

PARAGON HOUSING ASSOCIATION LIMITED
Minutes of Management Committee meeting held at
Invergrange House, Station Road, Grangemouth on
12 February 2020

Present: E Campbell
M Hesketh
R Murray
M Richards
F Speirs
F Wallace

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

Observer: K Menzies

GOVERNANCE / MINUTES ETC

1. APOLOGIES

J Anderson
L Hesketh
E McNie
S Robertson

2. COMPOSITION OF COMMITTEE

K Menzies application to join the management committee was considered. ***Committee members approve the application for K Menzies to join the management committee filling a casual vacancy and she will become a member from the next meeting.***

3. MANAGEMENT COMMITTEE CALENDAR

There are no changes to the management committee calendar. The next meeting is on 11th March.

The Audit and F&GP sub committee's need more members during the next few months to allow meetings to be held as some current members are unavailable. The following agreed to join sub committee's noted:

- F&GP sub committee – M Richards and R Murray
- Audit sub committee – K Menzies

Committee members agreed these changes.

The HM&I and H&S sub committee meetings were cancelled due to the weather.

4. ATTENDANCE REGISTER, MEMBERSHIP APPLICATIONS, REGISTER OF INTERESTS, BENEFITS & ENTITLEMENTS CODE OF CONDUCT, NOTIFIABLE EVENTS

M Hesketh advised that he is now the Treasurer of the Royal British Legion Grangemouth. His register of interest record will be updated.

A special leave of absence request was considered for E Campbell – ***committee members approved.***

4a) Minutes of Previous Meeting – 22 January 2020

There were no amendments to the minutes.

Proposed: E Campbell

Seconded: M Hesketh

Minutes Approved

4b) Matters Arising

Proposed actions report no longer issued in paper format. ***Committee members agreed.***

5. BUSINESS ITEMS

5a) Q3 Management Accounts

P Milne advised that the Q3 management accounts are due to be submitted to the lenders this week when approved.

The budget figures have been adjusted for the reduction in budget expenditure approved by the Management Committee in November as part of the mid-year review.

P Milne went over the management accounts report.

P Milne advised that both covenant compliance reports for the RBS and GB Social Housing are compliant.

Committee members approved the Q3 management accounts.

5b) Development Update – Proposals for additional BBOOM Acquisitions

P Milne advised that there is potential funding for some more BBOOM properties in 2019/20 subject to available grant from Scottish Government.

This had been discussed with Falkirk Council to obtain their support.

The Scottish Government have advised submit tender on HARP system for additional BBOOMS.

There was discussion on the number of properties and if this can be achieved in the required timescale. It was agreed to seek to acquire three or four properties before the year end.

The purchase of BBOOM properties does not impact on covenants and financial viability calculations will be carried out for each potential purchase to ensure it stacks up financially.

Only properties that meet the criteria stated in our BBOOM policy will be considered

There was discussion on all the points noted and the cost of the properties.

Committee members approve the purchase of additional BBOOM properties for 2019/20 and agree to look at 3-4 properties.

5c) AGM Arrangements

The AGM is due to be held on Wednesday 16th September 2020.

There was discussion on the venue and it was agreed to look into other venues and report back to committee with options/costs.

6. FINANCE & GENERAL PURPOSES

6a) Finance & General Purposes

No updates

6b) Lender Valuation Report

P Milne advised that as part of the Association's loan agreements we are required to carry out a stock valuation for properties held for lender's security before the year end to satisfy covenant requirements. GBSH require a full valuation at this time. P Milne took committee members through the report.

Committee members approved the appointment of JLL as valuers to undertake the valuation required.

6c) Pensions Update

P Milne advised that committee members had previously agreed to start consultation with staff on the final salary pension scheme.

P Milne has contacted Gordon Birrell from Chiene & Tait about discussing the issues with Management Committee members. It was agreed to invite him to next Management Committee meeting on 11th March.

7. HOUSING MANAGEMENT & INVESTMENT

7a) Housing Management & Investment

The meeting due to held on 11th February was cancelled due to the weather. Sub committee members were due to have a joint meeting with the tenant scrutiny group.

7b) Arrears/Voids/Repairs

E Mathershaw presented the report.

