

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

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Louise McNicol	Board Member
Richard Bolton	Board Member
Andy Wilson	Board Member
Helen Glassford	Board Member
Siphosami Bazaya	Board Member
Jim Strang	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

**Apologies:** Andrea McLaughlan

**Absent:** Gary Russell, Howard Dales, Lucy Mumbure

**Leave of Absence:** None

The chair introduced co-opted board member Jim Strang and welcomed him to the Board.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 19 August 2020**

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

***Resolution;*** *the minutes 19 August 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 AGM 9 September 2020**

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

***Resolution;** the draft minutes of the AGM held on 9 September were approved as a true and accurate reflection of the proceedings.*

#### **6. Draft Minutes of SGM 9 September 2020**

The resolution was proposed by Ian Williams and seconded by Siphon Bazaya

***Resolution;** the draft minutes of the SGM held on 9 September were approved as a true and accurate reflection of the proceedings.*

#### **7. Minutes of Special Meeting 9 September 2020**

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

***Resolution;** the draft minutes of the special meeting held on 9 September were approved as a true and accurate reflection of the proceedings*

#### **8. Draft Minutes of NTC Executive Committee 17 August 2020**

8.1 The Members noted the draft minutes of the NTC meeting.

#### **9. Pensions Update**

9.1 The Finance & Corporate Services Manager (FCSM) presented this report to update members on the SHAPS pension scheme.

9.2 The Association continues to be low risk and the next triennial valuation of the funding position will take place 30 September 2021.

***Resolution;** the Management Board noted the Association continues to be rated as a low risk on the basis of the 2020 SHAPS Financial Assessment.*

#### **10. Mini Audit of Financial Regulations**

- 10.1 The FCSM explained a mini audit of the financial regulations has been reviewed and there are no proposed changes at this time. The next full review will be carried out in January 2021.

**Resolution;** *The Management Board noted the financial regulations review has been carried out and no amendments are considered to be required at this time.*

## **11. Assurance Statement Report**

- 11.1 The GCE presented this report and attached appendices to update members of progress with the annual assurance statement.
- 11.2 This year due to the pandemic, the Scottish Housing Regulator (SHR) has extended the date for submission of the annual assurance statement to 20 November 2020.
- 11.3 A draft statement will be presented at the October meeting for discussion with the view to producing a final statement for signature and approval at the Board meeting in November.

**Resolution;** *The Management Board noted:*

- i) the requirement to provide the SHR with a signed Annual Assurance Statement by no later than the 30 November 2020;*
- ii) the content of the updated Self Assurance Form as at September 2020;*
- iii) the content of the Policy Schedule as at September 2020;*
- iv) the outstanding item contained within the current AIP as at September 2020;*
- v) the content of the Internal Audit, Annual Report 2019/20; and;*
- vi) the content of the Annual Review of Internal Controls Effectiveness.*

## **12. Chief Executives Report**

- 12.1 The GCE presented this report to update members on the job retention scheme status, the group Covid response, continuing communication with Renfrewshire Council in relation to their Strategic Housing Investment Plan (SHIP), the Groups Investors in People status and FLAIRs AGM.
- 12.2 Members were asked to approve the SHR monthly return and the programme of meetings.

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

- i) Approved the SHR Monthly Return for August 2020 in relation to COVID-19 statistic that they are collating for the Scottish Government;*
- ii) Noted the one month extension to the submission of the association's Annual Assurance Statement and two month extension to December for issuing the FPHA Landlord Report 2019/20;*
- iii) Noted feedback has been provided to Renfrewshire Council as part of their SHIP consultation in relation our interest in the vacant Blackstoun Road site;*
- iv) Noted that the FLAIR AGM has been set for the 18<sup>th</sup> November 2020 at 6pm;*
- v) Approved the reintroduction of Board meetings from November 2020 onwards and the proposed meeting schedule for the year 2020/21; and;*
- vi) noted the contents of this report.*

**13. Head of Operations Report**

- 13.1 The Head of Operation (HoO) presented this report to update the board on operational issues in the Association.
- 13.2 He took members through the rental income and arrears figures and members expressed their gratitude and thanks to the staff who have been proactive throughout the pandemic to keep arrears at a stagnant level.
- 13.3 Members noted the update on the progress of tenders for the Associations repairs and maintenance contract.
- 13.4 Planned and cyclical works are progressing well but Gas Safety checks are still proving to be problematic and updates will be provided to the Board at their next meeting.
- 13.5 A discussion was held around the welfare rights service set up and the view to bringing the team back as soon as possible.

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

**14. Blackstoun Oval Report**

- 14.1 The HoO presented this report to seek approval to procure for the cost of a consultant / management agent and approve the procurement of a design team, both on a speculative basis.

**Resolution;** *the Management Board approved the procurement of a cost consultant/management agent and the procurement of an architectural led design team.*

**15. AOCB**

15.1 A discussion was held around the welfare rights service set up and the view to bringing the team back as soon as possible.

**The meeting ended at 17:50pm**

**Dates of next meeting;**

28 October 2020 at 5pm

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

Signed (Chair) .....

Date.....