Agenda Item 2.1 **PAISLEY HOUSING ASSOCIATION**

MINUTES OF THE BOARD MEETING HELD ON 4th SEPTEMBER 2025 AT 6.30PM after the AGM

This meeting was a hybrid meeting via Teams.

Present in office:
Karen McMillan, Chair
Sandra Loney, Member
Emmanuel Dufegha, Member
Damian Dempsey, Member
Elaine Templeton, Member
Clare Hayes, Member

Present via Teams:
Michelle Hart, Member

In Attendance in Office:
Fiona McTaggart, Chief Executive (CEO)
Sandra Marshall, Corporate Services Officer (CSO)

1.0 APOLOGIES

Apologies received from Mairi Maclean and Ian Johnstone.

Board noted

2.0 ELECTION OF OFFICE BEARERS AND SUB COMMITTEES

CEO confirmed we need to elect a Chair and recommended that as per the Associations rules we elect a Vice Chair too.

Chair – Karen McMillan. Proposed by Elaine Templeton. Seconded by Clare Hayes.

Vice Chair – Elaine Templeton. Proposed by Karen McMillan. Seconded by Clare Hayes.

CEO stated that we need to have at least 4 members on all our sub groups to ensure we are quorate if someone misses a meeting.

The Board agreed that we would introduce a Board member to audit the assurance tool-kit (10% audit), on the evidence folders. This would be based on the skills of the specific Board members. Table 1 presents the members approved for each evidence folder.

The Board approved the subcommittee members.

Table 1 – Sub-Committee Timetable, Members and Assurance Evidence Folders and Responsible Members

Sub Committee	Members	Dates
PSPS	Emmanuel Sandra Karen Damian	February August November
Audit	Elaine Michelle Clare Potential new board member	January March June September
Development	Karen Elaine Damian Clare	January June September
Operations and Performance	Damian Sandra Tina Potential new board member	January May September
HR	Elaine Karen Clare Sandra	As and when required.
Board Member	Assurance Evidence	Dates
Michelle and Clare	Finance	
Emanuel	Factoring and H&S Compliance	
Elaine	HR and Equalities	
Karen	Development and Governance	
Damian	Policy Register and Review Schedule	

Sandra	Community Inclusion	
Tina and Mahri	Customer Consultation and Communication	
Potential new board member	Induction and Succession Board Members	

3.0 AOCB

a) The CEO informed the Board that the Draft Renfrewshire Council Strategic Housing Investment Plan (SHIP) 2026 – 2031 was published and that there was very little by way of developments for Paisley HA and the Community Based Associations within Renfrewshire. The CEO has set up meeting with the elected members and the CEO and Director of Asset and Development was meeting with the Housing Convenor and the Officer responsible for the SHIP. The Head of Asset and Development is working on a response based on discussion at tonight's meeting and the meeting with the individuals previously mentioned.

The consultation response will be presented at the October Board meeting.

b) Ian Johnstone has sent in his letter of resignation. Accepted by Board and best wishes passed to Ian.

4.0 Date of Next Meeting

Date of next meeting will be Monday 27th October2025.

Meeting ended at 19.25 pm