

**PARAGON HOUSING ASSOCIATION LIMITED**  
Minutes of Management Committee meeting  
Online Video Conference Meeting  
14 July 2021

Present: E Campbell  
M Hesketh  
E McNie  
R Murray  
M Richards  
F Speirs  
F Wallace  
S Young

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

**GOVERNANCE / MINUTES ETC**

**1. APOLOGIES**

J Anderson  
K Menzies  
S Robertson (SLA)

**2. COMPOSITION OF COMMITTEE**

No changes

**3. MANAGEMENT COMMITTEE CALENDAR**

No changes

**4. GOVERNANCE ITEMS**

**FOI / EIR / SAR Report** – this is a new report to show the volume of requests received and compliance in relation to responding to these requests.

**SHR Monthly Covid Return/Quarterly Return** – next return due 20 July

**4a. Minutes of Previous Meeting 9 June 2021**

It was noted that on the previous minutes under Register of Interests that M Richards is no longer the Secretary of the Grangemouth Credit Union – this should be the Falkirk District Credit Union.

There were no other amendments to the minutes.

Proposed: S Young  
Seconded: M Hesketh

***Minutes Approved with above noted amendment.***

**4b. Matters Arising**

Covered on agenda

**5. BUSINESS ITEMS**

**5a. PHA Route Map Progress**

Recent Government announcement does not substantially change anything.

Sessions were held recently with staff on covid.

Gas servicing and contract works are ongoing with no issues.

Repairs (JRW) – working with TMG to get backlog of covid repairs fully dealt with and completed by beginning of August to then reintroduce normal response times from early August.

**5b. KPI Q4 2020/21 & Q1 2021/22**

Commentary was provided to the KPI report. This included consideration of satisfaction reality checks.

Note – F Speirs joined the meeting.

**5c. IMP Planning Sessions**

M Torrance went through the plan of the sessions to be held.

A Sharepoint site has been set up for the IMP review and if anyone can't attend any of the sessions but would like to submit comments it can be via this site. Resources will also be included on the site.

**5d. Health & Wellbeing Report**

M Torrance provided a summary of the report.

Any actions/recommendations from the report will be added to the STEPS group action plan to review. Project well received by staff.

**5e. Draft Stress, Health and Wellbeing Policy**

Draft had been produced using good practice resources and there has been consultation with staff.

***Committee members approved the policy.***

**5f. Equalities Action Plan Update**

The new guidance on equalities has still to be issued.

Discussions have been ongoing with Dr Stewart Montgomery of Montgomery Housing and Equality Services who is a specialist in this field and one of the authors of the draft guidance. He has been commissioned to undertake a comprehensive Equalities Project for the Association over the next 12 to 18 months which will ensure that the regulatory standards can be met.

**5g. Model Rules Adoption**

M Torrance advised that we have had legal advice from the Association's solicitor. This had been issued to members. It includes commentary on the impact of the proposed rule changes.

There are not many changes from the current version of the rules in use and a number of changes just relate to clarification or updates to legislation.

The new model rules contain optional provisions and the committee discussed these in turn. After discussion committee agreed not to include any of the optional clauses.

A paper with the model rules will be brought to the next meeting for committee to pass a formal resolution for the adoption of the new rules as agreed.

We are unable to hold the SGM virtually before the AGM because the provision that allowed this was not extended. Therefore we will have the SGM before the AGM on the same day but both meetings have to be called separately.

The SGM and AGM will be held on Wednesday 15<sup>th</sup> September.

#### **5h. AGM - Elections**

There are currently 11 elected committee members.

A third of committee members must retire. Therefore 4 committee members must retire.

M Hesketh has previously advised he will not be standing for re-election at the AGM.

Therefore another 3 members must retire.

Those who have served the longest on the committee since their last election are R Murray with 3 years and F Wallace, L McNie, M Richards and F Spiers with 2 years.

R Murray, F Wallace and L McNie all agree to stand down at the AGM for re-election.

Note – R Murray and S Young left the meeting.

#### **6. FINANCE & GENERAL PURPOSES**

##### **6a. Finance & General Purposes**

Noted that the last meeting was held on the 29<sup>th</sup> June and draft minutes circulated.

##### **6b. Q1 Performance Reports**

M Torrance provided commentary to the reports distributed.

##### **6c. Updated SFHA Governance Guidance**

The F&GP sub committee reviewed the updated guidance in great detail

The committee members job description has been updated to reflect the SFHA model. Principles very similar but noted changes to reflect current language and responsibilities in relation to the regulatory framework. The officers' role section will be reviewed as part of the annual update of Standing Orders in October 2021.

