

## PAISLEY HOUSING ASSOCIATION

### MINUTES OF THE BOARD MEETING HELD ON 29<sup>th</sup> AUGUST 2022 AT 6.30PM

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

Present in office: Ian Johnstone, Sandra Loney, Mairi Maclean.

Present via Teams: Michelle Hart, Drew Mason, Laura Clark, Karen McMillan.  
Emmanuel Dufegha joined and came in/out of the meeting.

In Attendance in Office: Kathleen McCutcheon, Craig Reid, Lorna Colville and  
Sandra Marshall

Observer: Elaine Templeton

Guest : Steven Cunningham, Partner, Alexander Sloan

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

Apologies received from Jim Weir, Saroj Bains, Neil McCall and Tina Russell

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

Item 11 CE appraisal

#### **2a) MINUTES OF MEETING HELD ON 27.06.2022**

Minutes of meeting agreed. Proposed by Sandra Loney and seconded by Mairi  
Maclean

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

CE provided update that we have re-housed 2 Ukranian families and are aiming to  
re-settle 4. Process working well.

#### **Board Noted.**

Amending order of agenda, continuing with items 5 & 6

#### **5) ANNUAL AUDIT COMMITTEE REPORT**

Head of Finance and IT confirmed this report was a summary of the work the Audit  
Committee have done over the last year. Monitoring Risk and Internal Audit Action  
Plans. A board member asked a question about the acquisitions at Orchard Street.  
CE confirmed that although they are not all purchased, we are hopeful that the  
council will underwrite the cost for the owners and that they will pursue the owners  
for the debt. Another question about the cost of rendering works for AH. CE

confirmed this will be going to the next Development Sub meeting in Oct. The architect & surveyor to provide cost plan.

**Board Approved.**

**6) FINANCIAL STATEMENTS 2021/2022 ( including Annual Online Accounts Return and SHAPS annual financial return)**

Head of Finance and IT introduced Steven Cunningham, from Alexander Sloan to present the Financial Statement for 21/22. Steven highlighted the key figures within the Financial Statement, in particular the Comprehensive Income Statement and the Statement of Financial Position. The Auditor confirmed they were able to provide a clean audit report and, in their opinion, the financial statements give a true and fair view of the Association's affairs and has been properly prepared in accordance with legislation. He also explained that there were no weaknesses that required to be highlighted in the Management Letter this year. It was note the Association should meet its financial covenants for the year.

**That the Board approved the report and in particular:**

- Approved the Financial Statements for the year to 31 March 2022 and Board Statements there in.
- Delegated authority to the Secretary and two of the Board Members to sign the Financial Statements on behalf of the Board, via Docusign ( [REDACTED] )
- Delegated authority to the Chair and one other Board Member to sign the Letter of Representation [REDACTED]
- Noted the Auditors' Management Letter and that no actions were requested by the Auditor, therefor no formal response was required by the Board.
- Noted the Online Audited Financial Statements Return for 2021/22 will be prepared in accordance with the Scottish Housing Regulator's policy document "Financial Viability of Registered Social Landlords: Information Requirements" and the approved Financial Statements.
- Delegated authority to the Head of Finance & IT to submit, on the Board's behalf, the Annual Online Accounts Return to the Regulator, along with the 3 attachments requested by SHR, following the AGM but by the deadline 30<sup>th</sup> September 2022
- The Board noted the Head of Finance & IT has submitted the SHAPS annual financial viability return
- The Board approved covenant returns, and associated information, be provided to the various lenders as required.

Steven Cunningham left the meeting at 7.10pm

### **3) KPI TARGETS FOR 22.23**

This KPI reports shows the target for year 22/23. Head of Asset Management confirmed the updated figures for the Technical section.

**Board Approved.**

### **4) UPDATE FOR KITCHEN CONTRACTS**

Head of Asset Management provided update on our kitchen contracts. We have now mutually terminated our kitchen contractor, who is now entering administration. We have been in negotiations with another of our iFLAIR contractors. This is a very fluid situation with shortages in both materials and labour. We envisage that any future contracts will cost significantly more. A further update will be provided at September's meeting. Board member questions how far into the contract we were, It was confirmed that only 3 properties were affected and we managed to complete these using a local supplier. More or less starting again from scratch with new contractor.

