

PARAGON HOUSING ASSOCIATION LIMITED

Minutes of Management Committee Meeting

Hybrid – Paragon Office / Online

16th August 2023

Present: A Anderson
E Campbell
B Lees (online)
E McNie
R Murray (online)
M Richards
F Wallace (online)

Staff: M Torrance
W Baxter
E Mathershaw
M Thompson

Guest: Chris Docherty, RSM UK Audit LLP (online)
Calum Alexander, RSM UK Audit LLP (online)

GOVERNANCE / MINUTES ETC

1. APOLOGIES

J Anderson
C Munro
K Menzies
F Speirs (SLA)

F&GP sub committee approved a Special Leave of Absence for F Spiers - homologated

2. COMPOSITION OF COMMITTEE

No changes

3. MANAGEMENT COMMITTEE CALENDAR

No changes

Note – C Docherty of RSM joined the meeting.

4. GOVERNANCE ITEMS

Attendance Register – to note

Registers Report – M Torrance advised that under the Association's Rule 68 – Registers, as secretary she must confirm in writing to the management committee that rules 62 - 67 have been followed before the AGM.

M Torrance advised there had been a PBE previously approved and noted on minutes but not marked on the register – this has now been updated.

The committee were asked to note the report and agree registers have been kept in accordance with rules 62 – 67. ***The report was received.***

Note – B Lees and C Alexander of RSM joined the meeting.

Note – F Wallace left the meeting.

E Campbell took the Chair.

A motion to suspend Standing Orders was carried to allow item 5a to be taken out of order from the agenda.

5. BUSINESS ITEMS

5a. Annual Accounts 2022/23

M Thompson welcomed C Docherty and C Alexander of RSM to the meeting to present the annual accounts and final audit findings report.

The auditors have advised of an unmodified audit opinion and a clean audit report.

Final Audit Findings Report

The auditors went through each of the risks identified at the planning stage (page 5 -8).

Note – F Wallace re-joined the meeting and took the Chair.

In summary all the risks have been considered and there is nothing to report. The following points were discussed.

Page 9 – the Association had the option to pay the revolving credit facility during the year and intended to however the bank did not set up the direct debit. This risk has now been addressed and is reflected within the financial statements.

Page 13 – adjustments to accounts were noted

Page 15 – there were no unadjusted disclosure misstatements.

A representative from RSM will attend the AGM to present the annual accounts.

Committee members approved the annual accounts 2022/23.

Thanks were offered to staff on both sides for all their hard work around the audit.

Note – C Docherty and C Alexander left the meeting.

5b. Annual Risk Review

M Torrance presented the annual risk review carried out by the audit sub committee which is presented to the management committee. Any suggestions/comments made by the audit sub committee have been included in the presentation.

There was discussion on increasing risk around availability of skills going forward and resilience at organisational and individual level. Working in environment where constant change from external sources - impact on staff and other's mental health with continual change recognised.

M Torrance will update the risk register to reflect the above.

4a. Minutes of Previous Meeting – 12th July 2023

There were no other amendments to the minutes.

Proposed: A Anderson
Seconded: E Campbell

Minutes Approved.

4b. Matters Arising

Covered in agenda

6. FINANCE & GENERAL PURPOSES SUB COMMITTEE

6a. Finance & General Sub Committee

The last meeting was held on 14th August. Draft minutes to be circulated.

6b. Management Accounts 2022/23 Q1 & Business Plan Update

M Thompson provided commentary to the report.

There has been a change to way the accruals and pre-payments are recorded therefore there may have a few anomalies that will sort out.

Surplus £146,943

M Thompson went through the report.

Treasury update to note.

All covenants complied with.

Committee members approved the management accounts.

The management accounts have been sent to lenders.

The business plan was sent to the bank, however the interest covenant calculation needs to be reviewed and adjusted.

6c. Pensions Update

Agreed to give 2 days for staff to contact Gordon Birrell of Chiene & Tait for questions.

The Unions have been contacted to advise them of the consultation.

EVH have been contacted to discuss the consultation process.

A session was held with staff and Gordon Birell of Chiene & Tait to provide information on pensions.

The consultation process can now be started with staff. A written document will be produced on the consultation to ensure clarity on proposals.

There will be 2 consultations. One for those in the Defined Benefit scheme and one for those in the Defined Contribution scheme.

The consultation will last for 60 days.

Once the consultation is complete a report will be presented to management committee on the findings and recommendations.

6d. Equalities Action Plan

The plan has been updated and work is ongoing. Progress noted.

The equalities monitoring report will be presented at the October meeting.

6e. F&GP Quarterly Reports Q1

The number of complaints received are on par with what is expected.
In Q1 100% of complaints were responded to on time.
A common theme on complaints is repairs and communication.

Sickness report to be updated.

7. HOUSING MANAGEMENT & INVESTMENT

7a. Housing Management & Investment

The last meeting was held on 11th July 2023.

7b. Arrears / Voids / Repairs Performance Reports

E Mathershaw provided commentary to the report.

Arrears higher than would wish but stable so positive trend

Universal Credit migration is due to start in September.

Allocations – average relet days has increased, however the general trend is improving. 30 relet in Q1 – 1 long void being let increased the figure.

Over 60% of 38 lets were to statutory homeless.

