

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING**

**Held on 18 May 2022 at 4pm in the Studio, 67 Hope Street, Glasgow, G2 6AE**

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Louise McNicol	Board Member
Laurie Kefalas	Co-opted Board Member
Helen Glassford	Board member
Howard Dales	Board Member

**In Attendance:**

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Cindy McNeil	Governance & Corporate Services Manager
Gavin Johnston	Property Asset Manager
Teresa Gallagher	Minute Secretary
Jeremy Chittleburgh	External Auditor, Chiene & Tait (via zoom from item 10)

**Apologies:** Jim Strang

**Absent:** Gary Russell, Andy Wilson, Sipho Bazaya

The Chair welcomed everyone to the meeting.  
Members noted only those items for approval on the Agenda would be covered at this meeting and items for noting would be presented at the Board meeting on 29 June 2022.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 27 April 2022**

The resolution was proposed by Louise McNicol and seconded by Helen Glassford.

***Resolution;*** *the minute of 27 April 2022 were approved as a true and accurate reflection of the proceedings.*

#### **4. Matters Arising**

There were no matters arising.

#### **5. Minute of NTC meeting held on 9 May 2022**

5.1 These minutes for noting, would be presented at the next Board meeting in June.

#### **6. Procurement Report Energy Efficiency Feasibility**

- 6.1 The Head of Operations (HoO) presented the energy efficiency feasibility report to seek approval to issue a tender document for a direct call to Energy Conscious Design (ECD) Architects via the Scotland Excel Energy Efficiency Network. Members were asked to note this request deviates from our procurement policy in the instance that if we were successful in our grant application, it would require us to advertise on Public Contract Scotland (PCS).
- 6.2 EDS are experts on designing buildings with a specific focus on reducing energy use and we are confident they could undertake this bespoke piece of work for the Association.
- 6.3 Members queried if this had been included in our budget and were assured it was and that spenditure would not exceed the budget unless we secured grant funding.
- 6.4 The HoO explained part of our Asset Management Strategy we have committed to undertake a study by July 2023 on how the Association could achieve the Net Zero.
- 6.5 The Association have expressed an interest in funding available from the Scottish Government to undertake complementary feasibility study.

The resolution was proposed by Ian Williams and seconded by Laurie Kefalas.

***Resolution;*** *The Management Board approved the issue of a tender document of a direct call of to ECD Architects via the Scotland Excel Energy Efficiency Framework.*

#### **Landscape Design**

- 6.6 A tender was issued on a restricted procedure on PCS on 25 November 2021. In the first instance 4 bids were received which was filtered down to 2 after one withdrawal and one unable to provide key information.
- 6.7 ERZ Ltd were the overall preferred bidder and it was proposed the Board approve the appointment.
- 6.8 Members discussed tenant consultation which will be carried out by NTC, as consultants, on behalf of the Association.

The resolution was proposed by Louise McNicol and seconded by Howard Dales.

**Resolution;** *The Management Board approved the appointment of ERZ Ltd to undertake a landscape and build environment study of our housing stock and to work on design for varying packages of work.*

## **7. Annual Return on the Charter**

- 7.1 The HoO presented the Annual Return on the Charter (ARC) and explained the process of validating data had been done inhouse by staff checking each other's data.
- 7.2 Members queried the 5-year loan portfolio return submission and the Finance and Corporate Services Manager (FCSM) gave assurance this had been submitted and explained the Scottish Housing Regulator (SHR) allows us to submit our 5-year portfolio on the basis there were no changes to the approved 30-year projections. Our 30-year projections were approved by the Board at their meeting on 23 February 2022.

The resolution was proposed by Laurie Kefalas and seconded by Louise McNicol.

**Resolution;** *The Management Board approved the submission of the ARC for the period 2021/2022*

## **8. NTC approved Budget 2022/23**

- 8.1 Members noted this item would be presented at the next board meeting on 29 June 202.

## **9. Management Accounts**

- 9.1 The FCSM presented the management accounts to 31 March 2022 and took members through the main issues as highlighted in the covering report and appendix.
- 9.2 The Association made a surplus in the year of £1,684,040 compared to a budgeted surplus of £390,474 resulting in a favourable variance of £1,293,566.
- 9.3 A positive variance in void losses was reported of 0.3% compared to the prudent budget of 1%.

- 9.4 Members noted the grants received income and deferred grants released.
- 9.5 The total turnover for the period is £4,893,582 compared to the budget of £346,618 resulting in a favourable variance due to the income from grants received.
- 9.6 An unfavourable balance was made in reactive maintenance and members were referred to page 2 of the accounts for the breakdown of figures.
- 9.7 In the smoke and heat detector programme, 31 properties which were no access are now are outstanding and this is due to being unable to get stock. These properties will be revisited when supplies come back in.
- 9.8 Members noted the cash at bank and in hand figures as detailed on page 4 of the accounts.
- 9.9 The SHAPS pension liability reduced and members were asked to note that this is an accounting entry only and has no effect on cash, therefore it can be seen as an adjusting item in the cash flow statement on page 4.
- 9.10 All loan covenants were met as set out in page 5 of the accounts.
- 9.11 Members queried the management costs in comparison to our peer group and noted we differ slightly from other Associations in regards to having to pay rent and service charges to NTC. Also, for noting, was the Associations staff costs to turnover that is lower than all but one of our peers.

The resolution was proposed by Louise McNicol and seconded by Ian Williams

***Resolution;*** *The Management Board approved the management accounts for the year to 31 March 2022.*

**[Howard Dales left the meeting at this point]**

## **10. External Audit**

**[Jeremy Chittleburgh, external auditor from Chiene & Tait joined the meeting at this point via zoom]**

- 10.1 Jeremy took members through the audit plan for the year and explained the process's his team would undertake to ensure the audit plan for the year is accomplished.
- 10.2 The auditors will in particular look at our accounts and covenants and ensure all spenditure is accounted for.
- 10.3 Controlled testing on areas such as fraud and compliance will be carried out and the auditors will operate via hybrid.
- 10.4 The audit reports will be presented in August at the audit and risk meeting in August and one of the auditors will be in attendance at our AGM in September.

**11. AOCB**

11.1 None

The Chair expressed his thanks to the Board and staff.

**The meeting ended at 4:25pm**

**Date of next meeting;**

Wednesday 29 June 2022 at 5pm

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed (Chair) .....

Date.....