

PARAGON HOUSING ASSOCIATION LIMITED
Minutes of Management Committee meeting
Online Video Conference Meeting
16 April 2020

Present: J Anderson
E Campbell
M Hesketh
L Hesketh
K Menzies
R Murray
E McNie
M Richards
F Speirs
F Wallace

Staff: M Torrance
P Milne
E Mathershaw
W Baxter
M Binnie

GOVERNANCE / MINUTES ETC

1. APOLOGIES

S Robertson

2. GOVERNANCE ITEMS

Attendance Register

No issues

Notifiable Events

There have been 2 notifiable events reported to the SHR, both reporting service disruption in relation to coronavirus situation in accordance with guidance.

A situation report covering certain information has to be submitted to the SHR at the end of each month. It was agreed that once the report is prepared it would also be sent to committee for information.

Noted that there were 2 members of staff sick at end March.

Going forward there may be a requirement to use Rule 55 for decision making in some circumstances.

2a. Minutes of Previous Meeting 11th March 2020

There were no amendments to the minutes.

Proposed: L McNie

Seconded: K Menzies

Minutes Approved

It was noted that K Menzies had seconded the approval of the minutes of 12th February but was not a committee member until the 11th March. Therefore, maybe she should not have seconded the minutes. L McNie retrospectively seconded the approval of the minutes of 12th February.

2b. Matters Arising

An Audit sub committee meeting will be arranged for w/c 27 April.

3. BUSINESS ITEMS

3a. Budget Paper 2020/21

P Milne provided commentary to the presentation of the budget paper and there was discussion on the key issues to be considered.

It was noted that the budget paper is normally presented the last week in March, however is later this year due to the coronavirus situation.

W Baxter went through the programme options and there was discussion on the options.

Committee members agreed to programme option 4.

Committee members approved the budget paper for 2020/21.

3b. Bad Debts Write Off Paper

E Mathershaw provided commentary to the paper and there was discussion.

Committee members approved the bad debt write offs for 2019/20 as per the paper presented.

3c. Repairs Contract Payment

The Association has sought legal advice following a request from a contractor to pay a retainer to help the contractor to keep some staff working

and provide a service during this time when the majority of staff are furloughed.

Members discussed this issue and M Torrance and W Baxter will follow up with legal advice.

3d. Coronavirus Situation Update

M Torrance provided a verbal update and advised that the report will be updated and sent to committee members. Noted that the Chair and Director had discussed adopting a flexible approach to staff working arrangements to accommodate homeworking and current situation. 9 to 5 approach not feasible at this time.

This was approved by the Chair and the Management Committee homologated this decision.

Committee members thanked staff for all their work.

4. ANY OTHER BUSINESS & DATE OF NEXT MEETING

Another meeting will be arranged once we receive necessary advice from solicitors regarding the contractor payment.

Signed: Chairperson	
Date:	