There is an increase in the support needs of tenants adding to workload of staff.

ASB – there are currently 2/3 complex cases and 1 case under notice.

4 properties taken back through abandonment process.

Repair satisfaction is improving.

Case study uploaded for info on a case the Tenancy Sustainment Officer dealt with.

E Mathershaw will upload more detailed reports.

The October HM&I sub committee meeting will be a joint meeting with the Tenant Scrutiny Panel looking at the Annual Assurance Statement (AAS).

7c. Programme Report

W Baxter provided commentary to the report.

Programme

- Painterwork Grangemouth – await Framework agreement to be signed. New framework- DPO reviewed
- Planned maintenance – commenced surveys then start consultation with owners.
- Electrical works ongoing
- EICRs ongoing
- CH/Boilers – 3 done end 2022/23
- Roofing – trying to attract funding for owners. Multi tenure blocks are an issues - may need to look at different estate for pilot.
- Fire Doors – will look to procure contract
- Kitchen/sanitaryware – procure through SPA 4/5 year framework, put group together to procure
- Communal storage tanks – considering situation in Denny – may be able to remove communal tanks

Development

- BBOOMs – received funding for 5 and have purchased 2 to date.
- Commercial Street, Bo'ness – work has started onsite. Legals being reviewed.
- Potential other site in Falkirk being explored.

Gas Servicing Report – changed report. There have been no failures.

Medical Adaptations – we received £57k funding from the Scottish Government.

Expenditure report – to note

Insurance Claims – to note

EICR – progress noted - double no access 62, 31 completed

8. COST PLAN / TENDER APPROVALS

None

9. AUDIT COMMITTEE

9a. Audit Committee

The last meeting was held on 20th July. The draft minutes were issued.

9b. Internal Audit

The Internal audit is out to tender. The exercise was re-run due to technical issue on PCS site. The closing date is 20th August.

9c. Q1 Risk Report

Covered

10. HEALTH & SAFETY

10a. Health & Safety Update

The last meeting was held on 8th August.

Progress is being made on producing reports for the stock committee.

The landlord and workplace H&S audits were completed and good feedback received. Members reviewed the evidence submitted for the audits.

M Richards congratulated staff on the audit reports.

M Torrance advised there had been an accident but it was not RIDDOR reportable.

10b. STEPS Group

The next meeting is being held on 18th August.

The group will be looking at menopause in the workplace and wellbeing.

11. REGULATORY ISSUES

11a. SHR Consultation

The SFHA response to the consultation was uploaded for information.

12. POLICY ISSUES

12a. Policy Monitor

Uploaded for information.

12b. Draft Estate Management Strategy & Policy

E Mathershaw advised that a consultation on the draft strategy and policy will be carried out with tenants, owners and other stakeholders.

A meeting is arranged with the owners' group to review.

Aiming to pull out key points in report - tried to cover all aspects - complaints etc. Comments are invited.

At the next HMI sub committee meeting the initial findings from the consultation will be presented.

Committee members approved the draft estate management strategy and policy for consultation purposes.

12c. Deceased Tenant Policy

E Mathershaw advised the policy was due for review and there are no proposed changes other than changing the word “Queen’s” to “King’s” on page 4.

Committee members re-adopted the policy.

12d. Tenant Participation Strategy & Rent Harmonisation Exercise

E Mathershaw advised that newsletters and surveys were posted to tenants regarding the TP Strategy and Rent Harmonisation exercise. Information has also been published on our website and facebook posts.

The Tenant Participation strategy will be brought to the October meeting for approval.

Committee members will receive a Rent Harmonisation report before the rent exercise in January.

13. STRATEGY, POLICY & RESEARCH DEVELOPMENTS

13a. Grangemouth Housing Masterplan

The next meeting is being held on 29th August.

13b. Clackmannanshire Wellbeing Economy Anchor Partnership

M Torrance advised that she attended a session on the Pillars of Community Wealth Building
Organisations such as the Association are seen as an “anchor organisations”. Noted proposed future legislation.

M Torrance, E Mathershaw and F Speirs are attending a conference on Community Wealth Building in September.

14. TRAINING / INFORMATION / ADVICE

14a. Annual Appraisal Report & Training Plans

The majority of the appraisals are complete. All those with over 9 years service completed pre AGM.

A training plan will be brought to the October meeting.

Finance training will be arranged – aim is to do in house using practical examples.

14b. Conference & Training Schedule

SHARE Governing Body Retreat – E Campbell will attend in place of F Wallace.

Factoring Training – a solicitor from Addleshaw Goddard will be doing this training for staff at staff training in November. Committee members are welcome to attend.

CVS employability – E Campbell is attending this course.

F Wallace has asked committee members to think about joining a sub committee before the October meeting.

15. ANY OTHER BUSINESS

E Mathershaw advised that Victim Support are looking to use our office again for outreach work. This was welcomed by members.

Following Paragon celebrating our 25th Anniversary by donating to local charities it was suggested donating to The Driving Force as there is still some budget remaining. **Committee members agreed.**

Condolences were noted that Mr Gilbert who was a member of the Tenant Scrutiny Panel has sadly passed.

16. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 20th September 2023 as part of the AGM.

Signed: Chairperson	
Date:	