

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 30th October 2023 AT 6.35PM

This meeting was a hybrid meeting via Teams

Present in office: Karen McMillan, Ian Johnstone, Mairi McLean & Elaine Templeton.

Present via Teams: Sandra Loney, Neil McCall

In Attendance in Office: Kathleen McCutcheon, Craig Reid & Andrew Eaglesham

In Attendance via Teams: Tracy Fraser & Lorna Colville (at 6:53).

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 have 4 sub-groups - Members are now as follows:-

HR Sub Group

Ian Johnstone (Chair)

Karen McMillan

Sandra Loney

PSPS

Sandra Loney (Chair)

Ian Johnstone

Neill McCall

Audit Committee

Michelle Hart (Chair)

Ian Johnstone

Elaine Templeton

Development Sub

Drew Mason (Chair)

Karen McMillan

Sandra Loney

Karen McMillan took over as Chairperson.

1a) APOLOGIES

Apologies received from Sandra Marshall (had to go home sick) , Emmanuel Dufegha, Drew Mason, Laura Clark.

Special Leave: Michelle Hart

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

none.

2a) MINUTES OF MEETING HELD ON 28/08/23

Minutes of meeting agreed. Proposed Elaine Templeton and seconded by Karen McMillan.

b) MATTERS ARISING

none

3) Homeless Target Review

Head of Housing (HOH) summarised report explaining pressures on RC increasing homeless applicants explaining RC meeting with all FLAIR HAs to review sect 5 targets. HOH explained we have offered approx. 70% of properties to RC to achieve 28% lets by end Q2 but RC advising that they need properties to be more concentrated such as increased numbers of 1 bedroom properties and allowing under occupation. It is proposed we trial allowing 25% of our lets to Section 5 to under occupy between November 23 – March 24 and review again after this. In addition we offer all 2apt properties in the first instance to Sect 5 unless we have a transfer applicant with an A priority.

Board member queried if Discretionary Housing Payment (DHP) was likely to stay for those under occupying as concerned that it could create hardship for tenants if it was withdrawn.

HOH confirmed it is committed to stay with the current Scottish Government and there are no Scottish Government elections expected for next 2 years. We would also discuss with potential tenant their ability to manage the larger tenancy. Also advised that we do currently allow under occupation if we do not have an exact size match from our housing lists.

Board Approved.

Head of Housing left meeting at 6:48

4) Annual Buy and Selling Strategy

Head of Asset Management (HOAM) explained purpose of strategy noted in report. The aims of strategy don't change, aims are protect the investment in our stock, minimise risk of being unable to take on our landlord responsibilities such as repairs and planned maintenance. Objective of the strategy is to increase ownership, particularly in tenement blocks. One of the risks of the strategy is it will cost a substantial amount. The list of properties shown in report show priority in either buying/selling. A few issues we have for selling the properties is they are in poor condition and PHA are unable to improve this due to not having majority of

ownership. Another issue is communication with owners, they aren't responding to us. In terms of selling our properties, the only ideal way to do so is for the property to be empty e.g. end of tenancy etc. HOAM noted that selling the one property in Mary St will most likely fail due to minority ownership issue.

Rental Off the Shelf (ROTS) funding will be put in place to help purchase properties however this depends on funding from Scottish Government. Deadline for this is by March 2024.

Strategy has not changed, just to focus on purchasing and selling.

Board member asked if we'd wait until properties were vacant before we sell them. HOAM confirmed this. Another board member asked about the possibility for owners purchasing our properties to mortgage them rather than rent.

There's some challenges for PHA in particular the costs. Have to confirm a few things with the regulator.

Board member asked who wants to purchase these properties. HOAM explained our Factoring and Development Officer usually deals with this and is first point of contact. All parties agreed we could advertise / have a more marketing approach to boost sales of properties.

Board member queried how many PHA properties have minority ownership. HOAM explained with most of our properties we have majority ownership but was unsure on figure but will find this out.

Head of Finance and IT joined meeting at 6:53.

5) Dampness and Mould Policy

HOAM went over next steps for the policy, following an issue down south regarding a failure to act on dampness and mould that's noted in the report. The Scottish Housing Regulator has requested all Scottish Housing Associations to show their actions to combat mould and dampness issues. We expected more cases of dampness and mould however there were very few, we're expecting those numbers to rise throughout winter. Paper on SFHA for dampness and mould to go out, this will highlight how to combat the issue and the different timeframes of dampness and mould. Because dampness and mould can be a timely issue, PHA will carry out more surveys, speak with specialists and install sensors to prevent further damage caused. HOAM will have a better record of cases in March 2024, can find out if other RSL's are doing the same.

Board Member questioned if there were many cases.

HOAM assured there were very few but expect the numbers to rise during and after the winter. The sensors really help and are quick to install.

Board Approved.

