

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING**  
Held on 3 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
Laurie Kefalas	Board Member (via zoom)
Louise McNicol	Board Member
Kirsten Ferguson	Co-opted Board Member
Helen Glassford	Board Member (via zoom)
Jim Strang	Board member
Tracey Johnstone	Board Member

**In Attendance:**

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

**Apologies:** Howard Dales

**Absent:** Andy Wilson, Angela Chivers, Aiden McGrogan

The Chair welcomed everyone to the rescheduled meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of Meeting 29 March 2023**

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

***Resolution;** subject to deleting the resolution sentence at item 15, the minutes of the meeting held on 29 March 2023 were approved as a true and accurate reflection of the proceedings.*

**4. Matters Arising from Minutes 29 March 2023**

4.1 None

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

- 5.1 Finance & Corporate Services Manager (FCSM) presented the mini audit of the financial regulations and highlighted the main change was the proposal to raise the threshold of expenditure as highlighted within the covering report and shown in tracked changes within the financial regulations.
- 5.2 Members queried whether the proposed amount would be enough due to continuous rising costs and were assured it was sufficient for now. Members intimated if the need to increase at a future date, then a report should be brought to the Board.

The resolution was proposed by Jim Strang and seconded by Kirsten Ferguson.

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

- i) Approved the increase of expenditure limits is for the Chief Executive from £10,000 to £12,500 for capital expenditure. For property management costs, the Head of Operations, a limit increase from £5,000 to £7,000 and the Chief Executive's limit increase to £12,500 with the addition of a 'special spend' limit of £20,000 for one off voids and major repairs/ emergency expenditure; and;*
- ii) Noted the tracked changes to the Financial Regulations are attached as an Appendix to this report.*

## **6. Treasury Management Strategy**

- 6.1 The FCSM explained the variable loan balance of £613,875 has now been paid off and members noted the update given on the remaining loans as contained within the covering report.
- 6.2 Members queried come September, when one of our fixed rate loans expires, whether our policy would allow us to exceed the range of 40% - 60%. Members discussed this scenario and it was agreed we could, in this instance, deviate from our policy as the interest is below the current base rate.
- 6.3 Members noted there were no risks of breaching our covenants in the long-term financial projections.

The resolution was proposed by Louise McNicol and seconded by Jim Strang.

**Resolution;** *The Management Board approved the Annual Treasury Management Strategy Report.*

## **7. Group Chief Executive Report**

- 7.1 The (Group Chief Executive Officer (GCE) presented this report to bring members up to date with the monthly briefings issued by EVH and GWSF.
- 7.2 EVH have their annual conference scheduled and members were invited to send a note of interest to Teresa if they wish to attend. Members discussed the benefits of attending such events.
- 7.3 The Scottish Housing Regulator (SHR) published our Engagement Plan which confirms we are compliant.
- 7.4 The SHR also published a Risk Assessment of Social Landlords and a copy of this was attached at appendix 3.
- 7.5 The FLAIR annual conference will be held on 27 June and members were invited to attend.
- 7.6 Our Asset Manager will be leaving the Association resulting in the necessity to tweak the draft staffing structure. Guidance and legal advice has been sought and it is proposed the process will continue with the approval of the staffing sub-committee.
- 7.7 Members noted the progress of the actions in the previous business plan and those objectives not met would be carried into the new business plan.
- 7.8 The GCE continues to work through the policy schedule to ensure we catch up with those that have lapsed.
- 7.9 Members were delighted to be informed that the Ferguslie choir have been chosen to perform at the coronation in London. Members asked that their congratulations be sent to the choir.
- 7.10 Members also requested their thanks be passed to Gavin Johnston for his time with Ferguslie and wish him all the best in the future.

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

- i) Noted general updates received from both EVH and Glasgow West of Scotland Forum;*
- ii) Noted SHR updates in relation to both FPHA's Engagement Plan for 2023/2024 and also SHR Risk Assessment of social landlords – March 2023;*
- iii) Noted that the FLAIR Annual Conference will take place on the 27 June 2023;*
- iv) Noted progress with Staff Structure Review;*
- v) Noted the progress made in relation to the Business Plan 2020-23 and the items which will continue into the new Business Plan 2023-26; and;*
- vi) Noted the content of the Policy Schedule.*

## **8. Head of Operations Report**

- 8.1 The Head of Operations (HoO) presented this report and informed members the ground maintenance contract had got off to a good start.
- 8.2 The review of our housing management software report concluded the system is not necessarily supporting the business. The HoO will continue to look at our options and report back to the Board with decisions.
- 8.3 Members noted the summary of the Net Zero report and the progress we have made in comparison to the current study underway by Renfrewshire Council (RC). Meetings have been held between the association and representatives of RC.
- 8.4 The fuel advice and assistance service continues to be rolled and we have helped 152 households to date.
- 8.5 Members noted the progress to date with the plan examining potential options for future refurbishment at those properties as detailed within the covering report.

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

## **9. Welfare Rights Update**

- 9.1 This item was removed from the Agenda

## **10. Notifiable Event Report**

- 10.1 The GCE explained the notifiable event on the late gas servicing was submitted and closed down.

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

**Resolution;** *The Management Board approved the notifiable event submission and noted it had been closed down.*

## **11. Financial Procedures Annual Review Report**

- 11.1 The FCSM presented the annual review of the financial procedures and highlighted the changes relate to the credit card limit increase and additional bank accounts held by the Association.

The resolution was proposed by Jim Strang and seconded by Louise McNicol.

**Resolution;** *The Management Board approved the Financial Procedures.*

## **12. Group Policy Review**

12.1 The FCSM presented the Anti-Fraud Policy that had no changes required.

12.2 The Group Home Working Policy required changes in relation for staff to work on a hybrid basis. Members discussed the benefits of hybrid working and what other associations are doing in the sector.

The resolution was proposed by Kirsten Ferguson and seconded by Tracey Johnston.

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

*i) The Anti-Fraud, Bribery & Corruption Policy; and;*

*ii) The Group Home Working Policy.*

## **13. Settlement Agreement Policy**

13.1 The GCE presented the model settlement agreement policy for consideration and approval and it was highlighted the importance of members having full control of entering into any settlement agreements.

13.2 The employee's legal fees have risen from £250 to £300

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

**Resolution;** *The Management Board approved the Settlements Agreement Policy.*

## **14. AOCB**

14.1 None

**The meeting ended at 6:15 pm**

**Date of next meeting**

Board meeting 23 May 2023

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

Signed (Chair) .....

Date.....