

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
Held on 30 March 2022 at 5pm
via Hybrid**

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chair (in person)
Louise McNicol	Board Member (<i>via zoom</i>)
Laurie Kefalas	Board Member (<i>via zoom</i>)
Jim Strang	Board Member (<i>in person</i>)
Andy Wilson	Board Member (<i>via zoom</i>)

In Attendance:

Catrina Miller	Group Chief Executive (<i>in person</i>)
Ivor McCauley	Head of Operations (<i>in person</i>)
Cindy McNeil	Governance & Corporate Services Manager (in person)
Teresa Gallagher	Minute Secretary (<i>in person</i>)

Apologies: Howard Dales, Gary Russell, Helen Glassford, Siphon Bazaya

Absent: None

Leave of Absence: None

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None

3. Minutes of previous meeting 23 February 2022

The resolution was proposed by Jim Strang and seconded by Laurie Kefalas.

Resolution; *the minutes 23 February 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 the special meeting 18 February 2022

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

Resolution; *the minutes of the special meeting held on 18 February 2022 were approved as a true and accurate reflection of the proceedings.*

6. Financial Procedures – Annual update

- 6.1 The Finance & Corporate Services Manager (FCSM) presented the reviewed financial procedures and explained the changes incorporate new electronic systems introduced during the pandemic which has now become our new way of working.
- 6.2 Members noted staff would be issued with a copy of the reviewed financial procedures.

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

Resolution; *The Management Board approved the updated financial procedures.*

7. Mini Audit of the Financial Regulations

- 7.1 The FCSM presented her report on the mini audit carried out on the financial regulations which had been fully reviewed and approved by the Board at their meeting in January 2021.

Resolution; *The Management Board noted the mini audit of the Financial Regulations.*

8. Head of Operations Report

- 8.1 The Head of Operations (HoO) presented his report and brought members up to date with operational matters in housing and property.
- 8.2 Rent arrears have been managed exceptionally well under the current climate and members noted the grant of £15,000 received from Covid-19 fund from Renfrewshire Council. Members complimented the housing services team and queried our performance against our peers. Members

were informed we are sitting well in comparison to our peer group and noted the administration and processes carried out ensure continued proactiveness.

- 8.3 Members queried if there was a concern about the rising costs of materials in relation to repairs on voids and were reassured we have allowed for this in our budget. No concerns with repairs and voids were reported but at present contractors' availability have dipped for periods due to covid.
- 8.4 The HoO explained a tender will be going out for our windows and doors programme and this will test the market conditions. Members were informed contractors out with the sector are finding costs levelling out again and this should filter down to the housing sector.

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

9. FPHA Business Plan update

- 9.1 The Group Chief Executive Officer (GCE) presented her report and appendices and took members through the achievements and objectives met to the end of quarter 4.
- 9.2 Members noted a business planning away day is being planned for the end of May / beginning of June
- 9.3 Members were informed some objectives in the business plan had already been met during the pandemic where groups were formed in the community to deliver services. One group in particular created a community garden with the support of the Ferguslie Group and are due to have compost delivered which has been recycled from our guttering programme.
- 9.4 The Asset management strategy continues to be worked on and a report will be presented to the Board. This has been held up due to other priorities and resources within the department.
- 9.5 A discussion was held around whether there was any correlation between the Renfrewshire City deal and the Green Freeport plans.
- 9.6 Members queried the creation of a tenancy sustainment officer post and intimated this role would be invaluable to the Association.

Resolution; *The Management Board noted the progress of the Business Plan to the end of March 2022 and the objectives met in years 1 and 2 of the business plan.*

10. Group Chief Executives report

- 10.1 The GCE presented her report and explained EVH and GWSF have issued their monthly reports as attached in the appendices. No pay award has been issued yet and has went to ballot. Members noted this will be a one-year deal and we have budgeted for 4.2%

- 10.2 The GCE explained she will be attending a meeting with the local authority in relation to assistance with Ukrainian refugees. Our current service level agreement with the council allows for 2 lets per year. Only 1 let in the FLAIR group has been carried out. The GCE will report back to the Board any progress in this area. Members were keen to offer any assistance we can. Members discussed the positive impact the Syrian community has had in Ferguslie.
- 10.3 Members noted the GCE had informed the Scottish Government of our intention to pause development on the Blackstoun Road development and had applied for a grant to cover fees accrued. Members discussed the issues facing the housing sector in delivering new builds and the changes required by the government to improve the Housing Association Grant as traditional build was no longer sufficient in going forward.
- 10.4 The GCE is working on the equalities action plan and policy review and some consultation will be undertaken. At present the Ferguslie Group are working toward the LGBT charter.
- 10.5 The draft budget and deficits for the NTC was discussed in length at their executive meeting. In particular the growing concerns in rising fuel costs and the café which has been operating in a deficit were addressed. We are looking at other funding streams at present to help alleviate the financial burden of the café
- 10.6 Members noted the Board training and business planning away day update.
- 10.7 A discussion was held around presence of our members as representatives at EVH, SFHA and GWSF.
- 10.8 The Scottish Housing Regulator will issue regulation plans on 31 March 2022 and members were pleased to be informed FPHA are in compliance.

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

Resolution; The Management Board;

- i) Noted that both EVH and GWSF have issued their March updates provided at Appendix 1 and 2 respectively;*
- ii) Noted that the Association Equalities and Human Rights Policy will shortly be circulated to all Board members for consultation and that work is progressing with the action plan in regards to Equalities Monitoring;*
- iii) 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;*
- iv) Noted the update on the Blackstoun Rd development and the Scottish Government Offer of Grant; and;*
- v) Noted the Board Training topics suggestions and that a Group Business Planning Away is to be scheduled for late May/early June.*

11. Policy Review

- 11.1 The HoO presented this report to seek approval for the Asbestos & Legionella policies.
- 11.2 Members were invited to discuss the content of the policies and noted the risk of asbestos and legionella within our stock is low.

The resolution was proposed by Louise McNichol and seconded by Jim Strang.

Resolution; *The Management Board approved the Asbestos Management Policy 2022 – 2025 and the Legionella Control Policy 2022 – 2025.*

12. Mortgage to Rent Purchase report

- 12.1 The HoO presented this report on behalf of the Property Asset Manager for approval to proceed with the offer to purchase the property at **[Redacted]** and allow the letting of the property to the current occupants on a Scottish Secure Tenancy.
- 12.2 Members noted the costs incurred in the purchase of this property and repairs required to bring it up to the SHQS standard as set out in the covering report.

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

Resolution; *The Management Board;*

- i) Approved authorization to proceed with the legal offer to purchase the property at **[Redacted]** and allow the letting of the property to the current occupants on an SST; and;*
- ii) Approved delegation to the GCE or Head of Operations as appropriate to ensure the offer is processed to completion in accordance with the agreed policy, context and conditions.*

13. AOCB

- 13.1 The FCSM explained funds sitting in our current account with Bank of Scotland are only earning interest at 0.01% and asked for authorisation from the board to set up a Nationwide 35-day access account which offers a 0.35%.

The resolution was proposed by Louise McNicol and seconded by Jim Strang.

Resolution; *The Management Board approved opening a 35-day access account with Nationwide and moving £1.25m to that account.*

The Chair expressed his thanks to the Board and staff.

The meeting ended at 18:15pm

Date of next meeting;

Wednesday 27 April 2022 at 5pm

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

Signed (Chair)

Date.....