

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
8 August 2018 at 5pm
AT THE TANNAHILL CENTRE, 76 BLACKSTOUN RD, PAISLEY PA3 1NT**

1. Welcome, Sederunt & Apologies

Present:

Shona McIntyre	Chair
Ian Williams	Board Member
Anne Culley	Appointed Board Member
Fiona Murphy	Appointed Board Member
Helen Glassford	Board Member
Andrea McLaughlan	Board Member
Louise McNicol	Co-opted Board Member

In Attendance:

Lynn McCulloch	Interim Group Chief Executive
Teresa Sadler	Minute Secretary
Ivor McCauley	Property Asset Manager
Catrina Miller	Group Chief Executive Designate

Apologies:

Richard Bolton
Iain McGhee
Elaine Carter
Andy Wilson
Richard Bolton

Leave of Absence: Stuart Piggott

Absent: None

2. Declarations of Interest

2.1 This is included in the confidential minute of this meeting.

3. Proposed Amendment to FPHA Financial Regulations

3.1 The Interim GCE presented this report on behalf of the Finance Agent; to seek authorisation for the two recently appointed managers in property services.

3.2 The Interim Group CE advised that she had reviewed this report before the meeting and wished to amend the recommendation to increase the authorisation limit from £3,500 to £4,000 to be consistent with the other manager's at the same grade. She tabled an adjusted report containing this recommendation.

The resolution was proposed by Fiona Murphy and seconded by Andrea McLaughlan.

Resolution:

The Management Board approved adding the newly recruited Property Maintenance Manager and Property Asset Manager to the list of staff authorised to approve property management costs under section 25.4 of the Financial Regulations with a limit of £4,000.

4. Investment Programme Procurement

4.1 The Property Asset Manager presented his report and explained the issues preventing an award of the Kitchen and Bathrooms contract to the selected contractor. He explained how this would also reduce the contractors available through the usual procurement route for the Windows and Doors contract.

4.2 Members noted this situation had resulted in works being delayed and that those affected tenants would be notified by letter. In order to minimise the delays the Property Asset Manager had consulted with FPHA's property and legal advisors and proposed a new legitimate and appropriate route to identify new contractors in the shortest time period.

The resolution was proposed by Fiona Murphy and seconded by Andrea McLaughlan.

Resolution:

The Management Board;

- i) Approved delegated authority to tender for the planned kitchen and bathroom programme using the Scottish Procurement Alliance;*
- ii) Approved delegated authority to tender for the windows and doors programme using Scotland Excel; and;*
- iii) Appointed the following board members to the panel to allow acceptance of the Most Economically Advantageous Tender for both procurement exercises; Andrea McLaughlan, Ian Williams, Louise McNicol and Shona McIntyre, noting that only 3 of these members would be required to attend.*

5. Confidential Item

5.1 A separate minute applies to this item.

6. Confidential Item

6.1 A separate minute applies to this item.

7. AOCB

There was no other competent business.

The meeting ended at 7pm

Date of next meeting

29 August 2018 at 5pm

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

Signed (Chair)

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Date 29/8/18