

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
1 July 2020 at 5pm
VIA VIDEO CONFERENCE**

1. Welcome, Sederunt & Apologies

Present:

Louise McNicol	Chaired meeting
Richard Bolton	Board Member
Siphosami Bazaya	Board Member
Andy Wilson	Board Member
Barbara Walker	Board Member
Gary Russell	Co-opted Board Member

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Cindy McNeill	Finance & Corporate Services Manager
Teresa Gallagher	Minute Secretary
Scott McCready	Wylie & Bissett Auditor

Apologies:

Helen Glassford
Howard Dales
Ian Williams
Andrea McLaughlan
Gary Russell

Absent: None

Leave of Absence: None

2. Declarations of Interest

2.1 None

3. Minutes of previous meeting 27 May 2020

The resolution was proposed by Louise McNicol and seconded by Richard Bolton.

Resolution; *the minutes 27 May 2020 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising

4.1 There were no matters arising.

5. Draft Minutes of NTC meeting 3 June 2020

5.1 Members noted the minutes of the NTC Executive Committee meeting held on 3 June 2020.

6. Internal Audit

6.1 Scott McCready presented the annual report for 2019/20 and took members through the main issues as contained within the report.

6.2 Members noted the outstanding Disaster Recovery Plan is still being worked on and due to the current pandemic situation they should expect to receive it at a future meeting.

6.3 Scott then presented the proposed audit plan for 2020/21 and went over the planned audits and timescales.

6.4 Members noted two of these audits would tie in with the Tannahill Centre and if the pandemic situation doesn't allow access to the office, the audit can be done remotely with no issues.

The resolution was proposed by Barbara Walker and seconded by Richard Bolton.

Resolution; *The Management Board note the content of the Annual Report for 2019/20 and approved the Audit plan for 2020/21.*

7. Five Year Financial Projections

7.1 The Finance & Corporate Services Manager (FCSM) presented the five-year financial projections and explained these projections must be approved by the Governing Body for submission to the Scottish Housing Regulator (SHR).

7.2 Members were taken through the main issues contained within the covering report, in particular, the impact of the Coronavirus on the financial projections. These have been considered by the senior management team and as a result, inflation has been reduced in year 2 from 2% to 1.5%.

7.3 Members noted once the most recent stock condition survey results have been produced these will be incorporated into the financial projections at their update in February 2021.

- 7.4 In response to questions around planned maintenance and covenants, the Head of Operations (HoO) explained he was confident we would be within our covenants due to prudent procurement plans and process's.

The resolution was proposed by Barbara Walker and seconded by Siphon Bazaya.

Resolution; *The Management Board approved the five-year financial projections return to be submitted to the Scottish Housing Regulator.*

8. SHR Loan Portfolio Return

- 8.1 The FCSM presented the loan portfolio for approval and submission to the SHR.
- 8.2 Members noted the issues contained within the covering report and the appendix.

The resolution was proposed by Andy Wilson and seconded by Richard Bolton.

Resolution; *the Management Board approved submission of the Loan Portfolio Return to the Scottish Housing Regulator.*

9. Annual Return on the Charter

- 9.1 The HoO presented the Annual Return on the Charter and covering report to seek approval from the Board to submit this to the SHR.
- 9.2 Members noted work has begun on a comparison document to look at trends over previous submissions.
- 9.3 Members commented how performance continues to improve in the Association.

Resolution; *the Management Board unanimously approved submission of the Annual Return on the Charter to the Scottish Housing Regulator for the period 2019/20.*

10. Business plan 2017 - 2020

- 10.1 The GCE presented her covering report and took members through the main issues contained within the covering report.
- 10.2 Members noted areas where KPI's had not been achieved and were satisfied with the background and explanation behind these.

Resolution; *The Management Board noted the performance achieved in its business plan for 2017 – 2020.*

11. Group Chief Executives Report

- 11.1 The GCE presented her report to update members on issues which have arisen since the previous meeting in May 2020.
- 11.2 Members were pleased to hear the Association was successful in obtaining £85,000 in funding from the Supporting Communities Fund. Collectively, the Ferguslie Group have brought in funding of nearly £200,000 for the community.
- 11.3 Members noted a paper will be presented at the next meeting to discuss the planned changes to the Associations model rules.

The resolution was proposed by Louise McNicol and seconded by Barbara Walker.

Resolution; *The Management Board;*

- i) Approved the extension of the Association's participation in the UK Government's Job Retention Scheme to the end of July 2020;*
- ii) Noted the information provided in relation to NTC and the work currently being carried out;*
- iii) Approved the SHR Monthly Return for May 2020 in relation to COVID-19 statistic that they are collating for the Scottish Government; and;*
- iv) Noted that the Association has been successful in their submission to the Supporting Communities fund for £85k.*

12. Head of Operations Report

- 12.1 The HoO presented this report to update members on operational performance.
- 12.2 Members noted rental income and arrears figures but these figures don't yet include payments for universal credit which will change some balances as highlighted within the table on page 1 of the covering report.
- 12.3 Allocations remain suspended at present due to the current situation and there are currently 8 void properties. To enhance letting these properties we are developing the use of a video to market void properties.
- 12.4 The welfare rights service has continued throughout lockdown and it is envisaged the service will get busier once the Department of Work and Pensions commence assessments again.
- 12.5 Due to the pandemic, we have tenants who have been shielding and refusing access for the annual gas safety check. Members noted the

number of lapsed certificates and that staff have an audit trail to evidence continuous communication with tenants in those properties.

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

13. Procurement – Electrical Testing

- 13.1 The HoO presented this report to seek approval to appoint a contractor to provide electrical testing for the Association.
- 13.2 Members noted the tender process which was undertaken and the results which were agreed by both managers in Property Services.

The resolution was proposed by Louise McNicol and seconded by Siphon Bazaya.

Resolution; *Management Board approved to award Consilium Contracting Services the contract to provide electrical testing.*

14. Membership Cancellation

- 14.1 The Governance & Corporate Services Coordinator presented this report and explained she had undertaken a review of the membership list which had highlighted one tenant member who had sadly passed away.

The resolution was proposed by Barbara Walker and seconded by Richard Bolton

Resolution; *The Management Board approved to cancel the membership (Redacted, confidential information)*

15. AOCB

- 15.1 The GCE informed members of the necessity to raise the limit on the Associations credit card due to more purchasing of items to deliver services connected to the funding we have been awarded. Members duly noted the credit cards raised limit.

The meeting ended at 7 pm

Dates of next meeting; 19 August at 5pm

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

Signed (Chair)

Date.....