

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

**Held on 24 May 2023 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
<i>Louise McNicol</i>	<i>Board Member (via zoom)</i>
Kirsten Ferguson	Co-opted Board Member
Angela Chivers	Co-opted Board Member
Tracey Johnstone	Board Member
Jim Strang	Board member
Helen Glassford	Board Member (via zoom)
Aiden McGrogan	Board Member (via zoom)

**In Attendance:**

Catrina Miller	Group Chief Executive
Teresa Gallagher	Minute Secretary
Ivor McCauley	Head of Operations
Cindy McNeill	Finance & Corporate Services Officer

**Apologies:** Helen Glassford, Howard Dalen, Andy Wilson, Laurie Kefalas

**Absent:**

The Chair welcomed everyone to the meeting that was rescheduled from 26 April 2023.

**2. Declarations of Interest**

2.1 None

**3. Minutes of Meeting 3 May 2023**

The resolution was proposed by Ian Williams and seconded by Jim Strang

***Resolution;*** *the minutes of the meeting held on 3 May were approved as a true and accurate reflection of the proceedings.*

#### **4. Matters Arising from Minutes 3 May 2023**

4.1 None.

#### **5. Draft Minutes of the NTC Executive Committee held 24 April 2023**

5.1 The Management Board noted the minute of the of the NTC Executive Committee held on 24 April 2023.

#### **6. Management Accounts to 31 March 2023**

6.1 Finance & Corporate Services Manager (FCSM) presented the management accounts covering report and appendix.

6.2 The SHAPS pension liability has increased by £173,000 from £15,000 as at 31 March 2022. This is an accounting adjustment and not cash but this figure must appear in the accounts. The deficit could change again and members will be kept updated.

6.3 Income lost from voids is under budget but void repair costs are higher than budget due to various reasons as explained in the covering report.

6.4 Reactive maintenance is over budget due to high costs by supply chain issues and increased inflation. In addition, difficulty in securing contractors has contributed to the overspend.

6.5 Members noted the update in grant funding received and carried over in the period.

6.6 Planned and cyclical maintenance has shown a favourable variance as shown in page 2 of the management accounts.

6.7 Cash in bank has increased from 31 March 2022 as result of delays in the planned investment programme and less than budget spent on other fixed assets. In addition, the past service deficit payments stopped in September 2022.

6.8 Our loan covenants were all met and members noted the saving in loan interest made from paying off a loan early.

6.9 Members queried if the reactive maintenance budget will require an increase due to the rise in the cost of living. The Head of Operations (HoO) explained it may be the case to report back to the board on this but for now robust procurement and savings elsewhere may offset any increase in costs.

The resolution was proposed by Angela Chivers and seconded by Kirsten Ferguson.

**Resolution;** *The Management Board approved the management accounts to 31 March 2023.*

## **7. Five Year Financial Return**

- 7.1 The FCSM explained no changes were made to the five-year financial projections to 31 March 2023 since the long-term financial projections were approved by the Board in February 2023. The FCSM clarified that the Scottish Housing Regulator does not require separate board approval for the five year financial projections, before submitting the return, so long as there have been no changes to the approved long-term projections.

The resolution was proposed by Tracey Johnston and seconded by Ian Williams.

**Resolution;** *The Management Board approved submission of the five-year projections to 31 March 2028.*

## **8. Annual Return on the Charter to 31 March 2023**

- 8.1 The HoO presented the Annual Return on the Charter (ARC) for approval by the Management Board and explained we have used the template in place and adapted over the years as required. Staff have been validating each other's figures and there are no major issues reported this year. Staff sickness absence has dropped this time round and we have the 1 failed gas safety check which was already been reported the Scottish Housing Regulator (SHR). The Management Board were made aware of this at an earlier meeting.
- 8.2 Members queried when we last had an external verifier in as this could be something the Regulator will look into. The HoO explained this was last done around 3 years ago and we are looking at approaching our internal auditor to carry a verification exercise out.

The resolution was proposed by Jim Strang and seconded by Angela Chivers.

**Resolution;** *The Management Board approved the submission of the ARC for the period 2022/23.*

## **9. Head of Operations Report**

- 9.1 The HoO presented this report on operational performance for the final quarter of the financial year.
- 9.2 Allocations refusals were slightly higher than target for the year at 27.45% and on investigation there were no patterns of concern.

- 9.3 Improved measures have been implemented on the gas safety checks and performance continues to be good on this.
- 9.4 A few low-level complaints were received with only one formally recorded complaint in the period.
- 9.5 Repairs performed really well in the last quarter with targets being met after a period of uncertainty in the past 12 – 36 months.
- 9.6 Members noted voids were out with target due to contractor issues and the management team have been looking into void standard and targets.
- 9.7 A rolling programme is in place to keep on top of electrical safety checks and members noted 3 properties did not meet the standard. A discussion was held around what changes we may need to make to ensure our properties meet the standards. We may look at testing every 4 years.

**[Aiden McGrogan left the meeting at 5.30pm]**

***Resolution;*** *The Management Board noted performance for the final quarter of the year and asked that their compliments are extended to the staff team.*

## **10. Chief Executive Report**

- 10.1 The Group Chief Executive Officer (GCE) presented this covering report and highlighted the feedback received from the forum set up by the SHR. Members queried the criteria for selection and the process and highlighted the sector should have been involved in nominating a chosen representative.
- 10.2 The FLAIR annual conference is being held on 22 June 2023 and anyone interested should contact Teresa Gallagher.
- 10.3 The GCE explained we have a busy period coming up, therefore a list of dates for meetings and training was provided within the covering report.
- 10.4 Members were asked to approve appointing EVH to carry out our board development annual appraisals this time round. This is a slight deviation to our policy in relation to who carries out the interviews.

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

- i) Noted feedback received following the recently formed SHR Landlord Forum;*
- ii) Noted that the FLAIR Annual Conference will take place on the 22 June 2023 and interest in attending should be submitted to Teresa Gallagher;*
- iii) Noted the content of the meeting schedule as a reminder of important dates coming up for Board Members over the next few months;*
- iv) Noted that work will to freshen the boardroom up will shortly commence and permission has been received to do so from NTC;*
- v) Approved to deviate slightly from the Board Member Development Policy and instruct EVH to carry out independent development meetings with Board*

*Members. Dates will be arranged for meetings to take place toward the end of summer.*

**11. Business Plan 2023 - 26**

- 11.1 The GCE presented the draft business plan 2023-2026 for consultation and will close on Friday 16 June 2023.
- 11.2 Once the business plan has been approved, staff will be involved in setting targets for the Key Performance Indicators. A summarised version of the business plan will be published on our website.
- 11.3 Members queried whether we will do a launch of our business plan and the GCE explained we could do this at the Gala day or at our AGM.

***Resolution;*** *The Management Board noted the written sections of the draft business plan subject to final approval of the full document at a future meeting.*

**12. Redacted Report -Confidential**

**13. AOCB**

**The meeting ended at 7.20pm**

**Date of next meeting**

Board meeting 28 June 2023

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

Signed (Chair) .....

Date.....