

PARAGON HOUSING ASSOCIATION LIMITED

Minutes of Management Committee meeting

Hybrid Meeting

12 March 2025

Present: A Anderson
S Gilbert (online)
D McLean
K Menzies (online)

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

GOVERNANCE / MINUTES ETC

1. APOLOGIES

J Anderson
E Campbell
B Lees
L McNally
M Richards
J O'Meara

2. COMPOSITION OF COMMITTEE

No changes

3. MANAGEMENT COMMITTEE CALENDAR

No changes

4. GOVERNANCE ITEMS

Payments, Benefits & Entitlements – M Torrance advised members of two PBEs. One is for noting only as a housing application. The other is an offer of housing via a mutual exchange which members approved. Full details are noted on the register.

4a. Minutes of Previous Meeting – 12 February 2025

There were no amendments to the minutes.

Proposed: S Gilbert
Seconded: D McLean

Minutes Approved.

4b. Matters Arising

All covered in agenda.

5. BUSINESS ITEMS

5a. Treasury Management Update

M Torrance advised that completed tenders are to be in by Friday. Positive meetings have been held with interested lenders. Good level of interest.

The bids of terms will be analysed and commentary provided for committee in due course.

6. FINANCE & GENERAL SUB COMMITTEE

6a. Finance & General Sub Committee

The last meeting was held on 4th March and draft minutes were circulated.

6b. Pensions Update

M Thompson took members through a presentation on the feedback from the staff consultation survey to date.

Management committee members noted the pension update.

EVH Wages Ballot – M Torrance advised that following the ballot, confirmation was received that a 4% increase has been confirmed.

7. HOUSING MANAGEMENT & INVESTMENT

7a. Housing Management & Investment

The last meeting was held on 10th March and was a joint meeting with the Tenant Scrutiny Panel.

7b. Arrears / Voids / Repairs

E Mathershaw advised the report was discussed in detail at the HM&I sub committee meeting and covered highlights.

Current tenant arrears - 3.39%

7c. Programme Report

W Baxter advised that the spend is on target for the year end.

Gas Servicing – on target, no failures

Westquarter development – handover expected mid June.

8. COST PLAN / TENDER APPROVALS

8a. Stirling & Clacks Open Space Maintenance 1st April 2025 – 31st March 2028

W Baxter took members through the tender report.

Committee members approved the recommendation in the tender Report for acceptance.

9. AUDIT COMMITTEE

9a. Audit Committee

The last meeting was held on 25th February and the draft minutes were circulated.

9b. Internal Audit

The IT audit report has been received and there are no recommendations. The rating was good and showed good progress since last audit.

The Incident response procedure has to be finalised and will be brought to the audit sub committee.

9c. Risk Reports Q3 2024-25

The report was discussed at the last audit sub committee and M Torrance provided a summary. Noted emerging risks.

10. HEALTH & SAFETY

10a. H&S Workplace Committee

The last meeting was held on 11th February and the draft minutes have still to be produced.

10b. H&S Stock Sub Committee

The last meeting was held on 11th February and the draft minutes were circulated.

There was discussion at the meeting on damp, mould and condensation.

The standard EVH policy has been used and reflects that only domestic stair lifts in place. ***Committee members agreed adopt the Lifts policy.***

10c. STEPS Group Update

The staff wellbeing survey will be carried out this month.

11. REGULATORY ISSUES

None

12. POLICY ISSUES

12a. Flexible Working Policy

Detailed report had been produced following consultation. Proposed that the the policy will take effect from 1st April 2025.

Committee members approved the Flexible Working policy.

13. STRATEGY, POLICY & RESEARCH DEVELOPMENTS

13a. Grangemouth Housing Masterplan

M Torrance attended the Falkirk Strategic meeting and provided an update.

13b. Clackmannanshire Wellbeing Economy Anchor Partnership

Information on the Association's work was provided to the Partnership for their progress report.

14. TRAINING / INFORMATION

14a. Training Plans / Appraisals

M Torrance took members through a presentation providing an update committee training completed to date and future training proposals.

Committee appraisals will be due in June.

E Mathershaw advised that Alan Kennedy from Knowledge Partnership will be joining the Tenant Scrutiny Panel meeting on 7th April to discuss how tenant surveys are carried out. Members of HMI sub will attend.

14b. Conference & Training Schedule

It was suggested S Gilbert attend an upcoming Governance conference.

15. ANY OTHER BUSINESS

M Thompson requested that as S Gilbert is now Joint Vice Chair that she be added to the list of committee members who can approve payments of

over £50k where 2 members need to approve. ***Committee members approve.***

DATE OF NEXT MEETING

The next meeting will be the budget meeting on Wednesday 26th March.
Time TBC.

Signed: Chairperson	
Date:	