

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
26 September 2018 at 5pm
AT THE TANNAHILL CENTRE, 76 BLACKSTOUN RD, PAISLEY PA3 1NT**

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chair
Barbara Walker	Board Member
Louise McNicol	Board Member
Stuart Piggott	Board Member
Andy Wilson	Board Member
Elaine Carter	Board Member
Richard Bolton	Co-opted Board Member
Helen Glassford	Board Member

In Attendance:

Catrina Miller	Group Chief Executive
Fettes McDonald	Finance Agent
Teresa Sadler	Minute Secretary
Ivor McCauley	Interim Asset Manager
Alison Vass	Interim Housing Services Manager
Lynn McCulloch	Consultant (from item 8)

Apologies:

Shona McIntyre
Anne Culley
Andrea McLaughlan
Fiona Murphy

Absent

Iain McGhee

None

2. Declarations of Interest

2.1 None

3. Minutes of Previous Meeting 29 August 2018 including confidential part

The resolution was proposed by Ian Williams and seconded by Elaine Carter.

Resolution

Subject to correcting the typo in Margaret Sharkey's name, the minutes, including the confidential part of 29 August 2018, were approved as a true and accurate reflection of the proceedings.

**4. Minutes of Staffing and Administration Sub Committee 12
September 2018**

4.1 Members noted the minutes of the last Staffing & Administration meeting.

5. Matters Arising

5.1 There were no matters arising.

6. Actions from Previous Meetings

6.1 Members noted the progress from the Action list.

7. Governance Improvement Plan & Policy Review Schedule

7.1 The Group CEO presented the updated Governance Improvement Plan and Policy Review Schedule which had been reviewed and changed to make target dates realistic and achievable.

The resolution was proposed by Richard Bolton and seconded by Ian Williams.

Resolution

The Management Board;

- i) approved the content of the New Group Governance Action Plan and Group Policy Review Programme; and;*
- ii) Noted a quarterly report will be provided on progress with these two plans starting in December 2018.*

8. Policy Review

8.1 This item was taken after item 9.

8.2 [Lynn McCulloch joined the meeting.]

8.3 The Group CEO presented the Group Whistleblowing Policy and explained it should have been made a group policy after approval by the board in October 2016 it but was overlooked.

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

Resolution

The Management Board agreed to delete the FPHA Whistleblowing Policy dated 15 October 2016 and approved the Group Whistleblowing Policy which would be referred to the next Executive Committee meeting for adoption by NTC.

8.4 Lynn McCulloch presented the NTC Memorandum and Articles report and explained the current Articles are from 2006 and unsigned. They were changed in 2010 when NTC became a charity but these had never been issued by the solicitors at the time.

The resolution was proposed by Ian Williams and seconded by Barbara Walker.

Resolution

The Management Board;

- i) Adopted the articles in the form attached in substitution for and to the exclusion of the existing articles;*
- ii) Authorised the chairperson to sign a written resolution to this effect for registration with Companies House, and;*
- iii) Appointed Richard Bolton to the 6th place made available by these new articles on the Executive Committee of The New Tannahill Centre Ltd from 26th September 2018.*

8.5 The Group CEO presented the Privacy Policy and appendices for approval following the new regulations surround General Data Protection Regulations which came into force in May 2016.

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

Resolution

The Management Board approved the Privacy Policy and associated appendices.

- 8.6 The Finance agent presented Treasury Management Policy which was required to be updated following the latest guidance.

The resolution was proposed by Andy Wilson and seconded by Richard Bolton.

Resolution

The Management Board approved the updated Treasury Management Policy subject to changing the maximum investment sum from £1m to £1.25m in any one institution.

9. Interim Head of Operations Report

- 9.1 The Interim Housing Services Manager presented this report on behalf of the Interim Head of Operations.
- 9.2 Members discussed the Welfare Reform Strategy and the preparation that has been ongoing in preparation for the implementation of Universal Credit.
- 9.3 The Interim Asset Manager reported on the gas safety breach and discussed the events leading up to it. He gave assurance to the Board that a new process has been put in place to prevent a breach occurring in this way again.
- 9.4 Members noted the situation surrounding our gas auditing contractor who has merged to another company.

Action: Provide further information on the legalities surrounding the contractor's transfer of services.

Resolution

The Management Board noted the content of the report and the attached appendices.

10. Group Chief Executives Report

- 10.1 The Group CEO discussed the results of the tenant's satisfaction survey that was carried out by Research Resource from July to August 2018. A presentation will come to the Board in November.
- 10.2 Members noted the appraisals report for Board members and the Interim CEO from Allanpark.
- 10.3 The FLAIR Academy will continue with Board Training which will start on 1 October 2018.

Resolution

The Management board noted the content of the Group CEO report.

[Stuart Piggott and Fettes McDonald left the meeting]

11. Renfrewshire Common Allocation Policy

- 11.1 The Interim Housing Services Manager delivered a PowerPoint presentation to the Board.
- 11.2 The existing Association Policy has not been reviewed since 2012 and is overdue for a review.
- 11.3 The new allocation law comes into effect in May 2019 and the Association should be compliant by taking into account changes to the legislation when reviewing the policy.

Resolution

The Management board noted the content presented by PowerPoint of the Renfrewshire Common Allocation Policy.

12. AOCB

- 12.1 The Group CEO explained Andrea McLaughlan had asked for Leave of Absence for 6 weeks. The Management Board unanimously agreed this.


The meeting ended at 7.15pm

Date of next meeting

31 October 2018

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

Signed (Chair)



Date...31/10/18.....