

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
Held on 29 June 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
Howard Dales	Board Member (zoom)

**In Attendance:**

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

**Apologies:** Jim Strang, Laurie Kefalas, Sipho Bazaya

**Absent:** Andy Wilson,

The Chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 18 May 2022**

The resolution was proposed by Ian Williams and seconded by Howard Dales.

**Resolution;** *the minute of 18 May 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 9 May 2022**

- 5.1 Members noted the NTC Executive Committee minutes held on 9 May 2022. Another meeting was held by the Executive Committee on 6 June 2022 and those minutes will be presented to the Board for noting at their next meeting in August.
- 5.2 Members asked if there had been any feedback from the community regarding the closure of the café. The community in general understand the decision taken and some volunteers have been enquiring into alternative ways to use the space.

## **6. SHR Loan Portfolio Return to 31 March 2022**

- 6.1 The Finance & Corporate Services Manager (FCSM) presented the loan portfolio and sought approval from members to submit this to the Scottish Housing Regulator (SHR) by the deadline which is 30 June 2022.
- 6.2 Members noted the FCSM had contacted our lenders to discuss the change in requirements in relation to loan covenants. The Royal Bank of Scotland (RBS) have confirmed they will be dropping the requirement for housing Associations, with loans of under £2.5m, to have an interest-cover covenant in place. This will give the Association more flexibility for our major repair's expenditure.

The resolution was proposed by Howard Dales and seconded by Ian Williams.

***Resolution;*** *The Management Board approved submission of the loan portfolio return by the deadline of 30 June 2022.*

## **7. Share Membership Report**

- 7.1 The Group Chief Executive Officer (GCE) presented the share membership application from local resident Aiden McGrogan. Although not a tenant, Aiden is really involved in the community and at a meeting held with the GCE he had indicated interest in joining our Board.

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

**Resolution;** *The Management Board approved the Association Membership application in the non-tenant category from Aiden McGrogan.*

## **8. Procurement Report**

- 8.1 The Head of Operations (HoO) the procurement report to seek approval to appoint ECD Architects to undertake a detailed survey of our housing stock to define the requirements and costs to meet Net Zero emission targets.
- 8.2 Members noted the costs involved in the survey and a feasibility study are covered by the existing budget for this programme.

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

**Resolution;** *The Management Board approved the appointment of ECD Architects to undertake a detailed survey of our stock and a feasibility study in relation to the Heat Network on the provision the application to the Scottish Government for funding is successfu.*

## **9. Barrochan Greenspace Lease Report**

- 9.1 The HoO presented this report and to seek delegated authority to enter into a lease with a local community group to use an area of greenspace owned the Association. The group, Barrochan Green Team have for the past 2 years, supported by the Ferguslie Group, developed a piece of land at Barrochan. This piece of land is used by those tenants who live around the space.
- 9.2 The Ferguslie Group have also helped the group become constituted and this will open funding streams for them to develop the land further for growing vegetables.
- 9.3 The HoO has sought advice from TC Young to draw up a lease agreement which has conditions attached. Members noted public liability insurance must be purchased as part of a lease agreement.

The resolution was proposed by Ian Williams and seconded by Howard Dales.

**Resolution;** *The Management Board granted delegated authority to the GCE to enter in to an occupation to use agreement of the Barrochan Greenspace by the community group The Barrochan Green Team.*

