

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
24 February 2021 at 5pm  
VIA VIDEO CONFERENCE**

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Louise McNicol	Board Member
Jim Strang	Board Member
Howard Dales	Board Member

**In Attendance:**

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

**Apologies:** Andrea McLaughlan, Helen Glassford, Gary Russell, Andy Wilson, Siphon Bazaya

**Absent:** Lucia Mumbure

**Leave of Absence:** None

The chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 27 January 2021**

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

***Resolution;** the minutes 27 January 2021 were approved as a true and accurate reflection of the proceedings.*

**4. Matters Arising**

4.1 There were no matters arising.

**5. Draft NTC Executive Committee Minutes 8 February 2021**

5.1 Members noted the draft minute of the NTC executive committee and 2 amendments would be applied to the date of the management accounts.

**6. Draft Minutes of Group Audit & Risk meeting 10 February 2021**

6.1 Members noted the draft minute of the Group Audit & Risk Committee held on 10 February 2021.

**7. Draft Minutes Staffing Subcommittee held on 11 February 2021**

7.1 Members noted the draft minute of the Staffing Subcommittee held on 11 February 2021.

**8. Management Accounts to 31 December 2021**

8.1 The Finance and Corporate Services Manager (FCSM) The FCSM screenshared the Management Account's to 31 December 2020 and took members through the main issues as contained within the covering report.

8.2 Members noted the unprecedented surplus made in the period is due to the pandemic which has delayed planned works. Grants were also received which are still to be fully spent.

8.3 The FCSM discussed the current rent arrears and members commented the staff team have done well in this area, although they suspect the full impact of the pandemic has yet to come.

The resolution was proposed by Jim Strang and seconded by Howard Dales.

***Resolution;*** *The Management Board approved the Management Accounts to 31 December 2020.*

**9. Final Budget 2021/2022**

9.1 The FCSM presented the final budget for the year 2021/2022 and took members through the main points as highlighted in the covering report.

9.2 The FCSM screenshared the final budget for 2021/22 and discussed at length the issue surrounding our covenants and discussions that have been held with our loan provider. Members noted should the bank not grant the covenant amendment; a revised budget will be brought back to the board for approval.

The resolution was proposed by Jim Strang and seconded by Howard Dales.

**Resolution;** *the Management Board approved the annual budget for 2021/2022 subject to the covenant amendment being granted by the Royal Bank of Scotland.*

## **10. 30 Year Financial Projections**

- 10.1 The FCSM screenshared the 30-year financial projections and members noted the update on the amendments to voids and bad debts.
- 10.2 Members commented it may be worthwhile to run a different rent increase sensitivity analysis to determine the affect on our covenants.

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

**Resolution;** *The Management Board approved the updated 30-year financial projections.*

## **11. Head of Operations Report**

- 11.1 The Head of Operations (HoO) presented his covering report and updated members on the performance targets for arrears, voids, allocations, gas safety, planned and cyclical works and repairs.
- 11.2 The HoO discussed the issues that arose with the appointed electrical contractor, hence the proposal to appoint a new contractor in their place.
- 11.3 Members noted the agreement between the association and the contractor to exit the framework based on no claim for any loss.

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

**Resolution;** *The Management Board noted the content of the operations report and approved to appoint Alwurk Electrical.*

## **12. Garden Maintenance Tender Report**

- 12.1 The HoO presented his covering report to seek approval to appoint a garden maintenance contractor.
- 12.2 Members discussed the results of the tender and noted the process carried out in the tender through Public Contracts Scotland.

- 12.3 Members noted the proposed award would be for 2 year with an option to extend by 12 months.

The resolution was proposed by Howard Dales and seconded by Jim Strang.

**Resolution;** *The Management Board approved the award of the grounds maintenance contract to Nurture Landscapes for up to 3 years.*

### **13. Procurement Policy Review**

- 13.1 The HoO presented the review and updated procurement policy and sought approval from the management board for its implementation.

