

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
Held on 29 May 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 (Zoom)
Kirsten Ferguson	Board Member
Jim Strang	Board Member
Helen Glassford	Board Member (Zoom)
Louise McNicol	Board Member (Zoom)
Laurie Kefalas	Board Member (Zoom)

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Jim Aird	Finance Consultant [to item 6]
Teresa Gallagher	Governance & Corporate Services Officer

Apologies: Tracey Johnstone

Absent: Aidan McGrogan,

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None.

3. Minutes of Meeting 24 April 2024

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

Resolution; *subject to recording apologies from Laurie Kefalas and the typo at 8.8, the minutes of the meeting held on 24 April 2024 2024 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Minutes 24 April 2024

- 4.1 At item 8, Members had queried progress on the action. The Head of Operations (HoO) confirmed a business case report would be prepared for presentation to the board.

5. Management Accounts to 31 March 2024

- 5.1 The Finance Consultant presented the management accounts to 31 March 2024 and took members through the main issues as highlighted within the covering report
- 5.2 The surplus for the period was £450,168 compared to the budget surplus of £424,265. Members were asked to note the adjustment for the Associations share of the overall pension liability of £298,000. Members held a discussion around the pension liability and commented it would be worthwhile the sector pressing ahead with this issue and which membership organisation would be better suited to pursue this.
- 5.3 Void losses were at 0.61% against the prudent budget of 0.75%. There were no issues or concerns to report for income and expenditure to the year end.
- 5.4 Cash balance was at £3.7m and this will be impacted as we catch up on planned and cyclical maintenance.
- 5.5 Members questioned the rise in costs for reactive maintenance and if this is something we should be concerned about. The HoO explained costs are increasing and we have had some very costly void properties. The new housing information system will enable us to analyse costs better and we expect to reduce costs in other areas. Members discussed the requirement to have an accurate prediction for the budget going forward.
- 5.6 Members queried the total of sum in the table of grants carried over and requested an explanation of these.

Action: explanation of grants carried over.

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

Resolution; *The Management Board approved the management accounts to 31 March 2024.*

6. Loan Portfolio 2023/2024 Annual Return

- 6.1 The Group CEO presented this report and explained the figures in the appendices had been checked for accuracy.
- 6.2 Members noted the covenant had been removed and we have one loan outstanding and one interest free loan with the Scottish Government.
- 6.3 Members asked for an explanation on the different unit numbers in the report and folio. The HoO explained we have 2 buildings used by RAMH which are split into 6 flats. This effectively brings our stock unit numbers to 810. Members requested a footnote in future returns to be included explaining this.

- 6.4 A discussion was held around the stock value and members noted a stock evaluation would be done in 12 – 18 months.
- 6.5 The GCE explained the small verification errors had been rectified and were relating to dates rather than figures.

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

Resolution; *The Management Board approved the Loan Portfolio 2023/2024 Annual Return.*

7. Annual Return on the Charter

- 7.1 The Head of Operations (HoO) presented the covering report and the annual return on the charter explained he had no concerns or issues over the past year's figures or performance for submission.
- 7.2 Members highlighted areas that may trigger response from the Scottish Housing Regulator (SHR) around senior management turnover and section 5 referrals. The HoO explained the background around section 5 referrals but would put some narrative in to explain those highlighted areas.
- 7.3 There was a correction to the Right First Time figure and this would be rectified before submission.
- 7.4 Members highlighted it would be beneficial going forward to have a trend analysis in the covering report and officers explained a trend analysis covering the past few years could be presented at the next Board business planning day.

The resolution was proposed by Helen Glassford and seconded by Kirsten Ferguson.

Resolution; *Subject to adding narrative and correcting figures in the right first time section, the Management Board approved the submission of the Annual Return on the Charter for 2023/24.*

8. Head of Operations Report

- 8.1 The HoO explained the implementation of the new housing information system was progressing well and the system will go live on Monday 3 June 2024.
- 8.2 As highlighted in the covering report, the progress on the potential purchase of the St Fergus site was discussed. It is envisaged the board will receive a report at their June meeting on whether the Association would wish to make a formal offer.
- 8.3 The board noted the issues highlighted with the planned DWP welfare migration, the steps the Association have taken to address this and hopefully mitigate the impact on our tenants.
- 8.4 Members discussed the making of Ferguslie plans and the potential opening of the Candren Burn.
- 8.5 Members noted there was no further information at present on the plans for the spare ground behind Bankfoot Road.

[Angela Chivers left the meeting at this point.]

8.6 A discussion was held around the 20-minute neighbourhood idea.

Action: Send board members further information regarding the 20 minutes neighbourhood.

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

[Helen Glassford left the meeting at this point]

9. Procurement Approval Report

9.1 The HoO sought approval to appoint CCG (Scotland) Ltd to undertake installation of new windows and doors based on the tendered sum of £580,252. The board were asked to further approve an extra cost to the installation of between £150,000 to £200,000. The board highlighted the huge increase on what was in the budget and commented it would have been useful to have included a paper to the budget retrospectively detailing the extra specifications requested. The HoO explained the increase would affect 30 years projections with a difference of £1.3m.

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

***Resolution:** The Management Board approved the appointment of CCG (Scotland) to undertake the installation of new windows and doors based on a tendered sum of £580,252.00 with an increase of £150,000 to £200,000 which includes the extra specification as explained in the covering report.*

9.2 There was one return on the tender for kitchen replacements received from MCN Scotland Ltd of £473,124. Four contractors had indicated that they were unable to tender for our work due to competing work demands.

The resolution was proposed by Jim Strang and seconded by Kirsten Ferguson.

***Resolution;** The Management Board approved the appointment of MCN Scotland Limited to install kitchens at the sum of £546,000.*

10. Chief Executives Report

10.1 The GCE presented this report and explained the Quarter 4 business plan update had been circulated late as it had been accidentally missed out in the papers issued. The GCE went on to explain some of the objectives in our business plan will progress with the implementation of our new housing

- information system. It is envisaged we would have a review of our objectives at the next business planning day.
- 10.2 Members noted the progress of the policy schedule.
 - 10.3 One of our housing services team has secured a promoted post at another housing association and we have issued recruitment posts for this and 2 modern apprentices. The Fiancé Consultant will do a handover with the appointed Finance and Corporate Services Manager. The board offered their thanks and gratitude to the finance consultant.
 - 10.4 Members were invited to the FLAIR annual conference to be held on 20 June 2024.
 - 10.5 A discussion was held around the legal definition of an RSL and what any potential change might mean for the sector.

Resolution; *The Management Board noted the GCE report.*

11. Redacted

12. Membership Approval

- 12.1 The Governance & Corporate Services Officer sought approval for an application for membership from a 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 Laurie Kefalas.

Resolution; *The Management Board approved the application for membership in the tenant category for S Gellalty.*

13. AOCB

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

The meeting ended at 7pm

Date of next meeting 27 June 2024 at 5pm

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

Signed (Chair)

Date.....