

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING**

**Held on 25 January 2023 at 5pm via Hybrid (zoom) and in the Associations
Offices, The Tannahill Centre, 76 Blackstoun Road, Paisley, PA3 1NT**

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chair
Laurie Kefalas	Board Member (via zoom)
Tracey Johnstone	Board Member
Kirsten Ferguson	Co-opted Board Member (via zoom)
Angela Chivers	Co-opted Board Member
Jim Strang	Board member

In Attendance:

Catrina Miller	Group Chief Executive
Teresa Gallagher	Minute Secretary
Greg Richardson	Housing Services Manager
Ivor McCauley	Head of Operations

Apologies: Louise McNicol, Helen Glassford, Howard Dales, Andy Wilson, Aiden McGrogan

Absent: none

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None

3. Minutes of Meeting 14 December 2022

The resolution was proposed by Jim Strang and seconded by Tracey Johnstone.

Resolution; *the minutes of the meeting held on 14 December 2022 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Minutes 14 December 2022

- 4.1 Members queried if the rent consultation was on going at present and the Head of Operations (HoO) confirmed it was.
- 4.2 Agenda item 6, the Group Chief Executive Officer (GCE) explained a mini audit had been carried out which confirmed the proper process was followed.

5. Draft Minutes of the Staffing Sub Committee held 18 January 2023

- 5.1 The Management Board noted the minute of the staffing subcommittee held on 18 January 2023. Both the Chair and Board member Jim Strang were present at this meeting and had nothing to add to the minute.

6. Procurement Report

- 6.1 The HoO presented this report on behalf of the Property Asset Manager to seek approval on 3 returned tenders.
- 6.2 He explained in keeping within the financial regulations, the Board are required to approve the cost of the proposed medical adaption as it exceeds the authorisation limit for senior officers. Members noted this cost would be drawn down from the Scottish Government medical adaptations funding.
- 6.3 Members queried the type of adaptation and were satisfied it was a permanent adaptation that would ensure the partly accessible property is now fully accessible. It was noted a programme of works to address other properties of the same type would be undertaken to ensure they are all fully accessible.
- 6.4 The HoO explained approval is sought to appoint a contractor for the outstanding bathrooms programme and explained in comparison the price per unit is reasonable under the current climate.
- 6.5 The third tender for approval was for significant repair and replacement works to facias and soffits on one of our properties. Members commented using a darker colour of render would be more sustainable as it wouldn't discolour as quick.

Resolution; The Management Board approved:

- i)* The appointment of Digby Landscaping & Maintenance Ltd to undertake the adaptation work required at the property noted in the covering report; proposed by Jim Strang and seconded by Ian Williams;
- ii)* The appointment of contractor MCN Scotland to install 35 bathrooms that were outstanding on the planned investment programme; proposed by Ian Williams and seconded by Angela Chivers; and;

- iii) The appointment of contractor Timetra Ltd to undertake the repair and replacement works to the property noted in the covering report, proposed by Tracey Johnstone and seconded by Laurie Kefalas.

7. GCEO Report

- 7.1 The GCE gave a verbal update on this agenda item and intimated she would email members a copy of this report and the business planning timeline.
- 7.2 GWSF have circulated an update on the proposed rent increase of other RSL's and the ongoing issues with the Scottish Government rent cap. Members expressed disappointment at the lack of transparency in the way negotiations were carried out on behalf of the sector. There was no board member involvement and no notes of these meetings made public.
- 7.3 Members discussed in detail the report of a cyber-attack at another RSL and they noted the steps taken by the Finance & Corporate Services Manager to mitigate risk of this happening to us.
- 7.4 The Scottish Housing Regulator (SHR) have issued guidance on how the sector should carry out survey's for tenants and service users. The SHR has also been in touch to enquire about our proposed rent increase which we will have to submit before 28 February 2023. Members noted this information is normally submitted within the annual return on the charter each year in May.
- 7.5 More work is required to bring together the business plan for both organisations and condense these into the one document. A draft copy will be issued in 2 sections for board members to consult on. Members queried whether our internal auditor would be included in this consultation. It was agreed to include them in the consultation.

Resolution; *The Management Board noted the GCE verbal update.*

8. Group Documents Review

- 8.1 The GCE presented this report to seek approval on the reviewed Group Strategy Statement and the Service Sharing Agreement.
- 8.2 Members discussed the wording of the wording of the strategy statement and intimated the group will have to fulfil the statement "to serve the best community in Scotland".
- 8.3 The GCE explained the service sharing agreement hasn't changed in legal terms and members commented this agreement should be reviewed on an annual basis.

The resolution was proposed by Ian Williams and seconded by Angela Chivers.

Resolution; *The Management Board approved the amended Group Strategy Statement and the reviewed Service Sharing Agreement.*

9. HR Policy Review

- 9.1 The GCE presented explained 3 policies were presented at the staffing subcommittee on 18 January 2023 where they were recommended for approval to the Management Board.
- 9.2 Members intimated the Flexi-Time and TOIL Policy should be reviewed in one years' time to ascertain how the blended working approach is functioning.

The resolution was proposed by Tracey Jonstone and seconded Jim Strang.

Resolution; *The Management Board approved*

- i) The Flexi-time and TOIL Policy, to be reviewed in one year;*
- ii) The Flexible Working Policy; and;*
- iii) The Stress Management Policy.*

10. Draft Rent Arrears Policy

- 10.1 The HoO presented this report on behalf of the Housing Services Manager to seek approval for the reviewed rent arrears policy to be made available for consultation until 28 February 2023. The final policy will be presented for approval to the Board by the end of April 2023.
- 10.2 Members noted the recent attempts of engaging with tenants on this policy and will continue to look at other ways of ensuring engagement, such as pop up tents in the estate which proved popular last year for another project.
- 10.3 Members commented the arrears letters offer support and good advice for those in arrears. Members also queried if staff do home visits or evening visits to combat arrears. The HoO intimated we don't have a high level "hard to reach" cases and our current methods of engagement are sufficient.

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

Resolution; *The Management Board approved the draft Rent Arrears Policy to be made available for the consultation period.*

11. Share membership Report

- 11.1 The Governance & Corporate Services Co-ordinator presented this report to seek approval for a tenant member's application for Association membership.

The resolution was proposed by Ian Williams and seconded by Angela Chivers.

Resolution; *The Management Board approved Association Membership in the tenant category for Katrina Piggott.*

12. AOCB

- 12.1 Members held a discussion around smart meters and the tactics energy companies are using to force people to sign up for these. The HoO explained 2 of our staff are qualified to deliver energy advice service to tenants which includes helping them deal with utility companies.
- 12.2 The Chair gave his thanks to the staff and fellow board members.

The meeting ended at 18.25 pm

Date of next meeting

Board meeting 23 February 2023

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

Signed (Chair)

Date.....