

PARAGON HOUSING ASSOCIATION LIMITED
Minutes of Management Committee meeting
Hybrid Meeting
12 February 2025

Present: A Anderson
S Gilbert
B Lees
D McLean (online)
K Menzies (online)
J O'Meara

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

GOVERNANCE / MINUTES ETC

1. APOLOGIES

J Anderson
E Campbell
E McNie
L McNally
M Richards

2. COMPOSITION OF COMMITTEE

M Torrance advised that L McNie is resigning from the management committee due to personal reasons. Everyone wished Liz all the best and thanked her for her contribution to the work of the Association.

3. MANAGEMENT COMMITTEE CALENDAR

No changes

4. GOVERNANCE ITEMS

Attendance register – to note

Membership Applications

In accordance with the Association's Rules there was 1 new membership application considered for approval (details noted on membership paper).

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

4a. Minutes of Previous Meeting – 22 January 2025

There were no amendments to the minutes.

Proposed: J O'Meara

Seconded: S Gilbert

Minutes Approved.

4b. Matters Arising

All covered in agenda.

5. BUSINESS ITEMS

5a. Q3 Management Accounts

M Thompson took members through the Q3 management accounts.

There is a positive variance in the surplus which is mainly due to starting dates of planned maintenance works.

It is estimated that the recent storm damage repair work will cost around £20-30k. All unsafe storm damage was made safe at the time with follow up repairs to be done. The storm damage has been flagged to the insurers and we will decide if making a claim or not depending on excess levels. There was discussion around this.

The F&GP sub committee reviewed the quarterly management accounts.

The covenants are compliant.

The accounts were sent to the lenders within the required timeframe.

Committee members approve the Q3 management accounts.

5b. Treasury Management Update

M Torrance advised that we had received two submissions for the provision of treasury advice. The F&GP sub committee reviewed both quotes and agreed to appoint Allia.

We have had an initial meeting with Allia and produced a timetable for the process and think this can be done by June 2025.

We have discussed various options refinancing options with Allia and these

will be looked into.

The tender will be issued the beginning of March.

Note – D McLean joined the meeting.

We have been working on the business plan with Allia and are using an excel driven model rather than the system we were using and will run both in parallel.

5c. KPIs 2024/25 Q3

E Mathershaw advised that the housing management KPIs were reviewed at the HM&I sub committee meeting, therefore did not go into detail but provided a brief update.

E Mathershaw advised that we have signed up to use a company called Energy Angels which are a void switching service.

M Torrance took members through the governance KPIs. Noted the level of Stage 2 complaints.

W Baxter advised that we have reached the target and have purchased 5 BBOOMs to date.

The medical adaptations figures were updated but are not shown on the version presented – this will be updated.

5d. Rent Policy

E Mathershaw advised that she has removed the history of rent harmonisation from the policy and put as an appendix.

Members are asked if they agree with the principles set in the policy.

Appendix 1 to the policy shows how rents will be set. The 3.9% increase has been added to base rents..

Phased implementation planned from 01/04/25 to cover void and tenancy changes.

Rent harmonisation will be rolled out to all tenants from next year with a 3 year phasing in from next year.

In May this year we will plan the implementation and how we will engage with tenants.

An equalities impact assessment was completed for the implementation plan.

There was discussion on rent levels and bands.

Agreed that rent levels for new developments go to management committee for approval. HM&I sub committee recommended delegated authority to set rent levels for Buybacks and this was agreed by committee.

Each of the recommendations were discussed and members were asked to:

- Approve the Rent Setting Policy - **approved**
- As discussed at January 2025 Management Committee meeting, agree an interim rent increase cap of £20 per month for 2025/26 with all affected voids moving to increased rents in 2025/26 where relevant to offset this cap (excluding successions & assignments) - **approved**
- Agree that from April 2026 the new rent levels will be phased in over 3 years - **approved**
- Approve that a mitigation plan will be developed for the tenancies who will see their overall rent increase by more than £20 a month if there is a 3 year phasing period - **approved**
- An implementation plan will be brought to the May meeting of the Management Committee with regular updates thereafter - **approved**

6. FINANCE & GENERAL SUB COMMITTEE

6a. Finance & General Sub Committee

The last meeting was held on 17th January and the draft minutes were previously circulated.

6b. Quarterly Reports Q3 2024/25

M Torrance advised covered as part of KPIs.

EVH Wages Ballot

M Torrance advised committee of the offer made.
Staff present declared an interest and left the room.

Management committee members agreed to support the offer and authorised M Torrance to return the ballot paper.

Pension Consultation

The staff pension consultation started on 7th February and is progressing.

7. HOUSING MANAGEMENT & INVESTMENT

7a. Housing Management & Investment

The last meeting was held on 10th February 2025.

7b. Arrears / Voids / Repairs

E Mathershaw advised that the reports were discussed at the HM&I sub committee meeting and covered in KPIs.

7c. Programme Report

W Baxter advised that the report was discussed in detail at the HM&I sub committee meeting and provided a brief update.

- Gas Servicing – no failures, on target
- Medical Adaptation - work ongoing.
- EICRS - no failures

8. COST PLAN / TENDER APPROVALS

None

9. AUDIT COMMITTEE

9a. Audit Committee

The next meeting is being held on 25th February.

9b. Internal Audit

The internal audit programme is ongoing.

- IT audit – complete and await report
- ASB - ongoing
- Gas – on site next week
- Cash in bank – due on site 24th February

10. HEALTH & SAFETY

10a. H&S Workplace Committee

Meeting held on 11th February.

10b. H&S Stock Sub Committee

Meeting held on 11th February.

The new SHR ARC indicators on damp, mould and condensation were discussed at the meeting. We will need to build up information through the year and review the process.

Fire safety detection equipment systems in line with legislation.

E Mathershaw advised she had attended a webinar on diagnostics and reporting of damp, mould and condensation.

Fire Risk Assessment – office and Balfour Court complete and blocks are underway.

The policy monitor has been updated to separate all H&S policies – this was issued to members

Asbestos policy review is overdue.

10c. STEPS Group Update

The group continue to meet.

11. REGULATORY ISSUES

None

12. POLICY ISSUES

12a. Flexible Working Policy

The policy will be brought to the next meeting.

13. STRATEGY, POLICY & RESEARCH DEVELOPMENTS

13a. Grangemouth Housing Masterplan

Ongoing discussions

13b. Clackmannanshire Wellbeing Economy Anchor Partnership

Producing an interim report

14. TRAINING / INFORMATION

14a. Training Plans / Appraisals

The stock tour and induction is on Friday 28th February.

14b. Conference & Training Schedule

To note

15. ANY OTHER BUSINESS

The Vice Chair has historically been a joint position to allow members to gain experience in the role. There is a vacancy for Joint Vice along with J Anderson and S Gilbert has expressed interest.

Nominated - A Anderson

Seconded - B Lees

Committee members agree to S Gilbert being Joint Vice Chair.

DATE OF NEXT MEETING

The next meeting will be held on Wednesday 12th March 2025 – time TBC.

The budget meeting is scheduled for Wednesday 26th March.

Signed: Chairperson	
Date:	