

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

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chair
Louise McNicol	Board Member
Jim Strang	Board Member
Gary Russell	Board Member
Andy Wilson	Board Member
Sipho Bazaya	Board Member
Lucia Mumbure	Board Member

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations (from item 10)
Cindy McNeil	Governance & Corporate Services Manager
Teresa Gallagher	Minute Secretary

Apologies: Helen Glassford, Howard Dales

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 31 March 2021

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

Resolution; *the minutes 31 March 2021 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising

4.1 There were no matters arising.

5. Actions Update Report

5.1 The Group Chief Executive Officer (GCEO) presented the action list and reported the Finance and Corporate Services Manager (FCSM) has been meeting with our lender (Royal Bank of Scotland) and that the covenant relaxation request will be going to their credit committee at the end of April.

6. Financial Procedures

- 6.1 The FCSM presented her covering report and financial procedures tracked changes appendix.
- 6.2 She explained these procedures are reviewed and updated as necessary on an annual basis.

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

Resolution; *The Management Board approved the updated Financial Procedures.*

7. Treasury Management Report and Strategy

- 7.1 The FCSM screenshared the loan appendices and took members through her covering report.
- 7.2 Members noted the update given on our secured stock and valuation data, loan information, asset cover information, details of secured and unsecured stock, future proposed borrowings, projected cash flow position, covenant compliance, interest earnings from surplus finds, compliance with policy and the treasury strategy for the next 12 months.

The resolution was proposed by Ian Williams and seconded by Gary Russell.

Resolution; *The Management Board approved the annual treasury management and strategy report.*

8. Procurement Appointment – Kitchens, Bathrooms and Boilers

- 8.1 The GCEO presented this report on behalf of the Head of Operations (HoO).
- 8.2 She explained to members this contract was approved by email by as agreed at our last Board meeting on 31 March 2021.

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

Resolution; *The Management Board noted the approved award of contract for kitchens, bathrooms and boilers to L&D Services for up to 4 years based on an annual review of performance by the contractor.*

9. Head of Operations Report

- 9.1 The GCEO presented this report on behalf of the HoO.
- 9.2 Members noted the recommencement of the performance management report which has changed format slightly.
- 9.3 Members were taken through the main issues highlighted within the covering report and appendices.

Resolution; *The Management Board noted the content of the HoO covering report and appendices.*

10. Group Chief Executive Report

- 10.1 The GCEO presented her report and attached appendices to report on progress of tracked issues and to seek approval for the monthly Scottish Housing Regulator return in relation to the Covid-19 statistic.

[Ivor McCauley joined the meeting]

- 10.2 Members were taken through the covering report and noted the continuation of services whilst adhering to restrictions.
- 10.3 Members noted Andrea McLaughlans departure from the Board and a recruitment drive has begun for potential tenant board members.

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

Resolution; *The Management Board;*

- i) *Approved the SHR Monthly Return for March 2021 in relation to COVID-19 statistic;*

- ii) *Noted the update provided with regards to services resuming for tenants and general update on staff;*
- iii) *Noted the work being carried out by NTC in the community with funding received from FPHA's successful Covid Recovery Fund bid;*
- iv) *Noted that Andrea McLaughlan is no longer a FPHA Board Member and that an advert has been placed in the next edition of FPHA Tenant's newsletter;*
- v) *Noted the EVH monthly briefing;*
- vi) *Noted that management training has been sourced for the Senior Management Team; and;*
- vii) *Noted that the Office Refurbishment Report will come to the next Board meeting in May 2021.*

11. AOCB

- 11.1 The GCEO presented the business plan update to the year 2021/22 and explained to members due to the pandemic a general review of the Business Plan was undertaken and although no material changes were required it was necessary to add the threat of Covid-19 and amend board members names. A tracked changes appendix was provided to members to illustrate proposed changes.

The resolution was proposed by Ian Williams and seconded by Gary Russell.

Resolution; *The Management Board approved the 2021/22 update to the FPHA Business Plan for 2022 to 2023 and noted the achievements to date in meeting the objectives set for year one of the plan.*

The meeting ended at 6pm

Date of next meeting;

19 May 2021 at 5pm

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

Signed (Chair)

Date.....