

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
Held on 29 March 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 (via zoom)
Kirsten Ferguson	Co-opted Board Member
Angela Chivers	Co-opted Board Member
Jim Strang	Board member
Howard Dales	Board Member (via zoom)

In Attendance:

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

Apologies: Helen Glassford Tracey Johnstone Aiden McGrogan

Absent: Andy Wilson

The Chair welcomed everyone to the meeting and asked members & staff to introduce themselves to new co-opted board member Angela Chivers.

2. Declarations of Interest

2.1 None

3. Minutes of Meeting 22 February 2023

The resolution was proposed by Ian Williams and seconded by Angela Chivers.

Resolution; *the minutes of the meeting held on 22 February 2023 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Minutes 22 February 2023

- 4.1 Members asked for an update on the removed confidential item from the agenda dated 22 February 2023. The GCE informed the board the issue has been addressed and an ongoing solution is in place. It was envisaged this issue will unlikely to come back to the Management Board.

5. Draft Minutes of the NTC Executive Committee held 5 February 2023

- 5.1 The Management Board noted the minute of the Group Audit & Risk subcommittee held on 1 February 2023.

6. Insurance Renewal 2023/24

- 6.1 Finance & Corporate Services Manager (FCSM) presented this report and highlighted the insurance renewal for our properties and the Tannahill Centre has risen by 48% this year compared to last year. The new figure is out-with that in our approved budget therefore approval was sought from the board to approve the insurance renewal for 2023/24.
- 6.2 Members noted this issue is sector wide and following a tender to procure insurance for the group for 3 years and 2 responses were submitted.
- 6.3 Members discussed the huge increase and issues facing the sector along with cyber security insurance issues. Members noted the excess amount in the covering report and commented this quote was the best we can get in the present market.
- 6.4 Members also discussed if there was a necessity to purchase insurance against a terrorist attack and noted the costs associated with this.

The resolution was proposed by Ian Williams and seconded by Kirsten Ferguson.

Resolution; *The Management Board approved the insurance renewal for 2023/24.*

7. Repayment of RBS Bank Loans

- 7.1 The FCSM presented this paper following a discussion held at an earlier meeting to propose paying off the variable loan and the fixed loan which will in turn save the Association over £400,000 in interest over the life cycle of the loans.
- 7.2 Members queried if this would affect the planned investment programme. The Head of Operations (HoO) confirmed it wouldn't due to the programme

having been altered. Members noted our long-term projections do not have net zero figures as we do not know at present what these are.

- 7.3 Members discussed the pros of paying off the proposed loans and the benefits it would have to the Association.

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

Resolution; *The Management Board approved repayment of the variable loan and also the fixed term loan that is due to expire in September 2023, as detailed in the covering report.*

8. GDPR Compliance Report

- 8.1 The FCSM presented this report to updated members on our policies and procedures that ensure we are in compliance with GDPR. No breaches were reported to the Information Commissioners Office and we had 3 Subject Access Requests in the year.
- 8.2 Members discussed the data sharing agreement that we have with contractors and asked we double check that contractors understand what they are signing up to and enquire whether they have adequate policies and procedures in place. Members noted we do ask contractors for liability insurance certificates at appointment.
- 8.3 Members noted we do keep a register of near misses and all information shared with our auditors is done through a secure portal.

Action: Double check data sharing agreement with contractors and their policies and procedures.

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

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

9. NTC Budget 2023/24

- 9.1 The Group Chief Executive Officer (GCE) presented the NTC Annual Budget to the Management Board as the parent of the subsidiary.
- 9.2 Members noted there had since been positive changes made to the draft budget that had been presented to the NTC Executive Committee which brought the projected deficit down to £3,398. The revised deficit is due to the reduction in energy costs as explained in the covering report.

Resolution; *The Management Board noted the recently approved NTC Annual Budget for 2023/24 per the organisation inter-group reporting framework.*

10. Draft Business Plan

- 10.1 The GCE presented the first part of the draft business plan and asked members to provide feedback where appropriate.
- 10.2 Members commented the demographic changes are important within this document as it will determine any future plans to build.
- 10.3 Part 2 of the business plan will follow which will include our 30 Years Projections, the reviewed staff structure and our KPI delivery plan.
- 10.4 The GCE explained the full version will be issued to key stakeholders for feedback also. Members queried planned reviews of the business plan and noted performance will be reported quarterly as well as an annual review.

