

PARAGON HOUSING ASSOCIATION LIMITED
Minutes of Management Committee meeting held at
Invergrange House, Station Road, Grangemouth on
29 October 2019

Present: J Anderson
M Hesketh
L Hesketh
M Richards
S Robertson
F Wallace

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

GOVERNANCE / MINUTES ETC

1. APOLOGIES

A Black (SLA)
E Campbell
R Murray
E McNie
F Speirs

2. ATTENDANCE REGISTER

Attendance register for noting.

3. BUSINESS ITEMS

3a) SHR Assurance Statement

The purpose of the meeting was discussed. SHR requires governing bodies to submit an Annual Assurance statement. This is the first Annual Statement produced by the Association.

Previous discussions and workshops held on the assurance statement have been taken into consideration when producing the draft.

There was discussion on the difference between material and non-material compliance.

This is the management committee's statement.

Members went through the assurance statement.

The areas of non-compliance identified are:

- Tenant Participation Strategy requires review
- Tenant Satisfaction

A number of actions have been taken to address these issues and are detailed in the compliance action plan.

Members went through the SFHA toolkit which covered the standards, evidence and if criteria met or not. The evidence list was considered.

Members also went through the SHN framework including all the standards explaining the standard and the evidence base. There was consideration of evidence and advice on asbestos and electrical safety.

Senior staff left the meeting to allow members to consider the submission of the statement.

The Chair asked members if they are assured that the information they have been given demonstrates compliance. ***All members agreed that they are of the opinion the Association is compliant other than in the areas highlighted. To ensure good practice they requested further information be provided when landlord safety manual implemented.***

Staff returned to the meeting.

Chair advised staff of members decision.

Chair advised that committee approved the assurance statement for submission.

As Chair F Wallace has been authorised to sign.

3b) Freedom of Information (FOI) Policy and Guide to Information

Guide to Information

Member went through the Guide to Publications based on Information Commissioners model and noted documents which will be available on our website.

A completed notification form must be returned to the Commissioner by the 1st November to confirm the Association is complying with FOI in respect on the model publications.

Freedom of Information Policy

Policy was reviewed.

Committee members adopted the policy.

The Association must legally appoint a Data Protection Officer (DPO) from the 11th November 2019 when the FOI law applies to RSLs.

On review of the requirements it was concluded that staff will not be able to fulfil this requirement in-house and will require to appoint a third party specialist to provide the DPO service. Some research carried out on possible providers. Quotations sought from suitably qualified providers.

In house FOI training session being held on 20th November which committee members are welcome to attend.

F Wallace thanked staff for all their work.

4. DATE OF NEXT MEETING

The next meeting is due to be held on Wednesday 13 November 2019 at 5.30pm.

Signed:	
Chairperson	
Date:	