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

**Resolution;** *The Management Board approved the Procurement Policy for 3 years until January 2024.*

### **14. Tenant Participation Strategy Consultation Outcome Report**

- 14.1 The HoO presented this report on behalf of the Housing Services Manager (HSM) and explained we had entered into the Scottish Governments Next Steps programme facilitated by Tenant Participation Advisory Service (TPAS).
- 14.2 A discussion was held around ways to create a scrutiny group and it was agreed once the pandemic was over we could tap into the NTC and become more visible on the estate again.

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

**Resolution;** *The Management Board approved the Tenant Participation Strategy 2021 – 2023.*

### **15. Former Tenants Write Off Report**

- 15.1 The HoO presented this report on behalf of the HSM to seek approval from the Board to write off former tenant arrears and credits.

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

**Resolution;** *The Management Board approved;*  
*i) The write off of the former tenant rent arrears of £3,023.51;*

- ii) *The former tenant rent credits of £160.53; and;*
- iii) *The management transfer case of £603.14.*

## **16. Former Tenant Arrears Policy**

16.1 The HoO presented this report on behalf of the HSM to seek approval from the Board to

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

***Resolution;*** *The Management Board approved the updated 30 year financial projections.*

## **17. Business Continuity Plan**

17.1 The Group Chief Executive Officer (GCE) presented the business continuity plan and explained this policy would be reviewed in 6 months' time by the Senior Management Team.

17.2 A discussion was held around the process for keeping our back up data and the board were satisfied the current process in place is adequate but will be reviewed when necessary.

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

***Resolution;*** *The Management Board approved Business Continuity Policy and Plan.*

## **18. GCE Report**

18.1 The GCE presented her report and informed members the Tannahill Centre were successful in obtaining a SURF award for their services in the community. Members commented the centre has been very proactive in response to the pandemic.

18.2 The GCE explained she had compiled the monthly return to the Scottish Housing Regulator (SHR) for January 2021 and there has been no change in services to tenants or working arrangements since the last report to the board on 27 January 2021.

18.3 Members were informed of the reasons behind the decision to seek approval to an amendment in relation to the Property Services Manager post. This temporary post is due to end in August 2021 but due to the planned works programme being delayed and future planned programmes,

it has become apparent this post should become permanent. At their meeting on 11 February, the staffing subcommittee agreed to take this recommendation to the full board for approval.

**Resolution; The Management Board;**

- i) *Approved the SHR Monthly Return for January 2021 in relation to COVID-19 statistic; **proposed by Jim Strang and seconded by Ian Williams;***
- ii) *Noted that NTC have won a SURF Award from the category Community Led Regeneration;*
- iii) *Agreed the association position with regards to the EVH Wage negotiation ballot; **proposed by Jim Strang and seconded by Ian Williams;***
- iv) *Approved changing the associations EVH representative from Ian Williams to Jim Strang, proposed by **Howard Dales and seconded by Ian Williams;***
- v) *Noted the recent EVH briefing received for information;*
- vi) *Approved the Staffing Subcommittee's recommendation to amend the Staffing Structure to make the temporary post of Property Asset Manager to a permanent post; proposed by **Howard Dales and seconded by Ian Williams;** and;*
- vii) *Noted the contents of the GWSF Briefing note February 2021 for information*

**19. Proposal for FLAIR Partnership with the Scottish Refugee Council**

19.1 The GCE presented this report to seek approval from the Board to enter into a two year partnering agreement with the Scottish Refugee Council (SRC).

19.2 Members were taken through the proposal, background and the benefits of being involved with the SRC.

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

**Resolution;** *The Management Board approved the Association as a FLAIR member, to enter into a 2-year partnering agreement with SRC on the understanding that we will accept 2 nominations each year from SRC and that the FLAIR /SRC agreement is duly signed.*

**20. AOCB**

20.1 The chair raised the possibility of the Centre being used in future as a polling station.

**The meeting ended at 7pm**

**Date of next meeting;**

31 March 2021 at 5pm

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

Signed (Chair) .....

Date.....