

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

**Held on 28 September 2022 at 5pm via Hybrid (zoom) and in the Associations  
Offices, The Tannahill Centre, 76 Blackstoun Road, Paisley, PA3 1NT**

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Louise McNicol	Board Member
Helen Glassford	Board member
Laurie Kefalas	Board Member (via zoom)
Tracey Johnstone	Board Member
Kirsten Ferguson	Co-opted Board Member <b>(from item 3)</b>

**In Attendance:**

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Cindy McNeil	Governance & Corporate Services Manager
Teresa Gallagher	Minute Secretary

**Apologies:** Andy Wilson, Howard Dales, Jim Strang

**Absent:** Aiden McGrogan

The Chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Share Membership Report and Board Member Appointment**

3.1 The Group Chief Executive Officer (GCE) presented this report to seek approval of an application for membership and approve a co-option onto the Management Board.

The resolution was proposed by Ian Williams and seconded by Helen Glassford

Resolution; The Management Board;

- i) Approved the membership application in the tenant category from Anna Irvine; and;
- ii) Approved the co-option Kirsten Ferguson to the Management Board.

#### **4. Minutes of previous meeting 17 August 2022**

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

***Resolution;** the minutes of 17 August 2022 were approved as a true and accurate reflection of the proceedings.*

#### **5. Matters Arising**

There were no matters arising.

#### **6. Draft Minutes of AGM held on 7 September 2022**

- 6.1 Members noted the minutes of the AGM held on 7 September 2022. These will be approved at the next AGM in September 2023 subject to amending the highlighted typos.

#### **7. Minute of the Special Board meeting held on 7 September 2022**

The resolution was proposed by Ian Williams and seconded by Helen Glassford.

***Resolution;** subject to amending the date, the minutes of 7 September 2022 were approved as a true and accurate reflection of the proceedings.*

#### **8. Draft Minutes of the NTC Executive Committee held on 15 August 2022**

- 8.1 Members noted the content of the NTC Executive Committee minutes.

#### **9. Pensions Update**

- 9.1 The FCSM provided an update on the SHAPS pension update.

- 9.2 The Board noted the Association is responsible for making additional contributions to clear its share of past service deficit (PSD) liability. Following a valuation in September 2021 the PSD was reduced and the association will only pay half of what we had budgeted for.
- 9.3 There will be another triennial valuation in September 2024 and this could result in a deficit which would mean contributions would resume.

**Resolution;** *The Management Board noted that the association continues to be rated as a low risk on the basis of the 2022 SHAPS Financial Assessment.*

## **10. Mini Audit of Financial Regulations**

- 10.1 The FCSM presented the findings of the mini audit of the financial regulations that had been carried out.
- 10.2 Only a few minor amendments were required as highlighted in the attached tracked changes appendices.

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

**Resolution;** *The Management Board approved the updated financial regulations*

## **11. Assurance Statement Report**

- 11.1 The GCE presented the covering report and appendices and explained this paper had been brought to the attention of the Board in preparation for submitting our annual assurance statement in October following board approval.
- 11.2 There has been an update in guidance published in relation to wording post-covid.
- 11.3 Members were invited to give feedback on the statement and a discussion was held around constraints the sector is facing in meeting net zero. This this topic is being covered at events held by SFHA.

**Resolution;** *The Management Board reviewed the wording in the annual assurance statement and noted the contents of the Associations self-assessment report on how we meet the SHR Regulatory Standards.*

## **12. Group Chief Executives Report**

- 12.1 The GCE presented this report and appendices and took members through the main issues as contained within the covering report.
- 12.2 Members noted the briefings from EVH, GWSF and SFHA. EVH reported JNC have started initial discussions on the cost of living increase for April 2023. EVH will provide further updates as and when they happen.
- 12.3 One staff member has left the Association and members noted a detailed report will be presented at the staffing committee in relation to the staff structure review.
- 12.4 The final programme for the FLAIR academy has been completed and Teresa will issue this to all board members. Those members wishing to undertake any training from the programme should contact Teresa in the first instance.
- 12.5 A second business planning day will be organised to finalise our business plan for the next 3 years.

***Resolution; The Management Board;***

- i) Noted both the EVH and GWSF Briefings for September 2022;*
- ii) Noted the letter issued to the First Minister by GWSF in relation to announced rent increase freeze and the SFHA Briefing on the subject;*
- iii) Noted the update provided on staffing issues;*
- iv) Noted the update provide in relation to Development sessions and training; and;*
- v) Noted that the final session on Business Plan is to be arranged and dates will be circulated shortly.*

### **13. Head of Operations Report**

- 13.1 The Head of Operations (HoO) presented this report to highlight performance in housing and property services.
- 13.2 Members noted the higher levels of refusals has been down to one void which proved difficult to let and the steps taken to manage these issues have been successful.
- 13.3 A small spike in anti-social behaviour was recorded and arrears are performing better than presumed in our targets.
- 13.4 The housing sector in general is facing issues with contractor's and we have been dealing with poor performance from our contractors. We have been actively seeking out alternative contractors to ensure services continue with minimum negative impact to our tenants.
- 13.5 The board held another lengthy discussion around the rent freeze the government put in place to March 2023. The working group will meet up to look at different rent increase scenarios and the impact on our planned investment programme.

- 13.6 We have been successful in securing funding to help support tenants who may be facing severed hardship due to the fuel crisis we are facing. The Association will be able to contribute towards this.

**Resolution;** *The Management Board noted the content the Head of Operations report.*

## **14. Procurement**

### **15a**

- 14.1 The HoO explained a pilot exercise carried out in 2020 to appoint several smaller contractors had proved a success. Approval was sought to issue a tender package for repairs and void works using the same framework. He explained other housing associations had enquired about the framework we have and would be interested in joint working by accessing our framework.

### **15b**

- 14.2 The HoO sought approval to proceed with the tender for the bathroom replacement programme which was part of the approved 3 year programme This programme had come to a halt as the contractor went into administration.

- 14.3 Members queried whether it was prudent to go ahead with the spend given the current climate. The HoO explained any delay could potentially see a hike in material costs.

### **15c**

- 14.4 The HoO explained 2 bids were submitted for the insurance broker tender and sought approval to appoint Bruce Stevenson who scored highest in the scoring matrix.

### **15d**

- 14.5 The HoO sought approval to appoint Inverweld Ltd to carry out planned flood prevention works as detailed within the covering report. Two bids were submitted for these works and the preferred contractor was seen as the most economically advantageous tender.

**[Helen Glassford left the meeting at 6.30pm]**

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

**Resolution;** *The Management Board,*

- i) Approved to issue a tender package for repairs and void works;*

- ii) Deferred the issue of a tender for the bathroom replacement programme for 2 months*
- iii) Approved the appointment of Bruce Stevenson to undertake Insurance Broker Services; and;*
- iv) Approved the appointment of Inverweld Ltd to undertake builder works for flood pod installations.,*

**15. AOCB**

15.1 The Chair gave his thanks to the staff and fellow board members.

**The meeting ended at 18.40 pm**

**Date of next meeting**

Board meeting 26 October 2022 at 5pm

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

Signed (Chair) .....

Date.....