

PARAGON HOUSING ASSOCIATION LIMITED

Minutes of Management Committee Meeting

Hybrid – Paragon Office / Online

14th June 2023

Present: A Anderson
E Campbell
E McNie
C Munro (co-optee)
M Richards
F Wallace

Staff: M Torrance
W Baxter
E Mathershaw (online)
M Thompson

Guest: Stewart Montgomery (online)

GOVERNANCE / MINUTES ETC

1. APOLOGIES

J Anderson
B Lees
K Menzies
R Murray
F Speirs
S Robertson (co-optee)

Note – Standing orders suspended to deal with agenda item 5a.

5a. Equalities – Committee Session

Dr Stewart Montgomery, equalities specialist consultant, was welcomed to the meeting. He provided background to the current Equalities programme and gave an update on actions.

He took members through the requirements of the 2010 Equalities Act and the obligations. He explained the SHR approach and the SFHA Guidance that he had been involved in producing.

He explained the work he is undertaking with the Association on ensuring equalities mainstreamed and this comes through in service delivery. Noted the Association's approach in collecting data to directly influence service to customers to meet their needs.

Values and attitudes are important in making this approach successful. A number of events and actions are planned with staff over the next 12 months. Some activities already completed e.g. policy revision, action plan update, session on Equalities Impact Assessment with housing manager.

He took members through various examples of issues to look out for.

Progress was noted by members and Stewart was thanked for his help and support.

Note – Stewart Montgomery left the meeting.

2. COMPOSITION OF COMMITTEE

No change

3. MANAGEMENT COMMITTEE CALENDAR

No changes

4. GOVERNANCE ITEMS

Attendance Register – no issues

Membership Cancellation

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

Membership cancellation noted/approved.

Total number of members – 127

Register of Interests – a declaration was made as noted on the Governance report.

Payments, Benefit & Entitlements – There were 2 declarations noted by members as detailed on the Governance report. Both were approved by the Chair and homologated by the Committee.

An additional decoration allowance for same committee member noted on governance report was approved by committee members following upcoming window and door replacement work.

FOI / EIR / SAR Quarterly report – it was noted that since the report we have received 4 FOI requests relating to the same issue.

Privacy Notice – the updated privacy notice has been circulated to all members.

4a. Minutes of Previous Meeting – 11th May 2023

There were no other amendments to the minutes.

Proposed: A Anderson

Seconded: M Richards

Minutes Approved.

4b. Matters Arising

Business plan submitted.

5. BUSINESS ITEMS

5b. Management Committee Succession Plan

F Wallace is unable to stand as Chair after the AGM due to the 5 year rule. Committee members are asked if anyone would be interested in being the Chair. A member sha expressed an intertest . This will be discussed at the July meeting.

The committee annual appraisals are due and members preferred doing this as part of a group. A date will be arranged.

We will look to advertise for committee members. The last recruitment campaign was successful.

5c. KPI Dashboard Q4 2022-23 and KPIs 2023-24

The Q4 KPIs were not discussed in detail as these are the same figures reported in the ARC at the year end.

KPI's - noted which are no longer ARC requirement. HMI Sub had considered and agreed the targets.

The reactive repairs KPI targets will be reviewed and updated as part of the tender exercise.

The F&GP sub committee agreed the same KPI targets for 2023/24.

6. FINANCE & GENERAL PURPOSES SUB COMMITTEE

6a. Finance & General Sub Committee

Pensions - Noted that G Birrell of Chiene & Tait will deliver an online presentation to staff at 19th July 2023 training session on the Defined Benefit Pension Scheme. Agreed that the committee members of the Pension Consultation Working Group will be invited.

IMP - F Spiers and M Torrance will review strategic objective to make more succinct and bring to Committee for approval.

7. HOUSING MANAGEMENT & INVESTMENT

7a. Housing Management & Investment

The draft minutes of the last meeting held on 15th May were circulated.

7b. Arrears / Voids / Repairs Performance Reports

E Mathershaw advised that this had been uploaded for members. Noted improvement in arrears figures in April. Team looking at split current / former tenant split. The impact receiving UC payments has had on performance was discussed.

7c. Programme Report

W Baxter provided commentary on the expenditure report. Noted works rolled over from previous year . He gave an outline of the current programme progress.

There are a number of frameworks coming to an end and W Baxter is looking at opportunities. He has identified a new framework through Procurement for Scotland and possibly Scotexcel.

Planned maintenance is to be undertaken in Grangemouth and surveys are required. The intention is to involve maintenance and estates staff in order to pick up on any issues they identify and share P&R Team knowledge with them.

There has been good progress on electrical works. There is still around £90k of expenditure for Denny contract to spend. Noted progress on EICRs and there is an increase in costs due to remedial works. There has been a change in electrical regulations and as work is being undertaken the installations require to meet the new requirements for circuit breakers. Some central heating works still to complete.

