

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING**

**Held on 27 April 2022 at 5pm in the Tannahill Centre, 76 Blackstoun Road and
via Hybrid by zoom**

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chair
Louise McNicol	Board Member
Laurie Kefalas	Board Member <i>(via zoom)</i>
Andy Wilson	Board Member <i>(via zoom)</i>
Helen Glassford	Board member <i>(via zoom)</i>
Jim Strang	Board Member <i>(via zoom) from item 13</i>

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Cindy McNeil	Governance & Corporate Services Manager
Catherine Aiton	Property Services Manager
Gavin Johnston	Property Asset Manager
Greg Richardson	Housing Services Manager
Teresa Gallagher	Minute Secretary

Apologies: Siphon Bazaya

Absent: Gary Russell

Leave of Absence: The Group Chief Executive Officer (GCE) explained Howard Dales has requested leave of absence due to having to attend the Governance Course with Napier University. The Board agreed to grant Howard Dales leave of absence until the end of June 2022.

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None

3. Minutes of previous meeting 30 March 2022

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

Resolution; *the minute of 30 March 2022 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising

There were no matters arising that would not be covered in the agenda

5. Minute of NTC meeting held on 31 March 2022

5.1 The GCE brought members up to date on issues highlighted in the minutes and further updates will be presented to the Board as necessary.

6. Treasury Management Strategy

- 6.1 The Finance & Corporate Services Manager (FCSM) presented the reviewed annual treasury management and strategy report and the risk map included in the appendices.
- 6.2 Members noted the amount and status of existing loans, the amount of stock secured against secured loans and management of cash available for investment.
- 6.3 No future proposed borrowings are included in the strategy, due to the potential development plans not being financially viable and insufficient Housing Association Grant.
- 6.4 The Association is financially sound and scores 11 on the risk map. Members were invited to discuss the risk map scoring and noted this would be revisited after Risk Management training has been carried out.
- 6.5 Our debt levels are low with 61% being on a fixed rate and debt per unit is lower than that of our peer group with low borrowing costs in comparison.

The resolution was proposed by Ian Williams and seconded by Howard Dales.

Resolution; *The Management Board approved the updated Treasury Management Strategy and Report.*

7. Group Chief Executives report

- 7.1 The GCE presented her monthly report to bring members up to date with significant changes to the operating environment
- 7.2 Members noted the salary increase has been finalised at 4.1%, the approved budget had the provision for 4.2%.
- 7.3 Work continues on the Equalities & Human Rights policy and procedure for collecting data in compliance with SHR's regularity framework. Members will be consulted on the policy which will be circulated before a draft version is presented for approval.

- 7.4 The final Covid return to be submitted to the Scottish Housing Regulator (SHR) was presented as an appendix for approval.
- 7.5 Members noted and discussed the update on issues arising in the NTC relating to rising costs and café operations. A final budget will be presented to the NTC Executive Committee at their meeting on 9 May 2022 and a report will come to the Management Board.

The resolution was proposed by Laurie Kefalas and seconded by Helen Glassford.

Resolution; The Management Board

- i) Noted the EVH April 2022 briefing included at Appendix 1
- ii) Noted the results of the recent salary increase ballot by both EVH members and the Union which have agreed a one-year salary increase deal of 4.1% for 2022/23:
- iii) Approved the content of the last Covid 19 Quarterly Return to the Scottish Housing Regulator;
- iv) Noted the recent Engagement Plan published by the SHR for the association which states FPHA are 'Compliant';
- v) Noted that the association Equalities and Human Rights Policy is still to be circulated to all Board members for consultation and that work continues to progress with the action plan in regards to Equalities Monitoring;
- vi) Noted a brief update on the NTC Executive Committee Meeting held on 21 March 2022 and its concerns around rising costs of energy and the operation of Café; and;
- vii) Noted that the Group Business Planning Away is scheduled to take place on the 18 May 2022 and approved the agenda located at Appendix 3.

