

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
Held on 26 June 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
Tracey Johnstone	Board Member
Helen Glassford	Board Member (Zoom)
Louise McNicol	Board Member
Aidan McGrogan	Board Member

In Attendance:

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

Apologies: Angela Chivers Kirsten Ferguson Jim Strang Laurie Kefalas

Absent: none

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None.

3. Minutes of Meeting 29 May 2024

3.1 The minutes of the meeting 29 May 2024 were attended to after item 6.

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

Resolution; *the minutes of the meeting held on 29 May 2024 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Minutes 29 May 2024

4.1 None.

5. Draft Minutes of NTC Executive Committee 3 June 2024

5.1 The draft minutes of the NTC Executive Committee meeting held on 3 June 2024 were noted.

6. Draft Minutes of Group Audit & Risk meeting 12 June 2024

6.1 The Group Chief Executive gave an overview on the business covered at the recent audit & risk meeting.

[Louise McNicol joined the meeting]

6.2 An update was given on the outstanding recommendations from the follow up audit & risk report.

Resolution; *Members noted the draft minutes of the Group Audit & Risk meeting.*

7. Internal Audit Plan

7.1 The Group CEO presented the internal audit plan and informed members our internal auditor advised that to include our annual assurance statement in the upcoming governance audit wouldn't be suffice as this area would require a full audit.

7.2 The three areas for audit as detailed in the appendices are Corporate Governance, Staff Recruitment and Retention and Purchase Payments and the follow up review. It was agreed within the recruitment and retention we would include board recruitment.

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

Resolution; *The Management Board approved the Internal Audit Plan for 2024/2025 Annual Return.*

8. Mortgage to Rent Report

8.1 The Head of Operations (HoO) presented this report and covered the process of the Scottish Governments mortgage to rent scheme.

8.2 A discussion was held around the benefits to all concerned relating to the purchase of a property and the financial consideration required as detailed within the covering report.

8.3 The HoO also informed the board he had contacted the Scottish Government to enquire further into the possibility of buying property within the area through a similar scheme. There is currently a paper being consulted on within the government on this matter.

The resolution was proposed by Louise McNicol and seconded by Tracey Johnstone.

Resolution; *the Management Board approved delegated authority to the Head of Operations to proceed with the purchase of the property at REDACTED and allow the letting of the property to the current occupant on a Scottish Secured Tenancy.*

9. Group Chief Executives Report

- 9.1 The GCEO delivered a verbal report and reported the Finance & Corporate Services Manager had started in their post.
- 9.2 The recent round of recruitment for the housing services assistant attracted 31 applicants. The interviews for modern apprenticeships will take place the week beginning 1 July 2024.
- 9.3 We will look to use an external agency to help us find board members who specialise in finance and housing. Jim Strang has submitted his resignation and will stand down at our AGM.
- 9.4 Members will receive a report at their next meeting in August on the implementation of Rubixx. Operations are progressing well but Finance has been slower to implement. Not all housing associations using Rubixx actually use the finance element and it is envisaged finance will be fully operational by the end of the week. All contractors have been paid and the first payment run from Rubixx will commence on Thursday 28 June. The GCEO reported staff moral has been ok since implementation.
- 9.5 All regulatory returns have been submitted on time and one query was received regarding the ARC around validation. This has been resolved.
- 9.6 Our external auditors are undertaking the finance audit and we will report the conclusions back to the group audit & risk committee. The recent Health & Safety audit will be reported when complete.
- 9.7 The GCEO explained she will be focusing on the landlord self-assessment as we prepare for the annual assurance statement.

Resolution; *The Management Board noted the GCEO's verbal update.*

10. Operational Policy Review

- 10.1 The HoO presented 2 reviewed policies on behalf of the Housing Services Manager. No material changes have been made to the Abandoned Policy and only one change was made in relation to deleting court action within the Former Tenant Arrears Policy.

The resolution was proposed by Ian Williams and seconded by Aidan McGrogan.

Resolution: *The Management Board approved the Abandonment Policy and the Former Tenant Arrears Policy.*

11. Governance Policy Review

- 11.1 The GCE presented 4 governance policies due for review and explained there were minimal amendments as demonstrated in tracked changes.
- 11.2 The Annual Development Policy for Governing Body Member had a section added to include the provision of using an independent consultant to carry out appraisals if and when required.
- 11.3 The succession planning policy was updated with potential candidates to replace the chair who has served a 5-year term. The GCE will email members to establish the board structure for the upcoming AGM.
- 11.4 There were no material changes to the Donations Policy or the Governing Body Expenses Policy and the GCE asked members to be mindful this policy is in place to be utilised.

The resolution was proposed by Aidan McGrogan and seconded by Tracey Johnstone.

Resolution; The Management Board approved:

- i) The Annual Development Policy for Governing Bodies;*
- ii) The Succession Policy;*
- iii) The Donations Policy; and;*
- iv) The Governing Body Expenses Policy.*

12. AOCB

- 12.1 The chair thanked the staff and fellow board members.

The meeting ended at 5:45pm

Date of next meeting 21 August 2024 at 5pm

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

Signed (Chair)

Date.....