***Committee members agree to adopt the updated version of the Committee members' job description.***

**6d. Pensions Update**

No progress to report since previous meeting.

**7. HOUSING MANAGEMENT & INVESTMENT**

**7a. Housing Management & Investment**

The last meeting was held on Tuesday 13<sup>th</sup> July therefore draft minutes not yet available. A verbal progress report was provided.

E Mathershaw advised that consultant Arneil Johnson have been appointed to carry out the rent harmonisation exercise.

TIS are looking for nominations for their annual award schemes. E Mathershaw will discuss with the Tenant Scrutiny group if they want to submit an entry in any categories.

The sub committee had a good discussion on the issue of evictions and when to proceed to eviction and when not to. There has been no eviction since last April 2020. Proposal to HMI sub is to keep a close eye on the situation and high debt cases where decree is likely, the case will be taken to HMI sub to review to provide additional layer of scrutiny.

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

Report was covered as part of KPIs.

**7c. Eviction Reports**

None

**7d. Programme Report**

W Baxter advised that the report was discussed at the HMI sub committee meeting.

Sanitaryware contract – issues on 2019-20 contract not completed because of covid rolled into 2020/21. However properties where medical adaptations had previously been installed require Occupational Therapists to carry out a survey to see if still required or not and we cannot get information from the local authorities as to when they will be able to do these. Therefore these properties will be instructed out of the current contract and substituted for sanitaryware due this year. The properties can be put back into the contract when the surveys can get done.

**8. COST PLAN / TENDERS**

**8a. None**

## **9. AUDIT COMMITTEE**

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

The last meeting was held on 23<sup>rd</sup> June and draft minutes had been circulated.

### **9b. Risk Report Q4 2020-21**

The report was issued and it was noted that at the audit sub committee's next meeting the risk register will be reviewed. This will be brought to Management Committee for approval.

### **9c. Internal Audit**

The internal audit has progressed well during the year.

The follow up report has been prepared . There are no priority recommendations. A number of recommendations have been completed.

Next year's audit programme was considered and approved by the audit committee. The draft Annual Report has been issued and was noted.

The external audit is taking place this week.

## **10. HEALTH & SAFETY**

### **10a. Health & Safety Update**

### **10b. H&S Sub Committee – Remit Proposal**

Members had been sent a remit for a Stock only H&S sub committee.

The H&S sub committee has already discussed this. There was ongoing discussion on how this would relate to the current arrangements and it was agreed that this be discussed at August H&S Sub Meeting.

### **10c. Healthy Working Lives**

M Torrance has been advised that this is starting up again and we have to renew our accreditation by March 2022.

## **11. REGULATORY ISSUES**

### **11a. Five Year Financial Plan Submission**

It was noted the plan was submitted after approval by F&GP Sub.

**11b. Consultation on the Charter (ARC)**

The SHR are consulting on the content of the ARC.

If anyone has any views they should advise M Torrance or E Mathershaw and they will prepare feedback.

**11c. Annual Assurance Statement**

Committee noted arrangements in place to review evidence in depth.

**12. POLICY ISSUES**

**12a. Policy Monitor**

Noted

**12b. SFHA – Model Codes of Conduct 2021 – Staff & Governing Body**

M Torrance has reviewed and noted there are not a lot of changes to the principles

Recommend adopt in principle and customise to Paragon. Agreed.

Formally adopt at next meeting then committee and staff can sign.

**12c. SFHA – Model Entitlements, Payments and Benefits Policy 2021**

M Torrance has reviewed and noted there are not a lot of changes to the principles

Recommend adopt in principle and customise to Paragon. **Agreed.**

**12d. Rent Harmonisation Exercise**

As noted

**13 STRATEGY, POLICY, RESEARCH DEVELOPMENTS**

**13a. Grangemouth Housing Masterplan**

Discussions ongoing. M Torrance will prepare an outline note for next meeting.

**14 TRAINING & DEVELOPMENT**

**14a. Annual Appraisal Programme**

Dates to be arranged for those outstanding. Noted some completed.

**14b. Director Appraisal Report**

Paper noted and discussed.

**14c. Committee Training Feedback Report**

Noted

**14d. Conference & Training Schedule**

No schedule at this time

**ANY OTHER BUSINESS**

None

**15 DATE OF NEXT MEETING**

The next scheduled meeting is on Wednesday 18<sup>th</sup> August 2021 at 1.30pm.  
There will be a restricted agenda to take account of joint Internal Management Plan session with staff

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