

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF SPECIAL MANAGEMENT BOARD MEETING  
10 January 2018 at 4.30pm  
AT THE TANNAHILL CENTRE, 76 BLACKSTOUN RD, PAISLEY PA3 1NT**

**1. Review of Board Member Effectiveness**

1.1 Prior to the meeting Jan Polley delivered a 2 hour workshop to members on Board member effectiveness by way of a PowerPoint presentation and group discussion.

Jan explained the role of a good Board member and what an effective Board should be working toward. The members and staff were tasked with case studies and were asked to provide positive and effective challenge and all agreed this was an effective and interesting workshop.

[Jan Polley left the meeting at 6.40pm]

**2. Declaration of Interests**

None.

**3. Welcome, Sederunt & Apologies**

**Present:**

Shona McIntyre	Chair
Julianne Scarlett	Appointed Board Member
Ian Williams	Board Member
Jim Strang	Appointed Board Member
Fiona Murphy	Appointed Board Member
Andy Wilson	Co-opted Board Member
Barbara Walker	Co-opted Board Member
Helen Glassford	Board Member

**In Attendance:**

Paul Rydquist	SHR-Appointed Manager
Lynn McCulloch	Interim Group Chief Executive
Paul King	Temporary Asset Management Officer
John Duncan	Property Services Agent
Teresa Sadler	Minute Secretary
Jan Polley	Consultant (Item 1 only)

**Apologies:**

Richard Bolton	Board Member
Iain McGhee	Board Member
Andrea McLaughlan	Board Member

**Leave of Absence**                      Stuart Piggott and Elaine Carter

**Absent:**

Kirsty Parker	Board Member
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3.1 The Chair welcomed everyone to the meeting and introductions were made.

#### **4. Board Member Co-option**

4.1 The Interim Group Chief Executive brought the Board up to date with the recent Board recruitment drive. This derived from the Scottish Housing Regulator (SHR) having previously stressed the importance of attracting new members to increase the capacity and strength of the board in advance of the statutory appointed board members standing down.

4.2 The Management Board had agreed a plan to proceed with recruiting Board Members at their meeting on 12 November 2017.

4.3 She reported that the applicant who had not yet met the panel was unable to do so and withdrew his application. applicant Louise McNicol had previously met the interview panel and was assessed as the most suitable candidate. It was reported that she was a housing professional with previous governing body experience.

The resolution was proposed by Julianne Scarlett and seconded by Shona McIntyre.

#### ***Resolution:***

*The Management Board co-opted Louise McNicol from 10 January 2018 until the next Annual General Meeting.*

#### **5. Repairs Contract**

5.1 The Temporary Asset Management Officer provided an update on procurement as the Associations current contract was coming to an end. He went through the proper procurement process that had been undertaken to appoint a repairs contractor through Public Contract Scotland (PCS). He reminded the Board that they had previously approved the brief for the contract content.

5.2 The Property Agent explained the assessment process, by a panel including Board Members Ian Williams and Andrea McLaughlan, which had resulted in a recommendation to award the contract to MEARS.

5.3 Members enquired about the use of a schedule of rates (SOR) and the practicality of installing an I.T. Interface. The Temporary Asset Management Officer assured the Board staff would be trained on the SORs and the preferred contractor had an interface system already in operation with other clients.

**5.4** Members asked about the availability of guidance for staff on the new contract, which included improved appointment times and a different repairs ordering approach. The Agent and Officer advised that guidance was in progress and that a draft Repairs Policy and written procedures would be reported to the next meeting on 31 January 2018 for approval.

**5.5** They also reported that the Repairs Contract would be managed and monitored throughout the contractual period by way of statistical information and meetings.

The resolution was proposed by Jim Strang and seconded by Fiona Murphy.

***Resolution:***

*The Management Board;*

- i) Agreed to enter into a 3 year contract with The Mears Group to provide the repairs and maintenance service to our properties following the required 14 day "standstill period", and;*
- ii) Delegated authority for the signing of the contract to the Interim Group CEO in accordance with the approved scheme of financial delegation.*

**6. Confidential Item**

6.1 A separate confidential minute applies to this item

**The meeting ended at 7.25pm**

**Date of next meeting**

31 January at 5pm.

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

Signed (Chair) .....



Date.....

5/2/18