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

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chair
Louise McNicol	Board Member
Andy Wilson	Board Member
Siphosami Bazaya	Board Member
Helen Glassford	Board Member

In Attendance:

Catrina Miller	Group Chief Executive
Cindy McNeil	Finance & Corporate Services Manager
Ivor McCauley	Head of Operations
Teresa Gallagher	Minute Secretary
Gary Russell	Observer

Apologies:

Barbara Walker
Andrea McLaughlan
Howard Dales

Absent **None**

Leave of Absence

Richard Bolton

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The Chair welcomed everyone to the meeting and introduced Gary Russell who was in attendance as an observer with the view to joining the Management Board.

2. Declarations of Interest

2.1 None

3. Minutes of Previous Meeting 27 November 2019

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

Resolution; *the minutes of 27 November 2019 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising

4.1 There were no matters arising.

5. Action List

5.1 There were no outstanding actions.

6. Draft Annual Budget 2020/21

6.1 The Finance & Corporate Services Manager (FCSM) took members through the draft budget and discussed the main issues as contained within the covering report

6.2 Members discussed at length the option of implementing a rent freeze for the year 2020/21 and the impact this would have on the 30-year projections.

6.3 The FCSM pointed out that a rent freeze would breach our bank covenants in years 4 and 10. To prevent such a breach, aspects of the planned maintenance programme would have to be delayed. Also, future unexpected costs could occur, for example, in relation to the Grenfell fire disaster and any implications arising from Brexit, we would have less cash going forward to deal with such issues.

6.4 Rather than implement a rent freeze, the Board decided to consult with tenants on a 1% rent increase which is below CPI of 1.5% (October 2019).

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

Resolution; *The Management Board;*

i) *Noted the review of the draft budget; and;*
ii) *Approved consultation with tenants on a 1% rent rise.*

7. Procurement Report

7.1 The Head of Operations (HoO) presented his report along with 2 updated covering reports to seek approval to go out to tender on phase one of the office refurbishment, smoke and heat detection tender and issue the grounds maintenance tender.

7.2 Members discussed issues identified in the covering report for the office refurbishment and the outcomes of the 2 tender exercises.

Resolution; *the Management Board approved;*

i) *To award the contract to Clark Contracts for the works related to Phase 1 of the office refurbishment, proposed by Ian Williams and seconded by Helen Glassford;*

ii) *To award the contract to Valley Electrical Services for the works required to achieve the outcome of the recent heat and smoke legislation introduced by the Scottish Government, proposed by Sipho Bayaza and seconded by Ian Williams; and;*

iii) *To issue a tender for the Grounds Maintenance for the year 2020/21, proposed by Ian Williams and seconded by Helen Glassford.*

8. Estate Team Report

8.1 The HoO presented his covering report to seek approval to put together a business case for the Association to establish its own estates management team.

8.2 Members discussed the benefits of having this in-house service.

The resolution was proposed by Andy Wilson and seconded by Louise McNicol

Resolution; *The Management Board approved the development of a full business case for the development of an in-house Estates Management Team.*

9. Protocol for Declaring Interests and Managing Conflicts of Interest

9.1 The GCE presented the covering report and reviewed Protocol for Declaring and Managing Conflicts of Interest.

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

Resolution; the Management Board approved the reviewed protocol for declaring interest and manging conflicts of interests.

10. Minute Taking Protocol

10.1 The GCE presented the reviewed minute taking protocol and highlighted the reviewed document had minor changes to comply with GDPR.

The resolution was proposed by Andy Wilson and seconded by Sipho Bazaya.

Resolution; *the Management Board approved the reviewed minute taking protocol*

11. Statement of Board Roles and Responsibilities

11.1 The GCE presented the reviewed statement of Board roles and responsibilities and explained this document forms part of a new board members induction pack.

11.2 Members noted although a protocol is not a policy it is good practice to present these documents for approval.

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

Resolution; *the Management Board approved the reviewed* Statement of Board Roles and Responsibilities.

12. AOCB

None

The meeting ended at 5:55pm

Dates of next meeting; 29 January 2020 at 5pm

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

Signed (Chair) ..... Date.....