

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
Held on 31 January 2024 at 5pm via Hybrid (zoom) and in The Associations
Offices, 76 Blackstoun Road, Paisley PA3 1NT**

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chairperson
Angela Chivers	Board Member
Louise McNicol	Board Member (zoom)
Laurie Kefalas,	Board Member (zoom)
Kirsten Ferguson	Board Member (zoom)
Jim Strang	Board Member
Helen Glassford	Board Member (zoom)

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations (zoom)
Jim Aird	Finance Consultant
Teresa Gallagher	Minute Secretary

Apologies: Tracey Johnstone

Absent: Aiden McGrogan

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 Jim Strang retrospectively noted a declaration of interest in the confidential discussion held at AOCB 13.2.

3. Minutes of Meeting 13 December 2023

The resolution was proposed by Louise McNicol and seconded by Angela Chivers.

Resolution; *the minute of the meeting held on 13 December 2023 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Minutes 13 December 2023

4.1 None

5. Draft NTC Minutes 15 January 2024

5.1 Members noted the minute of the Tannahill Executive Committee meeting held on 15 January 2024.

6. Note of Inquorate Audit & Risk Meeting 29 November 2024

6.1 Members noted the note of the inquorate Audit & Risk meeting held on 29 November 2023.

7. Management Accounts to 31 December 2023

7.1 The Finance Consultant presented the third quarter management accounts and informed members the Association is performing financially well and remains in a good position.

7.2 The accounts highlight a healthy reserve and cash balance.

7.3 Members noted the planned investment for the next financial year will be in the region of £1.5m.

7.4 A positive variance was highlighted in the management and Maintenance Administration costs due to posts that have not been filled and under review.

7.5 Rent arrears showed an increase mainly due to the delay in housing benefit and arrears overall are sitting at 3.1%.

7.6 Members commented the association continues to be in a strong financial position and credit was given to the officers.

The resolution was proposed by Ian Williams and seconded by Helen Glassford.

Resolution; *The Management Board approved the Management Accounts to 31 December 2023.*

8. Treasury Management Report

8.1 The Finance Consultant presented this report to update members on our borrowings and cash investments.

8.2 There is one outstanding loan with RBS due to clear in June 2027 and the interest free loan from the Scottish Government will clear in February 2024.

8.3 The GCEO highlighted the RBS have been in touch to offer a new interest rate for the next 6 months of 4.56%.

8.4 A discussion was held around information being sought from financial institutions and noted the information required was substantial and required every 2 years. The GCEO explained she had completed one so far and working through another at present.

Resolution; *The Management Board noted the updated Treasury Management Report.*

9. Head of Operations Report

9.1 The Head of Operations (HoO) presented the operations report and highlighted the team are performing well. There have been some contractor performance issues but these are being addressed and monitored.

9.2 The implementation of Rubixx is underway and the efficiencies to staff and customers is becoming apparent as the working group continue with getting the system ready for early June.

9.3 The energy support scheme continues to be implemented and we have had in the region of 140 referrals. To date over £10,000 has been spend and surveys carried out on a few properties.

9.4 **Confidential:** redacted

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

10. GCEO Report

10.1 The GCEO presented the updates from EVH and GWSF. Jim Strang highlighted the benefits of attending events with affiliated organisations.

10.2 Members were taken through the highlights of the Business Plan 2023 - 2026 objectives. There was nothing highlighted as a concern.

10.3 We will continue to look for innovative ways to recruit board members and aim to have new members at our next AGM.

10.4 Members noted the updated policy schedule and the deletion of 2 policies that were not required due to being included in the health & safety manual already in place. There are a few policies which will be up for approval at the scheduled staffing sub-committee on 13 February.

10.5 Members were asked to note the 1st part of our board development day would take place on the evening of 21 February 2024. The GCEO will distribute the agenda by email. The first session will cover a risk register review and a session on governance. The 2nd session which should take place in March / April will cover finance training and a look at our business plan.

10.6 Members noted the proposal to advertise for a Finance & Corporate Services Manager for 3 days per week with a fixed term of 1 year. The finance team continue with the day to day running with no issues.

10.7 **Confidential:** redacted

Resolution; *The Management Board noted*

- i) The EVH & GWSF briefings;**
- ii) The updated objectives in the 2023-26 Business Plan;**
- iii) The reviewed policy schedule with target dates;**
- iv) The board development date of 21 February 2024;**
- v) The update on staffing position; and;**
- vi) redacted**

11. Group Policy Review

- 11.1 The GCEO presented the Group Conference Attendance policy and the Group Clear Desk policy for approval. Both policies highlighted tracked changes which were covered verbally.

The resolution was proposed by Ian Williams and seconded by Laurie Kefalas.

Resolution; *The Management Board approved the Group conference Attendance by Board/Committee Member policy and the Group Clear Desk Policy.*

12. Procurement Approvals

- 12.1 The HoO presented the procurement report and sought approval to appoint James Frew for the small boiler replacement contract at the tendered sum detailed in the covering report
- 12.2 Members were taken through the process carried out in the tender and the submissions received.

The resolution was proposed by Angela Chivers n and seconded by Laurie Kefalas.

Resolution; *The Management Board approved the appointment of James Frew to install 17 boilers.*

13. AOCB

- 13.1 The GCEO explained the salary increase proposal is 5.5% and EVH are looking to have feedback by 23 February 2024.
- 13.2 **Confidential;** redacted

The meeting ended at 18:15 pm

Date of next meeting

Board meeting 28 February 2024 at 5pm

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

Signed (Chair)

Date.....