## **10. GCE Report**

- 10.1 The GCE presented her report and took members through the main issues as contained within the covering report and appendices.
- 10.2 Members noted the EVH May and June briefing papers and the GWSF May briefing.
- 10.3 GWSF are seeking board members who are Housing Association staff members. The GCE expressed her interest in putting herself forward for nomination.
- 10.4 The NTC amended budget was approved at the Executive Committee meeting held on 9 May and members noted the covering report and final budget attached as appendices.
- 10.5 The Group Business Planning day report was discussed and members noted the Association would have a business planning date in October / November this year. This event would finalise the content and KPI's for the 2023 3-year business plan.
- 10.6 Members noted staff have settled back into the office and recent refurbishment of the offices have turned out well.
- 10.7 The FLAIR AGM will be held in November 2022 and it will fall to FPHA to arrange this.
- 10.8 Co-ordinating training has proved difficult lately and it was suggested we plan training well in advance so members would have it in their diary. Another option would be to look into online training. Some members still prefer face to face training and this should be taken into consideration. Catrina will compose a questionnaire to gather views on training methods/delivery.
- 10.9 One member of the Board has missed 4 meetings and have been informed they have lost their board membership. This member was unable to commit their time due to personal reasons. The absence of another member at this meeting also means their membership on the board has come to an end. The GCE informed members a back-up plan has been established. Meetings have been scheduled with 5 potential members who have expressed interest in joining our Board.

**Action: Catrina compose and circulate training questionnaire.**

**Resolution;** *The Management Board noted:*

- i) The EVH May and June 2022 briefing;*
- ii) GWS May 2022 briefing;*
- iii) NTC 2022/23 Budget report; and;*
- iv) The Group Business Planning feedback report.*

## **11. Policy Review**

- 11.1 The FCSM presented the tracked changes ICT policy with very few amendments and explained there was only minor. Members commented on accessibility of the policy at 6.1.
- 11.2 The HoO presented the Domestic Abuse policy on behalf of the Housing Services Manager (HSM) and explained a review would take place in 12 months as we await guidance from the new Domestic Abuse (Protection) (Scotland) Act.
- 11.3 Members queried if staff were trained to spot the signs of domestic abuse and how to deal with any such occurrences. The HoO explained staff had received training from Women's Aid and would receive refresher training once the guidance has been published.
- 11.4 The HoO presented the Rent Arrears Policy on behalf of the HSM and explained a plan is in place to create a consultation group of tenants who have expressed interest in becoming involved with rent increase discussions.

**Resolution: The Management Board;**

- i) Subject to amending accessibility of the ICT Policy, approved the ICT Policy, proposed by Ian Williams and seconded by Louise McNicol.*
- ii) Approved the Domestic Abuse Policy, proposed by Louise McNicol and seconded by Helen Glassford; and;*
- iii) Approved the Rent Arrears Policy, proposed by Howard Dales and seconded by Louise McNicol*

## **12. Health & Safety Report**

- 12.1 The GCE presented the report on the recent Landlord Health & Safety audit which was carried out by ACS on 24 April.
- 12.2 Overall it was a good report and we had identified areas for improvement before the audit was carried out. Two areas which did not conform were in

relation to information to tenants on Water Systems and Legionella and also training for staff on the subject. An action plan has been implemented and a further report will come to the Board on its progress.

- 12.3 Members queried if staff are trained in these areas and noted asbestos training has been scheduled for August.

**Resolution;** *The Management Board noted the content of the Health & Safety Audit carried out by ACS.*

### **13. Conference Feedback Report**

- 13.1 The GCE presented this report on behalf of board member Jim Strang who had attended the SFHA conference. The GCE and the Governance & Corporate Services Co-ordinator also attended the 2-day event.
- 13.2 The report detailed issues discussed facing the sector and in summary Jim highlighted the importance of members attending such events.

**Resolution;** *The Management Board noted the Conference Feedback Report.*

### **14. AOCB**

- 14.1 The GCE sought a further member for the Audit & Risk Subcommittee to ensure it is quorate. Our standing orders indicate the chair would not normally sit on the Audit & Risk Subcommittee, however, our Chair was happy to take this position until our AGM in September.

The resolution was proposed by Howard Dales and seconded by Helen Glassford.

**Resolution:** *The Management Board approved the appointment of Ian Williams to the Audit & Risk Subcommittee until the AGM in September.*

- 14.2 The HoO explained he is looking into creating Vlogs to enhance communication to the Management Board and a further report will be presented in due course.

The Chair expressed his thanks to the Board and staff.

**The meeting ended at 6:25pm**

**Date of next meeting;**

Wednesday August 17 2022 at 5pm

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

Signed (Chair) .....

Date.....