

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING**
Held on 29 November 2023 at 5pm via Hybrid (zoom) and in The Associations
Offices, 76 Blackstoun Road, Paisley PA3 1NT

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chairperson
Louise McNicol	Board Member (zoom)
Laurie Kefalas,	Board Member (zoom)
Tracey Johnstone	Board Member
Helen Glassford	Board Member (zoom)
Angela Chivers	Board Member

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Jim Aird	Finance Consultant
Teresa Gallagher	Minute Secretary
Lorna Ravell	EVH (till item 8)

Apologies: Kirsten Ferguson, Jim Strang

Absent: Aiden McGrogan

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None

3. Minutes of Meeting 25 October 2023

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

Resolution; *the minutes of the meeting held on 25 October 2023 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Minutes 25 October 2023

4.1 None

5. Draft Minutes of NTC Executive committee Meeting 20 November 2023

- 5.1 The Group Chief Executive Officer (GCE) presented the draft minutes of the NTC Executive Committee meeting held on 20 November 2023.
- 5.2 Members commented they were sad to read the Business Transformation Manager had submitted his resignation.

***Resolution;** the management board noted the content of the Draft Minute of the NTC Executive Committee.*

6. Management Accounts to 30 September 2023

- 6.1 The Finance Consultant (FC) presented the 2nd quarter management accounts to 30 September 2023 and reported the Association is financially performing well and in a good position.
- 6.2 A surplus was made in the period of £573,030 compared to a budgeted surplus of £212,133. This was due to various reasons as detailed within the covering report.

The resolution was proposed by Helen Glassford and seconded by Louise McNicol.

***Resolution;** The Management Board approved the management accounts to 30 September 2023.*

7. Treasury Management Quarterly Report

- 7.1 The FC presented this paper to inform members of the Association's borrowings, cash investments and bank arrangements.
- 7.2 As highlighted in the management Accounts, 2 loans have been paid off and one loan of £600,000 remains with the interest rate of 2.97%.
- 7.3 An interest free loan from the Scottish Government smoke and heat detector scheme remains outstanding with a payment due in February 2024.
- 7.4 Members noted the table within the covering report detailing where the Associations cash balances are held.
- 7.5 Members were informed our lender confirmed our covenant has been removed which means the Association has no constraints over its planned investment spend.

Resolution; *The Management Board noted the content of the treasury management update..*

8. Board Appraisal Report

- 8.1 The GCE presented the board appraisal report and invited Lorna Ravell to explain in more detail the findings from the surveys and appraisals held.
- 8.2 Lorna reported 100% of the board compliment returned surveys and had their appraisal carried out. She thanked the Board for this opportunity to deliver the appraisals process.
- 8.3 There were no concerns that came out of the process and Lorna observed that the Board functions well. There were a couple of areas where members feel they would benefit from further training and these will be included in a proposed training plan being developed by the GCE.
- 8.4 The GCE reminded members the FLAIR Academy runs twice per year where members have the option to attend refresher training.

Action: GCSO contact all members to arrange a board training and development day.

Resolution; *The Management Board noted the content of the Board Appraisals Report.*

[Lorna Ravell left the meeting at this point]

9. Group Chief Executive Report (part confidential)

- 9.1 The GCE explained presented the briefings from EVH and the GWSF.
- 9.2 Members were given an update on the policy schedule and were asked to approve the proposed target dates for those policies highlighted that are overdue for review.
- 9.3 Appendix 4 highlighted the suggested Key Performance Indicators (KPI's) for the business plan and members were asked to approve the proposed KPI's set out by the Senior Management Team. The number of KPI's have reduced to make the timescales more realistic.
- 9.4 We are continuing to use a finance consultant to cover the absence of a Finance Manager and are using Eden Brown Recruitment Agency for temporary cover.
- 9.5 Approval was sought for the office to close during the period between Christmas and New Year.
- 9.6 The Tannhill Centre's Business Transformation Manager post will be looked at and options presented the NTC Executive Committee at their next meeting on 15 January 2024.

9.7 Redacted

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

Resolution; *The Management Board*

- i) Noted the contents of the October 2023 EVH and GWSF briefings;*
- ii) Noted the Annual Assurance Statement and the RAAC submission was submitted;*
- iii) Approved the current Policy Schedule and noted proposed target dates when reviews will be carried out;*
- iv) Approved the festive closure of the office from 12.30pm on Friday 22 December 2023 until 9am on Thursday 4 January 2024;*
- v) Approved the Key Performance Indicators provided within the Delivery Plan provided at appendix 4;*
- vi) Noted the updated staffing position; and;*
- vii) Redacted.*

10. Head of Operations Report

- 10.1 The Head of Operations (HoO) presented this report and appendix and gave an overall update on operational performance. Members were informed the KPI's don't reflect the greater picture and a reviewed repairs policy will be presented at the next board meeting for approval.
- 10.2 There had been an environmental reason for a number of refusals on a void property which has been resolved.
- 10.3 Rent arrears remain steady for the period and complaints have risen slightly which is likely due to staff awareness of complaints.
- 10.4 Members were updated on the progress of our tenancy support role and this service was highlighted in our newsletter.
- 10.5 The HoO explained some kitchen installations with faulty units have been identified and will require to be replaced. A report for Board approval on a planned programme of works will be presented at a future meeting.

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

11. Letting Report

- 11.1 The HoO presented this report on behalf of the Housing Services Manager to inform the Board of an allocation of a property to a staff member relative.
- 11.2 The HoO had reviewed the process carried out in this allocation and was satisfied all had been done in accordance with our policy.

Resolution; *The Management Board noted the content and reasons for the allocation of a property to a staff member relative.*

12. Tenant Participation Strategy

- 12.1 The HoO presented this report on behalf of the Housing Services Manager to seek approval of the tenant participation strategy 2023-26.
- 12.2 Members noted the change in our approach to tenant participation which has proved successful previously.

The resolution was proposed by Ian Williams and seconded by Tracey Johnstone.

Resolution; *The Management Board approved the Tenant Participation Strategy 2023-26.*

13. Shared Ownership Report

- 13.1 The HoO presented this report on behalf of the Housing Services Manager to update members on options for dealing with the current shared owners we have.
- 13.2 The background to this issue was discussed, as was the various options as contained within the covering report. Members highlighted the legalities around potentially buying/selling our share of these properties and suggested seeking specific legal advice. Although we don't require approval from the Scottish Housing Regulator it would be prudent to seek their guidance.

Resolution; *The Management Board noted the content of the Shared Ownership Properties report.*

14. Share Membership Report

- 14.1 The GCE explained an application and £1 fee for Association membership had been received and there are no apparent reasons this application should not be approved.

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

Resolution; *The Management Board approved the application for membership in the tenancy category as detailed within the covering report.*

15. AOCB

15.1 There was an issue reported of insufficient postage on the annual report sent to shareholding members. The GCSO will investigate how this has occurred and any members affected would be reimbursed.

The meeting ended at 6.15 pm

Date of next meeting

Board meeting 13 December 2023 at 5pm

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

Signed (Chair)

Date.....