted.

13) RAAC UPDATE NOFITIABLE EVENT

Head of Assets and Development provided update on RAAC. It was confirmed that there is no RAAC in any of our residential properties. However RAAC is present in

our office at Assurance House on the 2nd floor and our Plant room. 80% to 90% of it is exposed and our surveyor is not overly concerned. Further update will be provided at next months meeting. We have also been keeping the Regulator up to date as this is a notifiable event.

Board Noted.

14) ASSURANCE HOUSE – EXTERNAL RE-FURBISHMENT

Head of Assets and Development confirmed that there have been lots of delays. We still don't have planning consent. So we are now looking to re-tender within iFLAIR framework with a view to getting work completed by the end of the summer. Question from board about whether the contractor will actually submit a tender, due to all the delays. HoAD confirmed that was a possibility although we have spoken to them and fingers crossed they will. As inflation has gone down we hopefully will not see any increases in costs either.

[REDACTED]

Board Noted.

15) ACOB

1. Date for FLAIR Conference is Thursday June 20th at the Normandy Hotel. A morning event including lunch. CSO will send information out soon and board can let us know by business planning date if they want to attend. Invites go out to staff members too.

Board Noted.

16) DONM

The next meeting will be Wednesday 29th May 2024.

Meeting finished 7.20pm