Resolution; *The Management Board noted the content of the draft business plan subject to the final approval of the full document at a future meeting.*

11. Governance Policy Review Report

- 11.1 The GCE presented 3 policies for approval with Equality Impact Assessment Statements.
- 11.2 The Board Member Induction policy is still fit for purpose and required no changes as was the case with the Board Member Recruitment Policy.
- 11.3 New guidance was issued in June 2019 for the Notifiable Events Policy and this was taken into account when the policy was approved in September of that year. No further updates have been published since.
- 11.4 Members queried if we have a notifiable event register and noted we do and this is reported on annual in the annual assurance statement. Any notifiable events would be reported straight to the Management Board in the first instance.
- 11.5 Members held a discussion around board recruitment and examples of what others in the sector do to advertise vacancies on their governing body.

The resolution was proposed by Jim Strang and seconded by Angela Chivers.

Resolution; *The Management Board approved;*
i) The Board Recruitment Policy;
ii) The Board Induction Policy; and;
iii) The Notifiable Events Policy.

12. Privacy Policy

- 12.1 The FCSM presented this covering report and tracked changes privacy policy for approval.
- 12.2 Members noted changes relate to replacing the EU with the UK but the legislation is essentially the same.

The resolution was proposed by Ian Williams and seconded by Kirsten Ferguson.

Resolution; *The Management Board approved the privacy policy and associated appendices.*

13. Rent Arrears Policy

- 13.1 The HoO presented this report on behalf of the Housing Services Manager and explained the consultation process with tenants was undertaken in January 2023.
- 13.2 Members noted the draft version presented at their meeting in January 2023 required no changes and was now sought for approval.

The resolution was proposed by Laurie Kefalas and seconded by Louise McNicol.

Resolution; *The Management Board noted the feedback from the consultation process and approved the rent arrears policy.*

14. Procurement Report – Office Alterations

- 14.1 The HoO presented this report to seek approval to appoint Jacork Ltd to undertake work to create a new office shower and toilet facility. Members were asked to note the tender return was £4,500 over budget but this can be contained within existing budgets.

The resolution was proposed by Angela Chivers and seconded by Howard Dales.

Resolution; *The Management Board approved the appointment of Jacork Ltd to create a new office shower and toilet facility.*

- 14.2 Approval was also sought to issue a tender for our repairs and maintenance service.

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

Resolution; *The Management Board approved the issue of tenders for a new repairs and maintenance contractor.*

- 14.3 The HoO took members through an issue identified in one of our properties which requires significant repairs and the cost will exceed that of the GCE's current spend authority. Members noted the type of work involved in bringing the property up to standard.

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

Resolution; *The Management Board granted delegated authority to the GCE to appoint a contractor to undertake significant repairs to the property detailed within the covering report.*

15. Head of Operations Report

- 15.1 The HoO presented this report to bring members up to date on operational performance.
- 15.2 There has been one missed gas safety service which occurred in February 2023 due to an administrative error. This has been investigated and it was discovered the issue occurred in how the data was managed. The property has since had its service done.
- 15.3 A review was undertaken to ensure no other services had been missed. A current review of our I.T. system is being undertaken and we are looking at an alternative system to ensure this type of issue doesn't reoccur.
- 15.4 Members discussed other systems being used in the sector and noted issues that have arisen which have proved not to be fail safe.
- 15.5 Members queried whether this is a notifiable event and requested the GCE to contact our regulation manager.
- 15.6 The final bathroom installation has been complete in the contract approved in January 2023 and feedback from tenants has been really positive.
- 15.7 The Association has been issuing fuel advice and assistance to tenants.

[Howard Dales left the meeting at 18:30pm]

Action: contact regulation manager regarding missed gas safety service.

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

16. AOCB

- 16.1 Board member Jim Strang gave a verbal update on his attendance at the GWSF meeting and the SHARE conference.
- 16.2 He encouraged fellow board members to attend such events as they are a great networking opportunity and good for board development.
- 16.3 The GCE offered members to take part in a stock tour before our next 2 board meetings. Teresa will be in touch to organise this.
- 16.4 The chair expressed his thanks to fellow board members and staff.

The meeting ended at 6:45 pm

Date of next meeting

Board meeting 26 April 2023

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

Signed (Chair)

Date.....