

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

**Held on 26 October 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 (via zoom)
Helen Glassford	Board member
Laurie Kefalas	Board Member (via zoom)
Tracey Johnstone	Board Member
Kirsten Ferguson	Co-opted Board Member (via zoom)
Jim Strang	Board Member
Aiden McGrogan	Board Member
Howard Dales	Board Member (via zoom)
Andy Wilson	Board Member (via zoom)

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Teresa Gallagher	Minute Secretary
Greg Richardson	Housing Services Manager
Vikki Phelps	Housing Services Officer

Apologies: none

Absent: none

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None

3. Minutes of previous meeting 28 September 2022

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

Resolution; *Subject to deleting resolution proposal at item 11, amending numbering at item 14 and recording Helen Glassford as leaving the meeting at 6.30pm, the minute was approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Previous Minutes

4.1 None that would not be covered in the meeting.

5. Annual Assurance Statement 2022 Report

5.1 The Group CEO presented the covering report and appendices to seek approval from the board for the Chair to sign off the statement and submission to the Scottish Housing Regulator (SHR).

5.2 Members noted the draft statement presented at our last meeting had been amended as detailed within the covering report.

5.3 Members queried whether the sector should be including the current rent freeze which will negatively impact our financial projections. At present there is no plans to include this risk on the annual statement.

5.4 Members queried the outstanding LD” installations and electrical inspections and wondered whether these may be a notifiable event. The GCE explained we have reported on these in our annual return on the charter and the figures have come down since then, also the guidance RRR to gas failures in this category at present.

5.5 The board noted their responsibility in being comfortable that we are compliant and requested a report on the evidence behind the statement, in particular a breakdown of the age of electrical certificates. Members also requested online access to supporting documents.

Action: GCE /HoO to report on supporting evidence, age breakdown of electrical certificates and provide online accessibility to supporting documents for the Management Board.

The resolution was proposed by Jim Strang and seconded by Howard Dales.

Resolution; *The Management Board;*

i) Noted the content of the Annual Assurance – Self Assessment Form as at 30 September 2022; and;

ii) Noted and approved the signing and submission of the Annual Assurance Statement to the SHR.

6. Rent Increase Report

- 6.1 The GCE presented the rent increase discussion report and explained this will be a standing agenda item.
- 6.2 There have been positive meetings held with the Scottish Government and partners within the sector. A working group has been set up called the task and finish group.
- 6.3 Correspondence has also been received from the SHR and events continue to be held in the sector to keep RSL's up to date on any developments.
- 6.4 The Head of Operations (HoO) and the Finance & Corporate Services Manager (FCSM) have been trying different models in our 30-year business plan and have made an assumption as detailed within the covering report.
- 6.5 Members noted planned investment would scale down and a lengthy discussion was held around the implications of rent increase/freeze, how the association can meet net zero requirements and the cost of heat pumps at present. Members discussed concerns for the sector as RSL's face uncertain times in the economy.

Resolution; *The Management Board noted the content of the rent increase discussion report.*

7. Head of Operations Report

- 7.1 The HoO presented this report and appendices and took members through the main issues as contained within the covering report.
- 7.2 Performance issues continue to be monitored with contractors and work has begun for procurement of a repairs and void contractor.
- 7.3 It is envisaged the association may look at a social enterprise for the ground's maintenance contract for 2023/24 and further reports will be presented as this work progresses.
- 7.4 Funding has been received for our energy efficiency programme and members noted the plan in place to work with a potential partner is scheduled to work on a new joint initiative.
- 7.5 A review is being undertaken of our housing management system to establish its effectiveness and to look at other systems out in the market.
- 7.6 At their last meeting, members agreed to pause the outstanding bathroom and kitchen programme for 2 months. However, the SMT have examined several scenarios in relation to future years budget. The overall impact of not undertaking this programme is not a critical component in dealing with future budget savings as discussed in the GCE's rent increase report.
- 7.7 The FCSM has agreed these works can proceed and it is planned to carry out these works in smaller batches to ensure we are monitoring spend. Members queried if the proposed figure includes VAT which it does.

- 7.8 Members also asked if those tenants were informed of these cancelled bathrooms. The HoO confirmed they were and still expected to have the installations done.

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

Resolution; The Management Board;

- i) *Noted the content of the report and approved the issue of a tender for approximately 35 bathrooms.*

8. Confidential Item

9. Group Chief Executives Report

- 9.1 The GCE presented this report and appendices to bring members up to date on relevant issues within the operating environment.
- 9.2 The EVH briefing informs of the process for the 2023 wage negotiation and informal talks have been taking place on these.
- 9.3 GWSF continue to work on behalf of the sector on the emergency legislation on the rent freeze. Another briefing is due in which will be forwarded onto members.
- 9.4 The FLAIR AGM will take place in the Tannahill Centre on Tuesday 22 November at 6.30pm to which members are invited.
- 9.5 The land at Blackstoun Road has been purchased by another department in the council which means we don't have to re-pay any of the funding yet to the Scottish Government but this will impact any future development fees.
- 9.6 The Group Business Planning day has been scheduled for 14 December in the Glynhill Hotel. The board meeting scheduled for the evening was proposed to be held at 9.30 that morning.
- 9.7 Members noted the housing services and welfare rights team have been nominated for the "Housing team of the year" awards.

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

Resolution; The Management Board,

- i) *Noted the updates provided by Membership organisations;*
ii) *Noted the contents of the FLAIR Constitution and approved signing of these;*

- iii) Noted the content of Partnership Plan and date of the annual meeting;*
- iv) Noted that the next Business Planning Session will take place on the 14 December 2022 and the change to time of scheduled Board Meeting to earlier in the day;*
- v) Noted the update provided in respect to the development site at Blackstoun Road;*
- vi) Noted that a note of interest has been submitted to the SHR to take part in their Landlord Group they are looking to start up; and;*
- vii) Noted the Housing Services and Welfare Rights Team have been shortlisted for the Housing Team of the Year Award at the CIH Scotland Housing Awards 2022*

10. AOCB

10.1 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 30 November 2022 at 5pm

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

Signed (Chair)

Date.....