

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

Present: K Menzies
R Murray
E McNie
M Richards
F Wallace

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

Gordon Birrell of Chiene & Tait was in attendance for part of the meeting.

GOVERNANCE / MINUTES ETC

1. APOLOGIES

J Anderson
E Campbell (SLA)
M Hesketh
L Hesketh
S Robertson
F Speirs

2. COMPOSITION OF COMMITTEE

K Menzies was welcomed to the committee as a member effective from 11th March 2020 following the approval of her membership application, She is filling a casual vacancy.

3. MANAGEMENT COMMITTEE CALENDAR

No changes

4. SHAPS PRESENTATION

Gordon Birrell of Chiene & Tait attended to discuss the SHAPS Pension Scheme.

Committee members discussed forward plans.

Note – Gordon Birrell left the meeting.

Committee members agreed to set up a short-term working group.

M Torrance will provide committee with a report for the budget meeting on a timescale to carry out the consultation and the cost for Chiene & Tait to provide advice to staff. Committee members can then advise if they would like to be part of the short-term working group.

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

K Menzies appointed as filling a casual vacancy from 11/03/20 - Lenders and SHR to be notified.

5a) Minutes of Previous Meeting – 12 February 2020

There were no amendments to the minutes.

Proposed: R Murray
Seconded: K Menzies

Minutes Approved

5b) Matters Arising

The action report will be set up in the new format and available on-line as previously agreed.

Other venues have been considered for the AGM and committee members agreed to book the Beancross.

6. BUSINESS ITEMS

6a) Internal Management Planning Session

The proposed plan for the away days was discussed and agreed.

7. FINANCE & GENERAL PURPOSES

7a) Finance & General Purposes

A date has to be arranged for the next meeting.

8. HOUSING MANAGEMENT & INVESTMENT

8a) Housing Management & Investment

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8b) Arrears/Voids/Repairs

E Mathershaw presented the report.

E Mathershaw advised that the DWP have advised that within the next 6-12 months Paragon should be receiving real time payments for Universal Credit. It was noted that this will have a positive impact on tenant arrears.

From Monday 16th to Wednesday 18th March the Internal Auditor will be carrying out a review of the repairs process. This review will involve staff and contractors.

Keep Safe Scheme

E Mathershaw explained the scheme as per the information tabled at the meeting and advised that she has contacted the organisation to register. **Committee agreed this would be a good scheme to be involved in and agreed registration.**

Tenant Gathering

E Mathershaw advised that she received an email yesterday from Kingdom Housing Association regarding Paragon co-hosting a tenant gathering event. This would be a good initiative to be involved in following on from the action plan from the Next Steps programme and would be a good positive action of engagement with tenants. **Committee agreed for E Mathershaw to progress.**

E Mathershaw advised that Cycle Scotland were offering funding to Social Landlords for Cycle Stores and Paragon had been successful with bid. If the grant offered is accepted then Paragon would be able to put a number of cycle stores on green open space areas. There was discussion on the use of cycle stores.

E Mathershaw reminded that entries for the March of the Scarecrows competition are due this month. This was a competition promoted in the Winter newsletter to create a scarecrow using recyclable materials.

8c) Eviction Reports

None

8d) Programme Report

W Baxter provided commentary to the report.

Note – M Richards left the meeting.

9. COST PLANS / TENDER APPROVALS

None

10. AUDIT COMMITTEE

10a) Audit Committee

Note meeting date to be confirmed.

10b) Internal Audit Programme

Draft reports have been received and circulated for Rent Collection & Arrears and Risk Management & Business Continuity. There are no priority 1 recommendations. Management response has been made and the recommendations have been accepted.

The reports will be discussed with the Internal Auditor at next audit committee meeting.

We await the draft audit report for the Gas audit.

The audit programme will be complete for the end of March as agreed and the forward audit plan will be discussed at the next audit committee meeting.

10c) External Audit Planning

A meeting was held with the External Auditor and the audit timetable was agreed as noted in the papers. The external auditor will meet with the audit committee at their next meeting. The external audit will take place week commencing 6th July 2020.

11. HEALTH & SAFETY

11a) Health & Safety Committee

The last meeting was held on Thursday 5th March 2020. The minutes for the meeting have to be produced.

11b) H&S Audit

M Torrance provided an update on the actions highlighted on the tracker report.

W Baxter provided feedback from the initial asbestos audit by ACS. Follow up report will be provided on receipt of same

11c) **Healthy Working Lives**

Ongoing

12. **REGULATORY ISSUES**

12a) **Assurance Statement Action Plan Update**

M Torrance presented the milestone report and committee agreed the format and noted progress.

13. **POLICY ISSUES**

13a) **Policy Monitor**

For information

13b) **GDPR Policy Suite**

The following policies are to be considered:

- Environmental Information Regulation Policy
- Subject Rights Policy
- Breach Management Policy
- Retention Policy
- Freedom of Information Policy
- Data Protection Policy

The model policy templates were provided by our Data Protection Officer (DPO).

Committee members agree to adopt the policies.

13c) **Contingency Plan - Updates**

There are two areas of the contingency plan to be updated.

Terrorism - as part of our compliance with the EVH H&S manual we need to either carry out a risk assessment or include a section on our response to terrorism as a section in our contingency plan. *Committee members agree to include in contingency plan.*

Public Health Alerts

Due to recent event the flu section requires to be updated. This is a dynamic risk assessment given the ongoing changes. We have put a page on our Sharepoint site and await further guidance from EVH.

Both of the above have been discussed with staff.

Committee members note the actions and approve the draft sections.

14. STRATEGY, POLICY & RESEARCH DEVELOPMENTS

14a) Strategy, Policy & Research Developments

Falkirk Council are reviewing their Allocations policy therefore if anyone would like to feedback to this consultation they can do on-line.

Paragon hosted the Local Housing Strategy meeting last week.

15. TRAINING / INFORMATION / ADVICE

15a) Committee Appraisal & Training

Information was included in the papers on courses SHARE have planned.

A check will be made to ensure committee members are registered for the SHARE e-learning before Away Day session.

15b) Conference & Training Schedule

To note

16. ANY OTHER BUSINESS

The SHR issued draft updated guidance on Asset Management and comments are being sought.

17. DATE OF NEXT MEETING

The next meeting is the budget meeting due to be held on Wednesday 25 March 2020 at 1.30pm.

Signed: Chairperson	
Date:	