

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
Held on 24 April 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	Vice Chairperson
Kirsten Ferguson	Board Member
Jim Strang	Board Member (Zoom)
Helen Glassford	Board Member (Zoom)
Louise McNicol	Board Member (Zoom)
Tracey Johnstone	Board Member

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Teresa Gallagher	Governance & Corporate Services Officer

Apologies: Laurie Kefalas

Absent: Aidan McGrogan,

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None.

3. Minutes of Meeting 27 March 2024

The resolution was proposed by Angela Chivers and seconded by Jim Strang.

Resolution; the minutes of the meeting held on 27 March 2024 were approved as a true and accurate reflection of the proceedings.

4. Matters Arising from Minutes 27 March 2024

- 4.1 The Group CEO detailed our insurance cover and assured members we are fully covered which includes employee insurance.

5. Draft Minutes of NTC Executive Committee 25 March 2024

- 5.1 The Group Chief Executive Officer (GCE) presented the NTC minutes and took members through the explained our Finance Consultant presented the management accounts to 31 December 2023 along with the annual budget for 2024/2 and subsequently approved.
- 5.2 The newly appointed Community Development Manager attended the meeting and delivered a report on the centre activities which included a health and safety update report.
- 5.3 The NTC host networking events which have been successful and a calendar of events from different organisations has b produced. It was suggested board members could attend some of these events.

Action: circulate events calendar.

Resolution; *The Management Board noted the minutes of the NTC Executive Committee held on 25 March 2024.*

6. Five Year Financial Projections

- 6.1 The Finance Consultant presented the Five-Year Financial Projections and explained this is a standard report that is presented annually to be approved for submission the Scottish Housing Regulator (SHR).
- 6.2 The SHR use this information to calculate a number of standard financial ratios and make comparisons within the sector.
- 6.3 The main assumptions for noting and submission were as follows;
- Inflation at 5% (year 1), 4% (year 2), 2% (year 3), and 2% (years 4 & 5).
 - Rents increase by 5% for year 1 then by CPI plus 1% years 2 to 5.
 - Voids assumed at 0.75% annually.
 - Bad debts allowed for at 2% per annum.
 - Management costs from 2023/24 rise by inflation plus 0.5%.
 - All maintenance costs increase in real terms by 0.5%.
 - Fixed asset component replacement costs increase by 1% in real terms.
 - Fixed rate on remaining at 2.97%.
 - Loan margin at 1.75%.
 - No new build activity is assumed.
 - Gross rent arrears assumed at a level of 8% for the first 3 years then reduce to 7%.
 - Surpluses are projected for each year.
 - Cash balances are all positive and average £4.3m over the 5 years.
 - RBS loan covenants are no longer required due to repayment of the variable loans.

Resolution; *The Management Board approved submission of the Five-Year Financial Projections to the SHR.*

[Jim Aird, Finance Consultant, left the meeting at this point]

7. Group Executive Report

- 7.1 The GCE explained EVH are holding their annual conference and the flyer was attached to the covering report. Any members interested in attending should contact the Governance & Corporate Services Officer (GCSO).
- 7.2 Also attached was the recently published engagement plan for the Association. Members noted we remain in compliance.
- 7.3 SFHA have developed a self-assessment tool kit which collates all of the information that forms our annual assurance statement. This information is presented to the Board annually before the assurance statement is presented for submission.
- 7.4 An offer has been made for the post of Finance & Corporate Services Manager and the board will be informed once all paperwork has been completed. There will be an overlap of about 2 weeks for the handover between the new post holder and the Finance Consultant.
- 7.5 Staff were offered a health check which took place over the course of 2 weeks. Initial feedback from staff was very positive and reassuring. As the implementation of Rubixx commences we will be diverting reactive calls for operational teams to help ease the potential stress's the implementation may incur. We are also looking to hold a teambuilding day.

Resolution; The Management Board;

- i) Noted the information provided by EVH on their Annual conference and if interested in attending speak to GCSO;*
- ii) Noted the recent Engagement Plan published by the SHR for the association which states FPHA are 'Compliant';*
- iii) Noted that SFHA have published the newly updated Self-Assessment Tool Kit for associations in preparation for the Annual Assurance Statement 2024; and;*
- iv) Noted the staffing update and temporary appointment of a new Finance and Corporate Services Manager.*

8. Head of Operations Report – redacted confidential

9. Procurement Approval Report

- 9.1 The HoO sought approval to appoint JS Harvie & co to undertake painter work programme of fences for approximately 55 properties.
- 9.2 Only one tender was returned as all other companies approached had declared they would be too busy.

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

Resolution; *The Management Board approved the appointment of JS Harvie & Co to undertake external painter work based on a tendered sum of £21,262.00*

10. Annual Risk Review Report

- 10.1 The GCE presented this report and gave an overview of changes within the risk register which was attached as an appendice.
- 10.2 A Risk Review session was held on 13 march 2024 and 2 new additions were added to the risk register. They were Strategic Risk No.9 - Wider Political/Social Financial Position (STR9) and Operational Risk No. 20 – Dampness and Mould (OPR20).
- 10.3 The risk register would be presented to the Audit & Risk Committee at their next meeting in June 2024 and the GCE invited the board for questions around the register.

The resolution was proposed by Jim Strang and seconded by Angela Chivers.

Resolution; *The Management Board approved the Annual Risk Review and areas to be monitored on an ongoing basis.*

11. Financial Procedures Annual Review Report

- 11.1 The GCE presented the reviewed Financial Regulations and the Financial Procedures and informed the board that no material changes had been necessary.
- 11.2 However, due to the implementation of the new I.T. system, it is envisaged the Financial Procedures would require an update in 4 to 5 months' time.

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

Resolution; *The Management Board approved reviewed Financial Regulations and Financial Procedures.*

12. Policy Review

- 12.1 The HoO presented this report on behalf of the Housing Services Manager. No guidance has been published yet from the Scottish Government and the board requested we write to them on their behalf to ask about the delay and when we can expect the guidance.

12.2 Members were satisfied the policy covers all genders as it states “any person”. Members queried whether staff were all up to date on training and any new staff. It was agreed refresher training would be beneficial.

Action:

- **Ensure wording is inclusive;**
- **Point 5.6 explanation required on bullet point “Not tolerate domestic abuse from our employees”;**
- **Write to the Scottish Government to enquire about the planned guidance.**

12.3 The Governance & Corporate Services Officer (GCSO) presented the Alcohol and substance misuse policy and explained this is a model policy form EVH. However, to enhance the policy, further research was carried out to ensure the information and terminology was up to date. This policy ties in with our Code of Conduct which is signed off by staff annually.

Resolution; The Management Board;

- i) *approved the Domestic Abuse Policy; proposed by Kirsten Ferguson and seconded by Angela Chivers; and;*
- i) *approved the Alcohol and Substance Misuse Policy, proposed by Angela Chivers and seconded by Tracey Johnstone.*

13. Application for Membership

13.1 The GCSO sought approval for an application for membership from a new tenant as detailed in the appendices and explained there were no apparent reasons why this application should not be approved.

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

Resolution; The Management Board approved the application for membership in the tenant category for M Mwangi.

14. AOCB

14.1 The chair thanked the staff and fellow board members.

The meeting ended at 6.50pm

Date of next meeting 29 May 2024 at 5pm

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

Signed (Chair)

Date.....