6) OSCR & FCA Returns Report

Head of Finance and IT (HOFIT) summarised the report, explained there's nothing controversial, mainly based on the information from the Financial Statements and following the AGM. The purpose is for the Board to approve the submission of the Annual Returns to the FCA and OSCR and to delegate submission of the 2 Returns to the Finance Manager. It was noted the Board Members dates of birth have been removed from FCA appendix for GDPR/security reasons, but will be included in the actual return to the FCA.

Board Approved submission of the completed returns to OSCR and FCA.

7) Review of Affiliations

Chief Executive (CE) summarised report, explained SURF – Scotland's Regeneration Forum is £30 for a year and believe it to be good value for money based on the information we know. CE mentioned The Social Housing Safety Network Scotland is currently used by the Asset Management team, it's a great resource for staff and there's been a lot of interest in joining it.

Costs aren't in yet for next year but going off what they previously charged we recommend continuing affiliations. Some are still free and cheap.

Board members queried amount for SFHA. CE explained it's based on stock numbers. PHA rejoined SFHA before covid, really positive outcome. They've improved on their communication, SMT review usage of their resources and staff find it very useful. They've proved their worth for the whole of Scotland.

Board Approved.

8) Calander of Meetings

CE noted changes can be made if need be.

Board Approved.

9) Ceased Members

CE says We currently have 21 members on our membership register. Asked board to approve removal of 9 ceased membership from the Associations Register of Shareholders.

Board Approved.

10) AGM Minutes

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

11) Reinforced autoclaved aerated concrete (RAAC) - request for information from SHR/update on current position.

HOAM explained there's been quite a bit of media coverage in England regarding school roofs crumbling and caving in. Scottish Government is asking RSL's for identification of RAAC in housing and non-housing stock. PHA investigated the use of RAAC used in our housing stock, thankfully there's no issue with what came back. However, we do have want to survey some of the older LSVT stock that was built at the time RAAC was heavily used.

HOAM is speaking with engineers and specialists to carry out surveys on highlighted properties. Waiting on a fee proposal for the work carried out, should hear back in a few months.

HOAM noted there's RAAC Panels in the office on the 2nd floor roof however they're in good condition. They're also exposed, so visually there is no cause for concern but will need it properly surveyed to be sure. Depending on engineers report some work and or an ongoing maintenance regime may be required.

HOAM will submit the information to the SHR/Scottish Government on current position and information as known at the time.

Board member asked the purpose of RAAC.

HOAM explained there's different types of RAAC, it's a strong but lightweight panel used mostly for flat roofs.

Board Noted.

12) Assurance Statement

CE advised the assurance statement is to be submitted by 31st October 2023. The draft was discussed at the August Board meeting. CE hasn't made any changes. The CE confirmed with the SHR THAT THERE IS no need TO mention about CE retiring.

Board Approved.

13) Board / SMT Away Day - Outcomes

CE explained away day was meant to be last Thursday 26th October, however only 4 people could make it. Will try to rearrange to suit everyone. It was agreed to reschedule the Business Plan Review to Friday 10th November in the afternoon. Ideally attend in person unless your unavailable then teams will be fine. Will send something out this week to confirm.

Board Approved.

14) Outcome of Appraisals: Board & Staff

Chief Exec has sent outcomes of appraisals. EVH carried out appraisals for board, HR for Chief Exec and Senior Management for staff. Few board members asked for more access to training. CE noted there's numerous external resources if anyone would like trained in certain areas e.g Housing Management, Asset Management or Finance.

Other than that, there's no further issues.

Board Approved.

15) Update on CE Retirement

The CE took the opportunity of the SHR's visit to notify informally the SHR of her retirement in 2024. Will discuss further steps at board away day. Next steps are also noted on report, will give updates at board meetings from Nov 2023 – March 2024. Recruitment can wait until options appraisal comes back.

Board Approved.

16) Development minutes 17/04/2023

Chief Exec noted Development Sub minutes in April Have been sent out. The minutes from the meeting held on 23rd October 2023 are still to be approved as only one board member was present for the meeting.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Board Noted.

17) HR minutes 13/03/2023

Board Noted.

18) PSPS minutes 13/02/2023

Board Noted.

19) AOCB

Chief Exec spoke about a new SFHA Governance forums and if anyone would like to attend to let them know. The forums tend to be online and are optional. Board member also spoke highly of them noting they're extremely informative and boost networking skills.

Board Noted.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Board member questioned if lift was dated/ original.

HOAM confirmed a number of a years ago elements of the lift car have been upgraded, however due to the amount of different moving parts, particularly in the plant room these are now nearing the end of life cycle.

Board Approved.

Head of Finance and IT & Head of Asset Management left the meeting at 8:15.

Board Get together put in for 8th December 2023 between 4 – 7. Will send out something soon confirming, refreshments will be provided.

20) DONM

27th November 2023.

Meeting Ended: 8:17