

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
31 January 2018 at 5pm
AT THE TANNAHILL CENTRE, 76 BLACKSTOUN RD, PAISLEY PA3 1NT**

1. 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
Louise McNicol	Co-opted Board Member
Richard Bolton	Board Member
Iain McGhee	Board Member
Stuart Piggott	Board Member

In Attendance:

Paul Rydquist	SHR-Appointed Manager
Lynn McCulloch	Interim Group Chief Executive
Lindsay Gemmill	Interim Head of Operations
Alison Vass	Interim Housing Manager (from item 13)
Fettes McDonald	Finance Agent (Item 9 &10 only)
Teresa Sadler	Minute Secretary

Apologies:

Andrea McLaughlan	Board Member
Helen Glassford	Board Member
Kirsty Parker	Board Member

Leave of Absence Elaine Carter

Absent None

Confidential Item

A separate confidential minute applies to this item.

2. Declarations of Interest

2.1 Lynn McCulloch, Lindsay Gemmill and Fettes McDonald declared an interest in item 15.

2.2 Lindsay Gemmill and Alison Vass expressed an interest in Item 16

3. Minutes of Special Meeting 19 September 2017

- 3.1 The Minute Secretary explained this minute should have gone to the following Management Board meeting which was scheduled for 27 September 2017 but had been overlooked and she sought approval from the Board to record these minutes as accurate.

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

Resolution:

The minutes of the meeting of 19 September 2017 were approved as a true and accurate reflection of the proceedings.

4. Matters arising from the Special Meeting 19 September 2017

There were no matters arising.

5. Minutes of previous Meeting 13 December 2017 including Confidential Minute

The resolution was proposed by Richard Bolton and seconded by Ian Williams.

Resolution:

The minutes of the meeting of 13 December 2017, including the confidential part, were approved as a true and accurate reflection of the proceedings.

6. Matters arising from 13 December 2017

There were no matters arising.

7. Minutes of previous Special Meeting 10 January, including Confidential Minute

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

Resolution:

The minutes of the meeting of 10 January 2018, including the confidential part, were approved as a true and accurate reflection of the proceedings.

8. Matters arising from the Special Meeting 10 January 2018

There were no matters arising.

9. Action from Previous Meetings

- 9.1 The Interim GCEO updated the Board on the progress of the Action List. Members noted the outstanding actions in item 9 will be complete in time for the next meeting on 28 February 2018.

10. Confidential Item

- 10.1 A separate confidential minute applies to this item.

11. Financial Regulations and Procedures Update

- 11.1 This item and item number 12 were taken immediately after item 1.
- 11.2 The Finance Agent described the changes to Financial Regulations and Procedures which were highlighted in red.
- 11.3 The updated documents took account of required changes since July 2017. The vast majority of changes reflected the name change from Management Committee to Board of Management.
- 11.4 In the Financial Procedures, a material change was highlighted at point 18 relating to rent refunds.

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

Resolution;

The Management Board;

- i) Approved the updated Financial Regulations & Procedures.
- ii) Noted the updated documents would be circulated to all staff members for the purposes of awareness and discussion at the next appropriate staff meeting
- iii) Agreed the financial regulations were to be signed off on the declaration by all staff and Board members and the operational procedures to be signed off by all staff.

12. 30 Year Financial Projections

- 12.1 The Finance Agent delivered a PowerPoint presentation of the updated 30 year projections covering financial planning and projections, the current operation environment, changes since last year, main assumptions – base case model and projections.

- 12.2 Members discussed the main considerations in his presentation and noted the finance agent had no concerns with the projections.

The resolution was proposed by Fiona Murphy and seconded by Julianne Scarlett.

Resolution;

The Management Board approved the long term projections and agreed the final projections would be submitted to the next Board meeting in February for inclusion in the business plan.

[Fettes McDonald left the meeting at this point]

[Alison Vass joined the meeting at this point]

13. Rent Increase 2018/19

- 13.1 The interim Head of Operations presented her report and updated members on the progress of the consultation period with tenants.
- 13.2 200 tenants took part in the consultation and of those 114 (57%) were in favour of a rent increase of 2.5%.
- 13.3 Members noted the comparison in rent increase proposals by other Associations issued by Glasgow West of Scotland Forum (GWSF).
- 13.4 The rent consultation prize draw was carried out and the Chair picked number 42, Mrs Ogorkowska..

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

Resolution:

The Management Board;

- i) Agreed to apply a rent and service charge increase of 2.5% from 19 March 2018 for tenants, and pro rata for shared owners as appropriate to their agreement with the Association;*
- ii) Noted the review of service changes would now take place in 2018/19 as part of the Business Plan and resulting Action Plans;*
- iii) Noted that a review of the current Shared Ownership agreements and future management needs would be carried out as part of the Business Plan, with the intention of completing this in 2018/19; and*

- iv) *Instructed the formal intimation of the decision on rent and service charges to tenants within the appropriate timescale of 4 weeks' notice of the change prior to it taking effect on 19 March 2018.*

14. Fundamental Review of Relationship between FPHA & NTC, Final Report

- 14.1 The SHR Manager delivered his final report to members and covered the background leading to intervention and progress made since his appointment in February 2016.
- 14.2 Members agreed it would be beneficial to have an action plan going forward especially for those new members of the Board and the new management team when it is in place.
- 14.3 Members agreed a forward planner for business expected at each board meeting would be a useful tool to have for tracking purposes also.

