

**PARAGON HOUSING ASSOCIATION LIMITED**  
Minutes of Management Committee meeting held at  
Invergrange House, Station Road, Grangemouth on  
13 November 2019

Present: M Hesketh  
R Murray  
M Richards  
S Robertson  
F Speirs  
F Wallace

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

**GOVERNANCE / MINUTES ETC**

**1. APOLOGIES**

J Anderson  
A Black (SLA)  
E Campbell  
L Hesketh  
E McNie

A special leave of absence for E Campbell was approved.

**2. ATTENDANCE REGISTER**

No issues

**3. MINUTES OF PREVIOUS MEETINGS**

**16 October 2019**

F Speirs agreed to join the F&GP sub committee.

There were no amendments to the minutes.

Proposed: S Robertson  
Seconded: M Hesketh

***Minutes Approved***

## **29 October 2019**

There were no amendments to the minutes.

Proposed: S Robertson

Seconded: M Hesketh

### ***Minutes Approved***

#### **3a) Matters Arising**

W Baxter and K Urbanowicz will attend a session by EVH for Landlords on Asbestos & Fire Duty.

The Guide to Information was published on our website and the relevant form submitted to the Scottish Information Commissioner by the deadline.

The Association has appointed an external Data Protection Officer through Really Good Data Protection (RGDP) to provide services to the Association in relation to GDPR and FOI.

#### **Standing Orders suspended**

### **4. BUSINESS ITEMS**

#### **4f) Voids Policy**

E Mathershaw took committee members through the report and explained the main changes to the policy.

Committee members noted that it is proposed to undertake a review of the void minimum re-let standard when the JRW contract is next due for renewal.

*Note – R Murray joined the meeting.*

***Committee members approved the Voids Policy.***

#### **4e) Pool Car Leasing Proposals**

P Milne took committee members through the report.

The Association currently leases three vehicles and the current agreement is due to end on 4 December 2019. Members are requested to approve that the Association enter into a new three year pool car lease agreement which offer best value and ensures that the cost is within the budget.

The cost of the new lease agreement was discussed and it was noted there may be a slight difference in the figure on the report once the order is confirmed as it depends on the final offer on the day the order is placed.

***Committee members authorise for the lease agreement to be completed on F Wallace's authority if there is any difference to the final cost.***

**4a) Management Accounts Q2 2019-20**

P Milne took committee members through the report.

It was noted there were no issues with the covenant compliance reports at the end of September for both lenders.

***Committee members approved the management accounts for Qtr 2.***

The management accounts will be sent to the Association's lenders as this is a reporting requirement of the loan.

**4b) Mid-Year Financial Review 2019-20**

P Milne took committee members through a presentation. Variances to budget were noted. Virement was agreed between management costs and programme and maintenance costs. Noted work on reactive maintenance cost analysis.

Mid -year review recommendations were approved.

**4d) Tender Reports – Painterwork & Boiler Renewals**

**Painterwork & Mid Cycle Gutter Cleaning – Framework Cost Report on Offer**

W Baxter provided commentary on the report.

***After consideration committee members approved the appointment of Novus Property Solutions Ltd.***

**Gas Boiler Replacements / Systems at 92 properties Tender Report**

W Baxter provided commentary on the report.

It was confirmed that the Association's asbestos register is provided to contractors and asbestos testing is always part of the contract.

***After consideration committee members approved the appointment of Everwarm.***

#### 4c) SHAPS Pension Consultation

P Milne took committee members through the report and the highlights of the valuation report.

The valuation report indicates that past service contribution deficit should be paid off by September 2022.

Currently under the 60<sup>th</sup> final salary scheme the employers pay 12.6% and the employee pays 12.5%.

The future service contribution rate is increasing from 25.1% to 32.4% from 1 April 2020. This is a total increase of 7.3%.

There are 3 options for committee to consider:

- 1) Staff to pay the full increase of 7.3%
- 2) Employer to pay the full increase of 7.3%
- 3) Split the total contributions 50:50 between the employer and the employee

A final decision requires to be submitted to TPT by 31 January 2020. If a decision was not to be made by this date the employer will have to pay the full increase from 1 April 2020 until a further 3 months' notice is given.

There has been an initial brief and consultation with staff done on the options and the feedback from staff was discussed.

The financial implications and risks of the options were discussed.

No recommendations have been made by senior staff given the potential conflict of interest. Noted that committee members have been taking an active part in EVH SHAPS group.

Committee members were asked to consider all the information available and decide on an option of how future service contributions should be paid in order to further consult with staff.

As staff have an interest in the matter they left the meeting for committee members to discuss the options. Discussion took place.

***When staff were asked to return to the meeting the Chair advised staff that committee members have agreed to further consult with staff on a 50:50 split.***

***The Chair also advised that Committee members agreed we need to start consulting with staff on the final salary scheme.***

It was clarified that on page 7 of the report under option 3 the employer and employees pay total of £77,962 annually each not together.

**5. DATE OF NEXT MEETING**

The next meeting is due to be held on Wednesday 11 December 2019 at 1.30pm.

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

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