

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING**
Held on 25 October 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
Aiden McGrogan	Board Member (zoom)
Kirsten Ferguson	Board Member (zoom)
Jim Strang	Board Member
Helen Glassford	Board Member (zoom)
Angela Chivers	Board Member (zoom)

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Teresa Gallagher	Minute Secretary

Apologies: Tracey Johnstone, Laurie Kefalas, Louise McNicol

Absent: None

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None

3. Minutes of Meeting 27 September 2023

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

Resolution; *the minutes of the meeting held on 27 September 2023 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Minutes 27 September 2023

4.1 None.

5. Annual Assurance Statement

- 5.1 The Group Chief Executive Officer (GCE) presented the final draft annual assurance statement and the updated annual assurance self-assessment form.
- 5.2 Members were asked to note in particular the reference to tenant's safety and the reference to one outstanding electrical installation condition report which is due to extenuating circumstances. A discussion was held around this particular property.
- 5.3 Following board approval, the annual assurance statement will be submitted to the Scottish Housing Regulator (SHR), published on our website and included in our next newsletter.

The resolution was proposed by Angela Chivers and seconded by Helen Glassford.

Resolution; *The Management Board;*

- i) Noted the content of the annual assurance – self-assessment form as of 30 September 2023 and;*
- ii) Approved the signing of the statement by the chair and its submission to the SHR.*

6. Procurement Report I.T. Systems

- 6.1 The Head of Operations (HoO) presented this covering report and appendices to seek approval for a budget to be created to support a successful implementation of the new software housing management system.
- 6.2 At their board meeting in August 2023 members granted delegated authority to the GCEO to enter into a contract with Rubixx.
- 6.3 A projects team has been established to begin the preparatory work for implementation of Rubixx by 24 June 2024. It is envisaged the financial impact of implanting this new system will be repaid over 4 years and is seen to be a good return on investment.
- 6.4 Members commented the implementation proposal was of a very high cost, therefore it is extremely important the system is implemented properly. The HoO explained the current system is labour intensive especially with financial invoices. The new system will streamline this process and will prove to be cost effective and beneficial to staff.
- 6.5 Members queried the present costs and savings to which the HoO explained the table on page 8 of the appendice covered these.

- 6.6 Members also commented that as the new system would be cloud based that we ensure we comply with data protection and our information is stored within the UK.

The resolution was proposed by Jim Strang and seconded by Helen Glassford.

Resolution; *The Management Board approved a budget of £101,217 to be crated to support the successful implementation of the new housing information software system.*

7. SHAPS Pension Update Report

- 7.1 The GCE presented this paper inform members we are still categorised as low risk on the basis of the 2023 SHAPS Financial Assessment. Members were asked to note the assessment attached to the covering report.
- 7.2 Members queried whether we are rated low risk due to our size. The GCE will enquire and report back.

Resolution; *The Management Board noted the Association continues to be rated as a "Low Risk" on the basis of the 2023 SHAPS financial Assessment.*

8. Membership Report

- 8.1 The Governance & Corporate Services Officer presented the membership report to seek approval to cancel the share of one tenant member whom sadly passed away.

The resolution was proposed by Helen Glassford and seconded by Jim Strang.

Resolution; *The Management Board approved to cancel the share of the named tenant in the covering report as in accordance with the Association rules (17.1).*

9. Group Chief Executive Report

- 9.1 The GCE explained the new CEO has started in EVH.
- 9.2 The SHR issued a letter requesting information in relation to properties that may have reinforced autoclaved aerated concrete. We have replied stating

none of our properties are affected. Members asked we get the Tannahill Centre checked. The GCE will refer this to the NTC Executive Committee.

9.3 Members noted the update on the staff compliment and that the office lease renewal has been finalised. Members were asked to retrospectively approve this.

9.4 The GWSF have published their annual return on the charter comparative summary.

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

Resolution; The Management Board

- i) Noted the contents of the EVH September 2023 briefing;*
- ii) Noted the information request from the Scottish Housing Regulator in relation to reinforced autoclaved aerated concrete (RAAC) and the associations return;*
- iii) Noted the staffing update provided in relation to the property team and the requirement to obtain temporary cover;*
- iv) Approved the signing of the FPHA Office lease attached at appendix 4 following advise sought from TC Young; and;*
- v) Noted the contents of the Glasgow West of Scotland Forum – Annual Return on the Charter 2022-23.*

10. AOCB

10.1 The chair gave his thanks to fellow board members and staff.

The meeting ended at 6.45 pm

Date of next meeting

Board meeting 29 November 2023 at 5pm

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

Signed (Chair)

Date.....