

**PARAGON HOUSING ASSOCIATION LIMITED**  
Minutes of Management Committee meeting  
Hybrid Meeting  
7 February 2024

Present: A Anderson  
S Gilbert  
B Lees  
C Munro  
E McNie  
M Richards  
F Wallace

Staff: M Torrance  
E Mathershaw  
W Baxter  
M Thompson  
M Binnie

**GOVERNANCE / MINUTES ETC**

**1. APOLOGIES**

J Anderson (SLA)  
E Campbell (SLA)  
M Hesketh  
K Menzies  
R Murray

**2. COMPOSITION OF COMMITTEE**

No changes

**3. MANAGEMENT COMMITTEE CALENDAR**

No changes

**4. GOVERNANCE ITEMS**

**Membership Cancellations**

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 – 120*

Notifiable Events – there was a gas safety issue which all members were previously briefed on. From a governance point of view the SHR has closed the notifiable event. We notified our lenders of the notifiable event as this is part of our covenant compliance.

The CO2 alarm was triggered and the issue was identified and the appropriate action taken and remedial work. The level of carbon was very low. No one was affected by the emission or hospitalised.

We received a letter from the HSE regarding the incident which we responded to and they have advised there would be no further investigation by them.

There is no formal report to what caused the incident and this would be up to Gas Safe. W Baxter in contact with H&S Officer at CTS.

The Aico alarms have an app which allow us to download a record of triggers.

The report was discussed at HM&I sub committee on Monday.

Staff will be briefed on the incident as there are some learning outcomes.

This is being followed up with the tenant.

#### **4a. Minutes of Previous Meetings**

**17<sup>th</sup> January 2024**

There were no amendments to the minutes.

Proposed: L McNie  
Seconded: S Gilbert

***Minutes Approved.***

#### **4b. Matters Arising**

All covered in agenda.

### **5. BUSINESS ITEMS**

#### **5a. Rent Increase Decision**

E Mathershaw advised that we received a good level of response to our consultation.

On the basis of the feedback the Management Team are recommending a 6.3% increase.

There were 401 responses (27.89% of tenants) received via paper survey, email, telephone. Response rate 28.97%

The top 3 priorities tenants selected they felt need to be taken into consideration are:

- Affordability of rents for tenants
- Prioritising resources for day to day repairs
- Improve existing housing stock

There was a low level of tenants selecting providing additional support for tenants through a higher percentage increase.

There was discussion on how we can get the message across to tenants on what housing associations work entails as some feedback was that may be perceived as profit making and on consultation.

***Committee members agreed to a rent increase for 2024/25 of 6.3% for properties and lock-ups. Service charges were also approved.***

Tenant allowances will be reviewed as part of budget paper.

Covenant relaxation – positives discussions ongoing with the bank. Committee members agreed to continue the discussion with the bank with it being sorted for the budget paper.

## **5b. Development Programme**

M Torrance advised that as part of the grant funding application for the Westquarter development we had to update our Fair Work Statement and provide evidence.

We have provided the evidence and committee are asked to adopt a Flexible Working policy which is based on the EVH standard policy.

We have been providing flexible working through compressed hours, hybrid working, job share etc.

***Committee members approve the Flexible Working policy.***

The revised Fair Work statement has been sent to the Scottish Government and if there are no major changes then the Chair can sign.

M Torrance has a meeting with Flexibility Works tomorrow to discuss working with them to review our flexible working policy.

Commissioner St Development – due for completion in 2025 from original programme. The original surface water discharge plan to the local burn has now been dropped. This has been replaced through containment within the site.

**5c. KPIs Q3 2024/25**

The management team provided commentary to the KPIs.

There was a new KPI on staff resilience and members agreed that this was a useful KPI to report on and there was discussion around this. Resilience training is organised for staff in March.

***Standing Orders Suspended***

**7. HOUSING MANAGEMENT & INVESTMENT**

**7b. Arrears / Voids / Repairs**

E Mathershaw advised that the report was covered under KPIs.

**12. POLICY ISSUES**

**12a. Unacceptable Behaviour Policy**

The policy is based on the standard SPSO policy.

There were no questions.

***Committee members approved the Unacceptable Behaviour policy.***

**12b. Estate Management Policy & Strategy**

A comprehensive report had been prepared on the changes.

There were no questions.

The next steps is to develop an action plan which will go to HM& sub committee.

***Committee members approve the Estate Management policy and strategy.***

*Note – E Mathershaw left the meeting.*

## **6. FINANCE & GENERAL SUB COMMITTEE**

### **6a. Finance & General Sub Committee**

The last meeting was held on 14<sup>th</sup> August 2023.

