

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

Present: J Anderson
E Campbell
M Hesketh
R Murray
M Richards
S Robertson
F Wallace

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

Observer: K Menzies

K Menzies was welcomed to the meeting as an observer with a view to making an application to join the management committee.

GOVERNANCE / MINUTES ETC

1. APOLOGIES

L Hesketh
E McNie
F Speirs

2. COMPOSITION OF COMMITTEE

No changes

3. MANAGEMENT COMMITTEE CALENDAR

No changes

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

Membership Cancellations

In accordance with the Association's Rules there was 1 membership considered for cancellation. Condolences were noted that the member is deceased (details noted on membership paper).

Membership cancellation approved.

Membership Applications

There was one membership application considered for approval (details noted on the membership paper).

The membership was approved. The use of the seal was approved by the Management Committee.

Total number of members – 162

Payment, Benefit & Entitlements

Succession of tenancy for a relative of staff member. This was a joint tenancy. This is a legal requirement with no discretion therefore is for noting only. Recorded in register.

Freedom of Information (FOI)

Since FOI was applicable to RSLs from 11 November 2019, we have received 1 request and this request was responded to within the timescale. Noted this was generic request issued to the majority of RSLs

4a) MINUTES OF PREVIOUS MEETING – 11 DECEMBER 2019

There were no amendments to the minutes.

Proposed: S Robertson

Seconded: M Hesketh

Minutes Approved

5. BUSINESS ITEMS

5a) Rent Increase 2020/21 Proposals

The rent paper was considered by Committee members and each section considered in turn.

The percentage increases consulted on were applied to the business plan model and it was explained how each of these impacted on the business plan and covenants.

There were discussions on affordability, investment, loan covenants, feedback and rent harmonisation.

The recommendations noted on the paper were discussed.

Committee members discussed the rent increase options and voted on percentage increase options. The majority voted for a 3.1% rent increase. Committee members agreed the rent increase for 2020/21 is 3.1%. and the following details

- Agreed to rent increase of 3.1% as noted above
- Lock up rent to be increased at the same rate as housing properties
- Service charges are increased in line with the policy ie based on costs
- Allowance rates are held at 2019/20 levels
- In principle agreement to commence a rent harmonisation exercise during 2020/21

Members were reminded that the agreed rent increase is confidential until tenants have been advised. A “rent special” newsletter will be issued to explain the background to the decision.

5b) Key Performance Indicators Q3 2019/20

The management team took members through the KPI report. The report will be issued to members once final figures are input into the report.

The quarterly complaints and staffing report was issued for information and noted complaints trends and actions.

5c) RBS Covenant – FRS 102 Adjustment

As a result of the introduction of Financial Reporting Standard 102 (FRS102) the Royal Bank of Scotland is seeking to change the calculation for the Interest Coverage Covenant (ICR).

P Milne and our advisors RSM have checked the new calculation for this covenant and agree that the changes have a neutral effect on the business.

It was noted that this amendment to this covenant is not detrimental to the Association’s financial position.

Committee members approved the change to the Royal Bank of Scotland ICR Covenant Calculation.

6. HOUSING MANAGEMENT & INVESTMENT

6a) Housing Management & Investment

The draft minutes of the last meeting held on 14th January were noted.

6b) Arrears/Voids/Repairs

Figures covered as part of KPI report.

Noted that 9 properties were let in less than 19 days.

6c) Eviction Reports

It was noted that household profile information had been removed from the new eviction report format but will be included on future reports.

The eviction reports for case numbers 1497 and 18859 were tabled at the meeting.

After consideration committee members approved eviction report case numbers 1497 and 18859.

6d) Programme Report

W Baxter provided commentary to the report and progress on projects was noted.

7. COST PLANS / TENDER APPROVALS

7a) Tender Report – Sanitaryware Contract

**95 Sanitary-ware Renewals & 6 Kitchens (MTRs)
95 properties in Posthill, Sauchie & Kerse Estate, Grangemouth.
Various MTRs**

W Baxter provided commentary to the report.

Committee members approved the sanitaryware tender submitted by Everwarm Ltd.

It was suggested showing photos of previous / current on the reports where applicable going forward.

8. POLICY ISSUES

8a) Scottish Secure Tenancy Agreement (SST)

The proposed changes to the current SST were previously brought to management committee. All proposed changes are mandatory with the exception of section 2.6 - Keeping Pets.

A small scale consultation exercise was carried out with tenants on the question of permission to keep pets. Response was low but majority were in favour of permission being required. The pros and cons and implications of permission being required for tenants to have pets was then considered in some detail. There are enforcement issues to be considered if permission not sought and potential inequities therefore the recommendation was not to adopt the permission clause but to develop an effective pets policy with resident involvement

If approved the new SST will be used for all new tenancies from 1st April 2020.

Committee members approved the revised SST without the Keeping of Pets clause and to develop an effective Pets Policy.

8b) Domestic Abuse Policy

The draft Domestic Violence Policy was previously approved for consultation by management committee. Following consultation there are no significant changes other than the name of the policy to better reflect the issues involved.

The different definitions of Domestic Abuse were explained and why the name of the policy was changed from Domestic Violence to Domestic Abuse.

Feedback from support agencies who were consulted on the policy was discussed.

Committee members approved the Domestic Abuse policy.

9. TRAINING / INFORMATION / ADVICE

9a) Conference & Training Schedule

SHARE Annual Conference, 13-15 March 2020

F Wallace and R Murray noted interest in attending. Conference budget to be checked and booking made.

10. ANY OTHER BUSINESS

None

11. DATE OF NEXT MEETING

The next meeting is due to be held on Wednesday 12 February 2020 at 1.30pm.

Signed:	
Chairperson	
Date:	