

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
Held on 28 June 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:

Howard Dales	Vice Chair (Chaired meeting)
Andy Wilson	Board Member (via zoom)
Kirsten Ferguson	Co-opted Board Member
Angela Chivers	Co-opted Board Member
Tracey Johnstone	Board Member
Jim Strang	Board member

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations (from item 7)
Cindy McNeill	Finance & Corporate Services Officer (from item 7)
Greg Richardson	Housing Services Manager (from item 7)
Teresa Gallagher	Minute Secretary (from item 7)

Apologies: Laurie Kefalas, Louise McNicol, Ian Williams

Absent: Helen Glassford Aiden McGrogan

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None

3. Minutes of Meeting 24 May 2023

The resolution was proposed by Angela Chivers and seconded by Tracey Johnstone

Resolution; *the minutes of the meeting held on 28 May 2023 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Minutes 24 May 2023

4.1 None.

5. Draft Minutes of the Audit & Risk Subcommittee meeting held 14 June 2023

5.1 The Management Board noted the minute of the of the Audit and Risk Sub Committee Meeting held on the 14 June 2023 and also requested that the finance team are congratulated on their good performance in relation to the Overall Financial Controls Internal Audit that was completed.

6. Redacted Report – Confidential

7. SHR Loan Portfolio Return to 31 March 2023

7.1 The Finance & Corporate Services Manager (FCSM) presented to Scottish Housing Regulator (SHR) loan portfolio and explained this information had already been reported to the Management Board at a previous meeting.

7.2 The loan portfolio sets out loan balances and associated information to the year ended 31 March 2023.

The resolution was proposed by Howard Dales and seconded by Tracey Johnston.

Resolution; *The Management Board approved submission of the Loan Portfolio to the SHR by the deadline of 30 June 2023.*

8. Treasury Management Policy Review

8.1 The FCSM presented the treasury management policy and explained at 5.5, Interest Rate Exposure, Following the repayment of the variable loan, the Policy has been amended to allow all the loans to be held on a fixed rate, should the Board allow. Before, between 40% to 60% could be held on fixed rate.

8.2 Members were asked to note the tracked changes in the reviewed policy.

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

Resolution; *The Management Board approved reviewed treasury management policy.*

9. Business Plan 2023-26

- 9.1 The Group Chief Executive Officer (GCE) explained this item had been withdrawn from the agenda as there was still some minor changes being made to the plan and the full version will be presented for approval at our meeting on August 16. Thereafter, if approved, we can launch it at our AGM.

10. Chief Executive Report

- 10.1 The GCE gave an update on the plan to begin Board appraisal process. Lorna from EVH will attend the board meeting in August and thereafter will issue board questionnaires and arrange individual appointments. Members discussed the cost involved and agreed it was of good value.
- 10.2 It was noted another RSL had the same process carried out with positive feedback.
- 10.3 Jim Strang intimated GWSF were looking for committee members and asked that fellow members think about being nominated. Members were invited to speak to the GCE if they would be interested.

Resolution; *The Management Board;*

- i) *Noted the content of the EVH June/ July 2023 briefing and noted that GWSF are looking for nominations prior to their AGM taking place in August 2023.*

11. Procurement – Delegated Authority

- 11.1 The Head of Operations (HoO) presented this report for approval to grant delegated authority to a select number of board members to approve the appointment of contractors for voids and core trades reactive repairs.
- 11.2 Tenders were due in for voids on Monday 26 June and core trades due in Monday 10 July. Due to the summer recess tenders could not be approved until 16 August. In order to remove the risk to service delivery the desire is to complete the procurement exercises as soon as possible.
- 11.3 Members queried if this is allowed in our scheme of delegated authority. The GCE explained this had been done before but the HoO will double check our policy and procedure.

The resolution was proposed by Jim Strang and seconded by Kirsten Ferguson.

Resolution; *The Management Board; subject to the ability to do so, approved delegated authority to Angela Chivers, Tracey Johnstone and*

Howard Dales to approve the appointment of contractors for voids and core trades reactive repairs. Members will homologate any approval at their board meeting on 16 August 2023.

12. Policy Review

- 12.1 The Housing Services Manager (HSM) presented the Estate Management Policy and explained he had to re-write this to ensure it is adequate and up to date.
- 12.2 The policy sets out the association’s responsibilities and the tenants in relation to estate management.
- 12.3 The HSM manager took members through the allocations policy and explained the group placings for housing applications. Members discussed where care leavers are placed in the group and what support is in place. The HSM explained the different support organisations involved and our own welfare rights service alongside the funding received for tenant support.
- 12.4 The HoO expanded further on steps the Association is taking to ensure tenant support and sustainment such as raising our void standard.
- 12.5 Members held a discussion around lets to refugee’s and section 5 referrals.

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

Resolution; The Management Board approved;

- i) The Estate Management Policy and the Allocations Policy.*

13. AOCB

The meeting ended at 7.40pm

Date of next meeting

Board meeting 16 August 2023

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

Signed (Chair)

Date.....