### **6b. Wages Ballot 2024/25 Award**

F Wallace advised that EVH negotiators are recommending a 5.5% increase on all salary points.

The closing date for the ballot is 12<sup>th</sup> February.

***Committee members agree to favour the 5.5% increase and authorised M Torrance to respond on their behalf.***

### **6c. Treasury Management Policy & Strategy**

M Thompson advised that the policy and strategy are intertwined and they have been updated to reflect the new Treasury Management CIPFA code.

We need to look at investment, borrowing etc and discuss re-financing, pension etc.

We need to consider the management of risk when looking to invest and the amounts.

There was discussion on consulting with a treasury specialist for guidance. Noted a number of suppliers active in the market.

#### **Treasury Management – Term Deposit Proposal**

M Thompson took members through the proposal.

Committee members reviewed and discussed both options.

***Committee members approved option 2.***

### **6d. Q3 Report**

Complaints Report - Review recommended by tenant scrutiny panel.

Establishment Report - noted

Equalities Report – tabled. An update was given on the action plan and the training plan is ongoing.

## **7. HOUSING MANAGEMENT & INVESTMENT**

### **7a. Housing Management & Investment**

The HM&I sub committee met on 5<sup>th</sup> February.

S Gilbert was appointed Chair of the HM&I sub committee.

### **7c. Programme Report**

W Baxter advised that an update was given to the HM&I sub committee at their meeting.

Main updates:

- Kitchen Renewals work underway - some will be installed this financial year
- Boiler replacement - ongoing
- Legionella surveys on site
- Stock condition survey is underway
- EICRs - there are approximately 40 properties where we will have to force entry. Process in place to have these completed by end financial year albeit completing the EICR works is dependent on several factors when access gained.

## **8. COST PLAN / TENDER APPROVALS**

### **8a. Photocopier Tender**

M Binnie provided commentary to the tender report.

It is recommended to appoint Social Print & Copy and to purchase the photocopiers outright with an ongoing maintenance agreement.  
***Committee members approved.***

### **8b. Pre-Planned Maintenance Works Tender**

W Baxter provided commentary to the tender report and there was discussion on the report.

Consultation will be carried out with owners in the blocks affected.

***Committee members approved the appointment of Everwarm for this project.***

## **9. AUDIT COMMITTEE**

### **9a. Audit Committee**

A meeting will be arranged.

**9b. Internal Audit**

The report on the internal audit tender will be issued under Rule 55.

**9c. Q3 2023-24 Risk Management Report**

Emerging risks discussed and will be reflected in Risk Register

Risks to be updated are:

- Development
- More complaints – damp & mould
- Future fuel costs
- Reduction in money for tenant support
- Treasury management finance

**10. HEALTH & SAFETY**

**10a. H&S Workplace Committee**

A meeting is due to be held next week.

The handbook is almost complete.

A fire door between our building and adjoining building has been covered up by contractors working in there. Part of the planning permission is for the exit to be blocked off but it has not been done discussion with us and we are following this up. Staff have been made aware this exit is out of use.

**10b. H&S Stock Sub Committee**

As above

**10c. STEPS Group Update**

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**11. REGULATORY ISSUES**

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**12. POLICY ISSUES**

**12c. GDPR / FOI / EIR Policies**

M Binnie advised that the below policies were due for review and that our Data Protection had reviewed them.

- Date Retention Policy & Schedule – no amendments

- FOI Policy – minor change to reflect changes in data protection legislation
- EIR Policy - minor change to reflect changes in data protection legislation

***Committee members approved the above policies.***

### **13. STRATEGY, POLICY & RESEARCH DEVELOPMENTS**

#### **13a. Grangemouth Housing Masterplan**

No update

#### **13b. Clackmannanshire Wellbeing Economy Anchor Partnership**

No update

### **14. TRAINING / INFORMATION**

#### **14a. Training Plans**

We will arrange dates for in-house sessions as discussed before.

#### **14b. Conference & Training Schedule**

F Wallace is interested in attending the SHARE Annual conference.

#### **14c. SHARE Membership Options**

SHARE have made changes to their membership offering different categories.

Each new membership category/scenario was discussed. Scenario B reflects what we currently have included in our membership, it costs slightly more than we currently pay.

***Committee members agreed to Scenario B and to monitor what we use as part of the membership this year.***

### **15. ANY OTHER BUSINESS**

None

#### **DATE OF NEXT MEETING**

Members agreed to have an online meeting to discuss the JRW and Gas contracts – date TBC.



The budget meeting will be held on Wednesday 27<sup>th</sup> March. Time TBC.

<b>Signed: Chairperson</b>	
<b>Date:</b>	