

FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
25 September 2019 at 5pm
AT THE TANNAHILL CENTRE, 76 BLACKSTOUN RD, PAISLEY PA3 1NT

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chair
Barbara Walker	Board Member
Louise McNicol	Board Member
Andy Wilson	Board Member
Siphosami Bazaya	Board Member
Helen Glassford	Board Member
Howard Dales	Board Member

In Attendance:

Catrina Miller	Group Chief Executive
Cindy McNeil	Finance & Corporate Services Manager
Ivor McCauley	Interim Head of Operations
Teresa Sadler	Minute Secretary

Apologies:

Andrea McLaughlan
Richard Bolton

Absent

Leave of Absence None

2. Declarations of Interest

2.1 None

3. Minutes of Previous Meeting 28 August 2019

The resolution was proposed by Ian Williams and seconded by Barbara Walker.

Resolution; *Subject to adding to the minute at 10.2, an explanation regarding the annual surplus which was due to the pension adjustments, the minutes of 28 August 2019 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising

4.1 There were no matters arising.

5. Minutes of Special Meeting 19 September 2019

The resolution was proposed by Ian Williams and seconded by Barbara Walker.

***Resolution;** The minutes of the special meeting held on 19 September 2019 were approved as a true and accurate reflection of the proceedings.*

6. Matters Arising

6.1 There were no matters arising.

7. Assurance Statement Report

7.1 The GCE presented the proposed annual assurance statement and appendices including the Self- Assessment Report, Governance Improvement Plan, Policy Schedule, Internal Audit programme and the annual review of internal controls effectiveness report.

7.2 Members discussed the draft annual assurance statement and noted the various controls and reporting mechanisms that are in place to ensure we are continuously improving.

7.3 Members agreed that the information circulated provided them with the confidence to sign an assurance statement however requested minor amendments to the wording of the statement to be brought to the October meeting for approval.

***Resolution;** the Management Board:*

- Noted the requirement to provide the SHR with a signed Annual Assurance Statement by no later than the 31 October 2019;
- Noted the contents of the Statutory Managers final updates GIP plan provided to the Board dated November 2017;
- Noted the contents of the updated Self Assurance Form as at September 2019;
- Noted the contents of the Policy Schedule as at September 2019;
- Noted the outstanding item contained within the current GIP as at September 2019;
- Noted the contents of the Internal Audit, Annual Report 2018/19;
- Noted the contents of the Annual Review of Internal Controls Effectiveness; and;

- Noted the contents of the draft Annual Assurance Statement to be amended and brought back to the October meeting for approval.

8. Freedom of Information Report

8.1 The Finance & Corporate Services Manager (FCSM) presented her report to update members on the work being done in preparation for the upcoming Freedom of Information (FOI) legislation which will come into effect on 11 November 2019.

The resolution was proposed by Barbara Walker and seconded by Helen Glassford.

Resolution; The Management Board approved;

- i) Adoption of the Scottish Information Commissioner's Model Publication Scheme (MPS);
- ii) Use of the template Guide To Information prepared by SFHA and GWSF; and;
- iii) Use of the Edinburgh Leisure's charging schedule as recommended by SFHA and GWSF

9. Group Chief Executives Report

9.1 The GCE presented her monthly report and took members through key issues contained within the report and attached appendices.

9.2 Members agreed on a date of 1 November 2019 for the Association business planning day.

The resolution was proposed by Ian Williams and seconded by Barbara Walker.

Resolution; the Management Board;

- i) *Noted the FLAIR AGM will take place on 21 November 2019 to which the chair will attend;*
- ii) *Noted the update provided by EVH;*
- iii) *Noted that the GWSF Conference is due to take place in November 2019 and should any member be interested in attending they should contact Teresa Sadler;*
- iv) *Noted the contents of the TPT presentation recently attended and that we await further information in relation to the Associations own values expected at the end of September 2019.*

10. Interim Head of Operations Report

- 10.1 The Interim Head of Operations Report presented the performance report and members noted the legislation which was passed in 2019 was an extension to the Housing Scotland Act and that it will impact on the Association. This legislation relates to smoke and fire detection within every property.
- 10.2 The Association is required to meet the legislation by February 2021 and a report will be presented to the October meeting with recommendations on the intended delivery model to meet the new standards.
- 10.3 Plans for the new reception were discussed and members noted a tender package for the works is near complete.
- 10.4 Members noted the operational performance and discussed the high void standards which has had an effect on the letting targets.

The resolution was proposed by Howard Dales and seconded by Siphon Bazaya.

Resolution; the Management Board;

- v) *Noted the performance for period 5 and August 2019;*
- vi) *Noted the issue of a tender for phase 1 of the office refurbishment; and;*
- vii) *Approved Mears proposal to use MPS for our repairs and maintenance works.*

11. Policy Review

- 11.1 The GCE presented five policies for review and approval.
- 11.2 Members noted the reviewed policies and tracked changes where applicable.

Resolution; The Management Board approved the following policies;

- i) *The Code of Conduct for Governing Body Members was proposed by Helen Glassford and seconded by Louise McNicol;*
- ii) *The Board Member Induction Policy was proposed by Barbara Walker and seconded by Siphon Bazaya;*
- iii) *The Board Member Recruitment Policy was proposed by Howard Dales and seconded by Ian Williams;*
- iv) *The Notifiable Event Policy was proposed by Andy Wilson and seconded by Howard Dales; and;*
- v) *The Entitlement, Payments & Benefits Policy was proposed by Barbara Walker and seconded by Siphon Bazaya.*

12. Anti-Social Behaviour Policy

- 12.1 The Interim HoO presented this policy on behalf of the Housing Services Manager and explained the policy was last reviewed in 2014 and was overdue in the policy schedule.

The resolution was proposed by Barbara Walker and seconded by Andy Wilson.

Resolution; the Management Board approved the Anti-Social behaviour Policy for consultation with tenants in October through the FPHA website and Facebook page.

13. Membership Applications

13.1 The Governance and Corporate Services Coordinator presented seven applications for Association membership and explained there were no apparent reasons why these applications should be refused

The resolution was proposed by Andy Wilson and seconded by Ian Williams.

Resolution; Management Board approved;

- i) 4 applications in the tenant category from [REDACTED]; and;
- ii) 3 applications in the non-tenant category [REDACTED] and Mary [REDACTED].

14. AOCB

14.1 The GCE explained that an enquiry had been received from an association requiring temporary support for a period of up to 12 weeks. The possibility of providing assistance would be explored further and reported back to the Board along with a Service Level Agreement for approval should it progress

The meeting ended at 6:30pm

Dates of next meeting; 30 October 2019 at 5pm

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

Signed (Chair)

Date.....