The resolution was proposed by Shona McIntyre and seconded by Iain McGhee.

Resolution:

The Management Board;

- i) *Noted, for information, the final reports on the outcomes of the four outstanding reviews which formed the programme of fundamental reviews of the relationship; between FPHA and NTC;*
- ii) *Agreed a further follow-up action should be incorporated in operational plans for 2018/19, particularly in paragraphs 5.22, 7.11 and 7.12 in the cover report.*

15. Confidential

- 15.1 A separate confidential minute applies to this item.
- 15.2 Alison Vass left the meeting at this point.

16. Group Chief Executive's Report

- 16.1 The Board considered the items in the report beginning with preparation for compliance with the new General Data Protection Regulations.
- 16.2 Members discussed the current membership of the sub-committees and were asked to approve adding new members to the required groups as necessary.

- 16.3 A new programme of meetings was presented to the Board with slight amendments to some meeting dates.
- 16.4 Three audits had been carried out by Wylie & Bisset and it was reported that the findings with the Management's response would be presented to the Group Audit & Risk Committee on 14 February 2018.
- 16.5 Members noted the Community Conference held in the Tannahill Centre was a great success and a further conference is planned for an evening slot for those who could not attend due to other commitments.
- [Fiona Murphy left the meeting at this point.]
- 16.6 Two tenders were received for the Association and the Tannahill Centre to create new websites and rebrand the Ferguslie Group.
- 16.7 EVH salary amendments were discussed and members noted the Board had approved the 2 year deal set out last year by EVH.

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

Resolution:

The Management Board agreed to;

- i) authorise the Interim Chief Executive to select and appoint a consultant to assist FPHA to meet the GDPR regulations, taking procurement advice as necessary;*
- ii) consider which areas of induction training they would benefit from and take part with the new members accordingly;*
- iii) appoint co-opted board member Andy Wilson to the Staffing Committee from 31 January 2018 and appoint Louise McNicol from 1 April 2018;*
- iv) permit co-opted board member Barbara Walker to attend the Group Audit and Risk Committee meetings as an observer;*
- v) approve a tender report verbally presented at the meeting and agreed to join NTC in a joint project to renew its website and branding;*
- vi) adopt the EVH salary amendments for 2018/2019 and authorised the Interim Chief Executive to apply these to each staff member according to their contractual grade and any increment due to length of service.*

17. Head of Operations Report

- 17.1 [Alison Vass re-joined the meeting].

- 17.2 The Interim Head of Operations delivered her report and members discussed the rise in rent arrears accumulated over the December and January period. The interim Housing Manager intimated she was working closely with the housing services team and welfare rights to combat this seasonal rise.
- 17.3 After discussion of recent press coverage about the recommended contractor, members approved awarding the kitchen and bathrooms contract for 2017/18 in line with the assessment with ADA construction quantity surveyors of a direct award from the IFLAIR framework.
- 17.4 Members were informed the standstill period expired with no contest from other tenderers, therefore MEARS had been advised they would be awarded the Reactive Maintenance Contract.
- 17.5 [Andy Wilson left the meeting].

Action: Create plan of action for current rent arrears.

The resolution was proposed by Richard Bolton and seconded by Julianne Scarlett.

Resolution:

The Management Board;

- i) *Noted the information in relation to;*
- *The Capital Programme 2017/18 and considered advice taken from external parties,*
 - *The appointment of MEARS as the successful tenderer for the new Reactive Maintenance Contract following the standstill period,*
 - *The increase in current tenant arrears over the 4 weeks following Christmas,*
 - *Continuing difficulty in recruiting senior property staff which had had an adverse effect on capacity of the Section.*

18. Membership Applications

- 18.1 The Governance & Corporate Services Assistant presented the Board with 3 applications for approval. It was noted since sending out the papers, one of the applicants withdrew their application due to health and work commitments.

The resolution was proposed by Julianne Scarlett and seconded by Iain McGhee.

Resolution:

The Management Board approved the applications in the tenant category for membership from;

- i) John Burns, 17 Dalskeith Crescent; and,
- ii) Rahaf Sharif, 65 Dalskeith Crescent.

19. Group Governing Body Members Expenses Policy

19.1 The Interim GCEO presented the draft Group Governing Body Expenses Policy and invited members to discuss and amend if necessary. It was noted that the overnight allowance had been £25 since 2011.

The resolution was proposed by Shona McIntyre and seconded by Stuart Piggott.

Resolution:

The Management Board decided that the overnight allowance for Board members should be retained at £25 and otherwise approved the Group Governing Body Expenses Policy.

20. AOCB

There was no other competent business.

The meeting ended at 8.20pm

Date of next meeting

28 February 2018 at 5pm.

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

Signed (Chairman) ..

Date... *28th Mar 2018* ..