8. Head of Operations Report

- 8.1 The Head of Operations (HoO) introduced the operational management team to the Board and took members through the key elements of his report.
- 8.2 Rent arrears have remained static at 3.45% against our target of 4.50%, this figure includes former tenant arrears. The Board expressed their gratitude to the team for this achievement. The Association received £15,000 from the Scottish Governments Covid arrears funding. However, the team envisage a rise in arrears due to the increase in energy prices and will monitor the situation.
- 8.3 There was a problem with the software reporting element for repairs and voids and an update will be presented at the next Management Board meeting. However, not all of our KPI's have been met which the Board were aware of due to the impact of Covid and resources.

- 8.4 Planned maintenance has progressed well in the year with installations of new kitchens, bathrooms and boilers, resulting in high tenant satisfaction results of 99% who were either very or fairly satisfied.
- 8.5 Electrical testing certificates are sitting at 88.3%. Access to properties have proved difficult and the property asset manager is trialling an initiative to address this.
- 8.6 Members noted the asset management strategy for the year ahead which will include a new stock condition survey.
- 8.7 Initiatives to develop other ways to be inContact with tenants has begun and it is hoped these initiatives will build trusting relationships with any tenants experiencing issues.
- 8.8 Members held a discussion around fuel poverty and what the Association can do to alleviate this. the HoO explained there are plans in place that will tie in with supporting our tenants as much as possible.

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

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

9. Procurement Report

- 9.1 The HoO presented this report to seek approval for the installation of 12 new kitchens that had been delayed due to the administration of our contractor.
- 9.2 A tender was issued on 19 March were 2 compliant responses were received.

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

Resolution; *The Management Board approved the contract for 12 kitchen installations to McGill Facilities Management Limited at the price contained within the covering report.*

10. Asset Management Strategy

- 10.1 The HoO presented the updated asset management strategy for approval and invited members to discuss the content. Members commented the strategy was very informative and reflective of the changes in the wider economy.

The resolution was proposed by Laurie Kefalas and seconded by Andy Wilson.

Resolution; *The Management Board approved the Asset Management Strategy.*

11. Mortgage to Rent Purchase report

- 11.1 The Housing Services Manager presented the succession policy and the Assignment, Sub-letting, Lodgers, Joint Tenancy & Mutual Exchange Policy for approval.
- 11.2 Both policies, attached with tracked changes as appendices, were reviewed in line with the policy schedule. Only minor additions were needed in relation to our new tenant portal.
- 11.3 The GCE presented the Management Team remit for approval and explained the meeting schedule specified in the document is on a monthly basis but more frequent meetings were held due to Covid and at present it is fortnightly. This will be reviewed at a later date.

Resolution; *The Management Board approved;*

- i) The Succession Policy, proposed by Louise McNicol and seconded by Laurie Kefalas*
- ii) The Assignment, Sub-letting, Lodgers, Joint Tenancy & Mutual Exchange Policy, proposed by Louise McNicol and seconded by Ian Williams.*
- iii) The Management Team Remit as contained within the covering report proposed by Ian Williams and seconded by Andy Wilson.*

12. Group Policy Review Report

- 12.1 The GCE presented the reviewed Inter Group Reporting Framework and the Whistle Blowing Policy for approval.
- 12.2 The reporting framework only required a few minor changes as highlighted in the tracked changes document at appendices 1.
- 12.3 The Group Whistle Blowing policy also highlights, by tracked changes, the amendments to this document.

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

Resolution; *The Management Board approved the Group Reporting Framework and the Group Whistle Blowing Policy.*

13. AOCB

- 13.1 The GCE explained an advert is being drawn up to recruit board members and asked board and staff members present if they could disseminate our search within the sector.

- 13.2 Members agreed a buddying system would be beneficial to any recruited members as personal experience of joining the board highlighted the benefits of a buddying system.

[Jim Strang joined the meeting at this point and expressed his apologies for being late due to an event he was attending finishing later than anticipated]

- 13.3 Members noted the advert would be circulated to EVH, SFHA, Good Moves and Linkdin.

The Chair expressed his thanks to the Board and staff.

The meeting ended at 18:25pm

Date of next meeting;

Wednesday 18 May 2022 at 5pm (time to be confirmed).

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

Signed (Chair)

Date.....