W Baxter outlined the Photo Voltaic Pilot project where the installation of panels and batteries being undertaken at the same time as reroofing.

Applications have been made for funding assistance – noted that there will require to be consideration of owner occupier involvement.

Fire Doors – specialists inspections completed and report awaited. On receipt procurement will be undertaken.

Kitchens and Sanitary Ware – major programme (over 1000 units) over next 4 to 5 years. Setting up consultation groups to look at procurement including specifications. There will be tenant involvement.

There was a discussion on the impact of the availability of the trades required to deliver programmes and on the issue facing colleges in being able to train students in the current climate. The members are supportive on any initiatives to help boost apprenticeships and employment opportunities.

Legionella – noted ongoing programme of inspection and maintenance. Will consider if can remove existing tanks in some areas but noted they may be serving owners or required due to water pressure issues.

BBOOM – noted grant rate of £45k per unit and application made Development – noted project not on site yet. Development agreement received from Link and will be reviewed.

Gas – no failures to report

Medical adaptations – no spend to date

Insurance report - noted.

EICR Report – 55 double no accesses reported and forced entry undertaken at 2 properties. There have been 9 failures to respond. W Baxter advised that EICR reporting now based on inspection anniversary date (similar to gas reporting). He has approached SFHA to establish if there will be a “smoothing” of the report requirements given the timing of changes on requirements.

8. COST PLAN / TENDER APPROVALS

None

9. AUDIT COMMITTEE

9a. Audit Committee

The minutes of the last meeting held on 25th April were uploaded.

The audit sub committee had reviewed the external audit service against the standard template. It was noted that original appointment was on the basis of 3 years with possible 2 year extension. The Audit Sub Committee agreed that a

satisfactory service is being provided and agreed to recommend to the Management Committee that RSM be appointed for a further 2 years appointment. ***This was agreed.***

9b. Internal Audit

All internal audit reports were uploaded.

The annual report is a good summary of all the audit reports.

All audit reports were graded good or satisfactory.

It was noted that progress is being made on the follow up report.

The Internal Audit contract 5 years is up later this year. We have went to tender and the process closed mid-July with the appointment being made at the August meeting.

9c. Fraud Risk Review

The fraud risk assessment was circulated and approved.

9d. Risk Reports Q4 2022-23

The risk reports were uploaded.

The audit sub committee reviewed the risks and there are no significant changes.

10. HEALTH & SAFETY

10a. Health & Safety Update

The minutes of the last meetings held on 16th February were uploaded.

There are 2 subs - workplace and stock sub committees.

Pamela Easton is now the H&S staff representative on the workplace committee.

There has been good progress made in a number of areas.

- The personal safety app/device have been rolled out to staff.
- Fire drill carried out
- Risk assessments updated
- DSE completed apart from one
- Safety helmets have been replaced

Some staff are due to attend Fire Warden training and H&S administrator training.

Currently working through a set of reports for the stock H&S sub committee.

The text for the tenant H&S handbook is done. This will need to be reviewed and look at formatting into a book.

10b. SFHA H&S Guidance on Assurance

The guidance was circulated to members. This will be on the agenda for the next H&S meeting.

10c. STEPS Group

Ongoing

11. REGULATORY ISSUES

11a. Annual Return Charter 2022-23

The full return was uploaded and copies were tabled at the meeting.

There is a small data correction and the corrected version will be available on our website.

The F&GP sub committee approved the ARC and it was submitted on time. This is required to be reported to the management committee.

11b. Five Year Financial Plan 2023

The plan had been uploaded and it was noted this had been submitted to the SHR.

11c. Loan Portfolio Return

The return had been uploaded.

It was noted that a 'bullet' payment is a one off payment.

12. POLICY ISSUES

12a. Policy Monitor

The recruitment policy is due for review.

13. STRATEGY, POLICY & RESEARCH DEVELOPMENTS

13a. Grangemouth Housing Masterplan

There have been no meetings held recently.

M Torrance is attending a meeting with the council next week and will discuss the issue with contaminated bins.

13b. Clackmannanshire Wellbeing Economy Anchor Partnership

There has been no meeting held.

M Torrance, E Mathershaw and F Spiers are attending a Conference in September on Community Wealth Building, Empowerment and Assets in Scotland being run by Mackay Hannah.

14. TRAINING / INFORMATION / ADVICE

14a. Annual Appraisal Report & Training Plans

Already discussed

14b. Conference & Training Schedule

F Wallace and A Anderson expressed they would like to attend the SHARE Governing Body Retreat in September.

15. ANY OTHER BUSINESS

Financial statement almost complete for draft for the audit at the beginning of July.

16. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 12th July 2023.

Signed: Chairperson	
Date:	