**Board Approved.**

Head of Asset Management left at 19.25

### **7) MANAGEMENT ACCOUNTS Q1 TO 30/6/22**

Head of Finance and IT confirmed that we were slightly ahead of budget for the first quarter. It was noted however Electricity prices had gone up and Gas prices are due to go up significantly ( when the current contract expires) and a report will be going up to the board in September, along with expected effect on the common heating charges. Board member asked if we have had tenants worried about the increase in gas/ common heating charges. It was confirmed that we have had tenants worried about the fuel charges, not so much the common heating as they will not rise till next April. We have our Welfare Benefit and Energy Advice service on offer to tenants. We foresee an increase in abandonments, bad debt and rigging electricity meters. Everything very unsettled and outwith our control. Board member asked if we had seen an increase in rent arrears and as at June 22, we had not compared to last year, but expect figures for Sept to be higher.

**Board Approved.**

## **8) ELECTION AND AGM**

Customer Services Officer confirmed that we had followed procedure with retiring Board members and confirmed that our 4 new board members would be standing for election at the AGM in Sept. It was also confirmed that all members with more than 9 years on the board completed their long serving appraisal.

**Board Approved.**

## **9) SECRETARY REPORT**

Secretary confirmed that all signatories were in order and that the signage for the new office was being looked into.

**Board Approved.**

Observer Elaine Templeton left the meeting 7.42

## **10) OUTCOME OF BOARD AND PSPS APPRAISALS**

CE confirmed that we had received report from EVH after completion of Board appraisals. There seemed to be a concern raised by someone about risks / protocols and governance. CE has asked if anyone would like to discuss this with her privately with examples of what we could do better/ improve then please contact her direct. Sandra will provide details of e-mail address and phone number. It would be useful to have some context to be able to take this issue forward. Board appraisals are part of the Assurance Statement and it would be helpful to know what we have to improve. This can be a conversation just between the board member and CE.

**Board Approved**

## **11) OUTCOME OF CHIEF EXECUTIVE APPRAISAL**

CE confirmed that her appraisal was completed by the HR sub.

DM asked about how the Senior Staff remuneration is assessed. PHA require to be competitive in the marketplace. KMC said that EVH carry out an independent job evaluation process of all SMT jobs. This is due in 2023.

The HR Sub also receive a Senior Officer remuneration report on an annual basis which compares the CE with other similar posts.

**Board Approved.**

**12) JIM WEIR SPECIAL LEAVE**

Jim Weir our Vice Chair has been in hospital and had requested Special leave for 6 months from August 22 to January 23. This was approved and Board sent on their best wishes.

**Board Approved.**

**13) FLAIR CONSTITUTION**

CE confirmed there were no big changes, just slightly updated.

**Board Approved**

**14) CHANGES IN STAFFING**

CE aware that there was not a lot of time to consider this report, but everyone confirmed they had read it. There were lots of discussion about the potential changes and when the timing would be right.

Agreed to the 2 most critical - a new Asset Manager, Grade 8 and a new Asset Co-ordinator, Grade 3. All other amendments to be looked at later during the budget process.

There was a lot of discussion regarding the Clerk of Works post. It was agreed that we need to look at this with what will be happening in development going forward.

**Board Approved going ahead with above 2 posts.**

**15) AOCB**

- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Board Approved**

- Membership form for Elaine Templeton

**Board Approved**

- Date of next meeting- as CE is on holiday for the September meeting – we are looking to amend it to either Wed 21<sup>st</sup> or Thurs 22<sup>nd</sup> Sept. Date which suits most is Wednesday 21<sup>st</sup> Sept.

**Board Noted.**

**16) DONM**

Next meeting 21<sup>st</sup> September 2021 6.30pm

Meeting finished 8.50