

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 30th MAY 2022 AT 6.30PM

This meeting was a hybrid meeting via Teams

Present in office: Jim Weir & Ian Johnstone.

Present via Teams: Karen McMillan, Michelle Hart, Neil McCall, Laura Clark, Drew Mason & Emmanuel Dufegha

In Attendance in Office: Kathleen McCutcheon, Elaine Thomson and Sandra Marshall

In Attendance via Teams: Lorna Colville.

Observer In office: Tina Russell

Guest via teams: Lorna from EVH

Apologies for the issue we had with our Owl. Everyone in the office could see the virtual participants, but those attending virtually could not see those in the office although they could hear everything that was said.

Lorna From EVH provided a brief description of how the appraisal system works and confirmed that we will be completing the collective board appraisal and the Chair appraisal surveys will be sent out in June. The individual self assessment will be sent out in July with appraisals being conducted w/c 1st August. A report will be provided for the Board meeting in August.

Jim Weir is acting Chair for this meeting and welcomed Tina as an observer.

1a) APOLOGIES

Apologies Saroj Bains & Sandra Loney. Mairi Maclean is on special leave.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None

2a) MINUTES OF MEETING HELD ON 25.04.2022

Minutes of meeting agreed. Proposed by Jim Weir and seconded Karen McMillan.

b) MATTERS ARISING

Chief Exec confirmed that Craig Reid would be joining us as our new Head of Asset Management and that tonight would be Elaine's last Board meeting.

Head of Finance & IT confirmed that the 5 year Financial Plan had been submitted to the Regulator on Friday.

Board Noted.

3) KPI'S – Q4

Head of Technical updated everyone on the final figures for Technical section and explained why some of the ARC figures were slightly different. There were no questions regarding the KPI's.

Board Approved.

4) ANNUAL IFLAIR / COMMUNITY BENEFITS REPORT

Head of Technical explained how we procure our contracts and what community benefits were received. The focus this year is on modern apprenticeships and we hope that this year we will get back to a bit of normality.

Board Approved.

5) RIGHT TO REPAIR POLICY

Head of Technical confirmed that there were small legislative changes, which we adhere to and in fact we provide a service that is more than what is required.

Board Approved.

Head of Technical left the meeting at 7.10

6) MANAGEMENT ACCOUNTS Q4 – 31.3.22

Head of Finance provided a brief summary for the projected surplus for the year. There were no questions on the Management Accounts.

Board Approved.

7) ANNUAL PROCUREMENT REPORT

Head of Finance and IT apologised that this report, although it was on the portal, it was not posted out with the rest of the paperwork. A copy will be posted out to everyone and confirmed any additional questions can be raised at the June meeting.

Head of Finance and IT went over the key areas of the report in particular the summary of procurement undertaken and planned for 22/23, the links with the Annual Iflair / Community Benefits Report (Agenda Item 4) and the improvements proposed to paying contractors within 30 days. Also mentioned that we have a reducing pool of IFLAIR contractors with two companies recently pulling out of the framework / going into liquidation. It was noted generally there is lots of turmoil in the market just now and how this is/could affect the delivery and cost of our planned

projects. It was noted for Day to Day repairs, it was considered we had benefited from using lots of local contractors, rather than one big company to do everything.

Board Approved.

Emmanuel Dufegha lost connection during Item 7 but re-joined very quickly.

Head of Finance and IT left at 19.25

8) BUSINESS PLAN

Chief Exec confirmed that this Business Plan is an ongoing document which will be up dated throughout the year with targeted KPI's and updated survey results. Once approved we will establish an operational working plan. We will update the Board every 6 months with our KPI figures.

Board Approved the new Business Plan.

9) ENTITLEMENT, GIFTS & HOSPITALITY

Chief Executive confirmed that Elaine Thomson our Head of Technical is retiring and is due to receive a long service award of £225. We are purchasing a laptop for Elaine as her leaving gift.

Board Approved.

10) MEMBERSHIP

One new membership – Tina Russell who is keen to join our Board.

Board Approved.

11) COMPLAINTS / GDPR/ FOI

Chief Exec confirmed that the difference between our complaints figure and the figure in the ARC, is that the ARC just deals with tenants and our figures take into account any owner complaints. Number of complaints is relatively low and our performance has been good. A couple were not dealt with within the correct timescales and we aim to do better this year.

Board Approved.

12) ARC

Chief Exec confirmed that the ARC was all completed (all 54 pages) and anyone else looking for a copy, please let us know and we can send it on.

Board Approved.

13) AOCB

Chief Exec apologies for some of the paperwork not being sent out and also that virtual members could not see those in the office. This hybrid system is new to everyone and further training is required.

14) DONM

Monday 27th June

Meeting finished 7.40