

PARAGON HOUSING ASSOCIATION LIMITED

Minutes of Management Committee meeting

Hybrid Meeting

13 December 2023

Present: A Anderson
E Campbell
S Gilbert
M Hesketh
B Lees (online)
K Menzies (online)
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
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 – 121

Register of Interests – all registers are up to date.

Payments, Benefits & Entitlements – The Chair is aware of the full details and the payment is in line with the policy. Both parties concerned have qualified to receive the payment and M Torrance advised members of the what the payment is. ***Committee members approved.***

Code of Conduct – all signed

4a. Minutes of Previous Meetings

8th November 2023- Confidential Minutes

There were no amendments to the minutes.

Proposed: F Wallace
Seconded: M Richards

Minutes Approved.

21st November 2023- Confidential Minutes

There were no amendments to the minutes.

Proposed: E Campbell
Seconded: S Gilbert

M Torrance thanked members for attending the meeting on 21st November and for their contribution and to those who were unable to attend providing comments.

An update was provided following the meeting held on 21st November. A Anderson thanked everyone involved.

Note – C Munro joined the meeting.

4b. Matters Arising

All covered in agenda.

5. BUSINESS ITEMS

5a. Rent Increase 2024-25 Consultation

Members were reminded that this agenda item is confidential at this stage and is not for deciding on rent increase but what we will consult on.

M Thompson went through the presentation and there was discussion on some of the points.

There was discussion on the possible options for consulting on and the impact possible increases would have on tenants and the Association. Consideration was given to inflation rates.

After looking at possible options, members thought possible options to consult on should be 7.5%, 8% and 8.5%.

Committee members agreed to consult on increase options of 7.5%, 8% and 8.5%.

6. FINANCE & GENERAL SUB COMMITTEE

6a. Finance & General Sub Committee

The last meeting was held on 14th August.

7. HOUSING MANAGEMENT & INVESTMENT

7a. Housing Management & Investment

The last meeting was held on 4th December.

7b. Arrears / Voids / Repairs

E Mathershaw advised that the report was discussed in detail at the last HM&I sub committee meeting. Report noted.

7c. Programme Report

W Baxter advised that the report was discussed in detail at the last HM&I sub committee meeting .Report noted.

Development

Commissioner Street – the kit is up on site and work is going well. A paper will be brought to the January meeting for consideration.

Westquarter – A paper will be brought to the January meeting for consideration.

BBOOMs – we have met our target of purchasing 5 properties this financial year.

8. COST PLAN / TENDER APPROVALS

**Painterwork – Procurement for Housing (PfH) Framework
Year 1 – Grangemouth**

The tender report had been circulated to members in advance of the meeting and W Baxter took members through the report.

Committee members approved to accept the offer submitted by Bell Decorating Group.

8a. IT Support Tender

M Binnie advised that following recommendations from internal audit the IT Support services contract was put out to the tender.

The tender report had been circulated to members in advance of the meeting.

M Binnie advised members of the process and the recommendation following the completion of the tender exercise.

Committee members approved Kick ICT to be awarded the IT Infrastructure and Support Services contract.

8b. Internal Audit Tender

Scoring of the tenders received is ongoing.

9. AUDIT COMMITTEE

9a. Audit Committee

The last meeting was held on 13th October.

10. HEALTH & SAFETY

10a. H&S Workplace Committee

Propose to arrange a meeting for next week.

10b. H&S Stock Sub Committee

The Tenant Handbook is almost complete – visuals received from designer

10c. STEPS Group Update

Activities are ongoing.

M Torrance continues to be part of a working group for Public Health Scotland consultation on Mentally Flourishing Workplaces Framework.

11. REGULATORY ISSUES

11a. SHR – Future of Regulation Consultation

Committee members considered the draft response and agreed to submit it.

12. POLICY ISSUES

12a. Review of Reactive Maintenance Policy

The review of the policy is on hold as it was recognised there are associated policies which are due to be reviewed by the end of March therefore all policies will be reviewed together.

12b. Rent Harmonisation

An update on rent harmonisation will be included with the rent consultation to tenants.

We are at the start of the process and will need to review some factors such as allocation of gardens which is one of the drivers for rent setting that tenants have indicated.

13. STRATEGY, POLICY & RESEARCH DEVELOPMENTS

13a. Grangemouth Housing Masterplan

A meeting has been organised.

13b. Clackmannanshire Wellbeing Economy Anchor Partnership

The arranged meeting was cancelled.

14. TRAINING / INFORMATION

14a. Annual Appraisal Report & Training Plans

M Torrance emailed members information on a session EVH is running on Making Sense of Finance for Governing Body Members. If anyone wants booked onto the session let us know.

We will hold an in house session to take members through how management accounts are produced.

We will also look to hold drop in days during February to show members how to use Sharepoint, online learning etc.

The IMP Plan/Strategy days will be held in April.

Note – C Munro left the meeting

14b. Conference & Training Schedule

SHARE Annual conference – F Wallace and A Anderson would like to attend.

15. ANY OTHER BUSINESS

W Baxter referred to the Social Housing Net Zero Standard (SHNZS) in Scotland consultation document which was uploaded. This standard will replace EESSH2.

W Baxter advised there are samples in the meeting room for the Kitchen contract if anyone wants to look at them.

DATE OF NEXT MEETING

The next meeting will be held on Wednesday 17th January 2024. The time will be confirmed.

Signed: Chairperson	
Date:	