

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
22 April 2020 at 4pm  
VIA VIDEO CONFERENCE**

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Howard Dales	Vice Chair
Louise McNicol	Board Member
Richard Bolton	Board Member
Siphosami Bazaya	Board Member
Helen Glassford	Board Member
Andrea McLaughlan	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 McNeil	Finance & Corporate Services Manager
Teresa Gallagher	Minute Secretary

**Apologies:**

Andy Wilson

**Absent:**

**Leave of Absence:**

**2. Declarations of Interest**

2.1 None.

**3. Minutes of previous meeting 26 February 2020 including confidential Minute**

3.1 Two amendments were noted from the minutes, Howard Dales was on leave of absence and at 12.2, initiated was replaced with indicated.

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

**Resolution;** *Subject to the noted amendments, the minutes of 26 February 2020 were approved as a true and accurate reflection of the proceedings.*

#### **4. Matters Arising**

4.1 There were no matters arising.

#### **5. Action List**

5.1 The Head of Operations will email the Board with a written statement in relation to item 14 in the action list.

#### **6. Notifiable Event**

6.1 The Group Chief Executive (GCE) explained the report was compiled due to the Coronavirus pandemic which has impacted on the Associations ability to carry out services.

6.2 A notifiable event was submitted to the Scottish Housing Regulator on 19 March 2020 and was acknowledged and further update was submitted on 2 April.

6.3 Members noted this notifiable event will remain open until the pandemic is over.

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

**Resolution;** *The Management Board noted and approved the content of the covering report and appendix.*

#### **7. Business Plan 2020 - 2023**

7.1 The GCE presented the draft of the final business plan and explained once we are back in the office, the separate sections provided via the dropbox will be amalgamated into one complete document and uploaded to our website.

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

**Resolution;** *The Management Board approved 3 year business plan.*

## **8. Chief Executive Report**

- 8.1 The GCE took members through her covering report and discussed the main issues contained within the report.
- 8.2 Members queried our existing contracts and the measures that have been put in place.
- 8.3 Members also noted the NTC Executive Committee would be meeting but at the moment all sub committees would be suspended.

The resolution was proposed by Helen Glassford and seconded by Louise McNicol.

### ***Resolution; the Management Board;***

- i) Approved the subsequent up-dates and operational decisions taken by the GCE so far;*
- ii) Approved further Board meetings to be held virtually for the foreseeable future as per email dated 31 March 2020;*
- iii) Agreed to suspend sub-committee meetings for the foreseeable future until such times as normality resumes;*
- iv) Approved the establishment of a Covid 19 Emergency Committee and the terms of reference set out in section 3 of the report, and agreed Andrea McLaughlan becomes the 4<sup>th</sup> member of the Committee;*
- v) Approved participation in the UK Governments Job Retention Scheme but at full pay and conditions as at 1 April 2020, and delegated to the GCE authority to make decision on appropriate staff to furlough;*
- vi) Approved the list of staff members to be furloughed at section 5 in the covering report;*
- vii) Agreed to delegate authority to the GCE to distribute the Donation Fund as appropriate and instructed her to report monthly to the Board on its distribution; and;*
- viii) Noted the information requirement from the SHR.*

## **9. Head of Operations Report**

- 9.1 The Head of Operation (HoO) presented his report and gave an update on changes to his report since it was distributed.
- 9.2 Members noted the systems in place to monitor the financial impact the Covid 19 pandemic will have on the Associations income.
- 9.3 Members also noted the Senior Management Team (SMT) are meeting twice weekly to ensure lines of communication remain open.
- 9.4 The HoO reported grounds maintenance work had ceased but after carrying out risk assessments it was agreed open space maintenance could still be carried out.

- 9.5 The HoO informed the Board that the Mears Group had issued 6 months' notice as per our contract with them, to end their contract with us. It was noted that the same contractor had given other Housing Associations in the sector 13 weeks' notice.
- 9.6 The Board held a lengthy discussion around this issue and noted the SMT have since been working on a strategy. Assurance was given to the Board a solution would be in place by the end of the contract.
- 9.7 The Board discussed the current issues surrounding gas safety checks and were assured all reasonable steps have been taken to gain access to properties.

**Resolution;** *the Management Board noted content of the HoO report and verbal update given on the grounds maintenance and Mears 6 month notice to end their contract.*

## **10. Planned Maintenance Programme 2020/21**

- 10.1 The HoO presented this report on behalf of the Property Asset Manager to seek approval for the planned maintenance work to be carried out in this financial year.
- 10.2 Members queried whether some of this work would slip due to the current situation we are in. The HoO explained there may be some slippage and they have been looking at a preferred route of collective buying. Members noted the SMT will continue to monitor the situation and report back to the Board if any material changes occur.

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

**Resolution;** *The Management Board Approved the;*

- i) Planned Investment Programme for 2020/21;*
- ii) Procurement of works through the iFlair Framework 2020-2024 ;*
- iii) Procurement of the bay window works at 46 – 72 Dalskeith Road; and;*
- iv) Procurement of electrical testing for 2020/21.*

## **11. Policy Review**

- 11.1 The Finance & Corporate Services Manager (FCSM) presented 3 policies for approval, the Financial Procedures, the Group Anti Fraud, Bribery & Corruption Policy and the Group Home Working Policy.
- 11.2 Due to the current situation the Home Working Policy was brought forward and is working well. Due to the number of licences we have, staff are working to a rota to ensure everyone can access SDM.

11.3 Members requested reviewed policies should be presented with tracked changes.

The resolution was proposed by Ian Williams and seconded by Helen Glassford.

**Resolution;** *The Management Board approved;*

- v) The reviewed and updated Financial Procedures;*
- vi) The Group Anti-Fraud, Bribery & Corruption Policy; and;*
- vii) The Group Home Working Policy*

11.4 The HoO presented the Abandonment Policy for approval on behalf of the Housing Services Manager.

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

**Resolution;** *The Management Board approved the Abandonment Policy.*

## **12. AOCB**

12.1 None

**The meeting ended at 5:20pm**

**Dates of next meeting; 27 May at 5pm**

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

Signed (Chair) .....

Date.....