It was noted that an internal audit process review of the repairs process will be carried out in March.

The updated KPI report was tabled for information.

7c) Eviction Reports

The eviction report for case number 7288 was tabled at the meeting. ***After consideration committee members approved eviction report case 7288.***

It was noted that eviction report case number 18482 has been approved by the Chair, F Wallace and committee members were asked to homologate the approval.

7d) Programme Report

W Baxter provided commentary to the report.

8. COST PLANS / TENDER APPROVALS

8a) Photocopier Tender

P Milne took committee members through the tender report.

Committee members approved the offer submitted by Ricoh UK for a 5 year lease.

8b) Open Space Maintenance Contract – Clacks & Stirling

W Baxter took committee members through the tender report.

Committee members approve the offer submitted by Idverde Ltd.

9. AUDIT COMMITTEE

9a) Audit Committee

The audit sub committee are due to hold a meeting - a date will be arranged.

9b) Internal Audit Programme

M Torrance advised that we should receive the internal audit reports next week but there were no priority recommendations highlighted at round up meetings. The audit sub committee will review the reports.

The Contingency Plan will be updated on the latest flu pandemic information and terrorism will be added to the plan.

The Gas Safety audit was carried out last week and there were no priority recommendations raised at the round up meeting.

9c) Q3 2019-20 Risk Report

M Torrance took committee members through the actions report for the risk register and there was a discussion on current risk management actions.

10. HEALTH & SAFETY

10a) Health & Safety Committee

The meeting due to be held on 11th February was cancelled due to the weather. Another date will be arranged.

W Baxter advised that ACS will carry out a good practice review of the Asbestos Register.

10b) H&S Audit

The H&S audit will be carried out on 7 April.

The COSHH register is up to date.

M Torrance is setting up a new inspection regime in the office for staff to carry out a monthly inspection. The H&S sub committee will still carry out the quarterly inspection.

W Baxter is investigating the potential for self testing emergency lighting.

10c) Healthy Working Lives

There are various activities ongoing to support the maintenance of the award.

Note – R Murray left the meeting.

11. REGULATORY ISSUES

11a) Assurance Statement Action Plan Update

Monitor report for assurance statement action plan had been issued in a revised format. Progress discussed.

It was noted that the Tenant Participation Strategy will not be available for approval at the March meeting as work being undertaken by partners in preparation for the next stage.

Officers from SHR will visit to go through the action plan is on 21st February.

12. POLICY ISSUES

12a) Policy Update

Noted

12b) Committee Member Expenses

The policy requires to be updated.

The policy includes the payment of carers allowance and a decision is required on the rates to be paid if adopted.

There was discussion on the policy and it was noted that while some changes proposed the principles and operation of it had generally worked well.

Committee members agreed to adopt the policy and the carer rate to be paid is the Scottish Real Living Wage for carers rates.

12c) RTO Grant Increase Proposals

It is proposed to increase the grant in line with the previously agreed rent increase rate of 3.1%.

The level of grant paid is dependent on the number of members the organisation has at the date the application is made. The Association

currently supports two Registered Tenant Organisations with administration grants.

Committee members agreed to increase the grant in line with rent increase of 3.1% for 2020/21.

13. STRATEGY, POLICY & RESEARCH DEVELOPMENTS

13a) Strategy, Policy & Research Developments

No updates

14. TRAINING / INFORMATION / ADVICE

14a) Committee Appraisal & Training

M Torrance went through analysis of the committee appraisals on topics which were identified for future training.

M Torrance has arranged for someone from SHARE to attend the IMP review days to cover continuous effectiveness and strategic committee issues.

There was discussion on possible training to use this financial year budget. Details of courses to be circulated.

Committee members will be set up to use the SHARE e-learning facility and there will be a workshop at the IMP review on using e learning

14b) Conference & Training Schedule

To note

15. ANY OTHER BUSINESS

Committee members agreed to nominate F Wallace to serve on the EVH Executive Committee – M Torrance will sign and return the nomination form.

16. DATE OF NEXT MEETING

The next meeting is due to be held on Wednesday 11 March 2020 at 1.30pm.

Signed: Chairperson	
Date:	