

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

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chair
Louise McNicol	Board Member
Andrea McLaughlan	Board Member
Helen Glassford	Board Member
Jim Strang	Co-opted Board Member
Gary Russell	Board Member
Sipho Bazaya	Board Member
Lucy Mumbure	Board Member

In Attendance:

Catrina Miller	Group Chief Executive
Cindy McNeill	Finance & Corporate Services Manager
Catherine Aiton	Property Services Manager
Greg Richardson	Housing Services Manager
Gavin Johnston	Planned Maintenance Manager
Teresa Gallagher	Minute Secretary

Apologies:, Howard Dales

Absent:, Andy Wilson

Leave of Absence: None

The chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None

3. Minutes of previous meeting 28 October 2020

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

Resolution; *subject to adding Howard Dales as present, the minutes 28 October 2020 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising

4.1 There were no matters arising.

5. Audit & Risk Subcommittee minutes

5.1 The Group Chief Executive Officer (GCE) presented the draft audit & risk minutes for their meeting held on 17 November 2020.

***Resolution;** The Management Board noted the minutes of the Audit & Risk Subcommittee meeting held on 17 November 2020.*

6. Management Accounts

6.1 The Finance & Corporate Services Manager (FCSM) presented the 6 month annual accounts from 1 April to 30 September 2020.

6.2 She took members through the main issues contained within her covering report and explained the surplus was high in this period mainly due to pandemic resulting in the expected spend not being carried out in planned and cyclical maintenance.

6.3 Members noted the FCSM has contacted our lenders to request bringing this year planned maintenance spend into the next financial year. She explained this year because of the pandemic, the housing sector are having to approach their lenders because planned works were unable to be carried out.

6.4 Members noted the tenders for next year's works have already been procured through the iFLAIR framework and we do not expect costs to rise.

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

***Resolution;** the Management Board approved the Management Accounts to 30 September 2020.*

7. Head of Operations Report

7.1 The Head of Operations was on annual leave and the operations management team were present to deliver their reports.

7.2 The Housing Services Manager (HSM) gave members an update on arrears figures and explained Universal Credit payments have been received. Former tenant arrears have risen slightly.

7.3 The staff team continue to work on allocating properties and members noted 5 properties became void during the past month.

- 7.4 The Property Services Manager (PSM) gave an update on the new contractors and explained they are settling in well.
- 7.5 Members noted the update on gas safety compliance and the Association has brought back forced access.
- 7.6 The Property Asset Manager (PAM) explained the recent installation programmes have went well and the electrical safety programme will continue throughout the current restrictions.

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

8. Planned Investment and New Build Report

- 8.1 The PAM presented his report to seek approval from the board for the amended procurement of planned investment contracts for new kitchens, bathrooms and boilers via the iFlair Framework, and the appointment of ADA Construction Consultants to act as employer's agent and provide quantity surveying services relating to a potential new build development at Blackstoun Road.

The resolution was proposed by Jim Strang and seconded by Helen Glassford.

Resolution; *the Management Board approved*

- i)* The combination of kitchens, bathrooms and boilers replacement works into one contract;
- ii)* procurement of these works to include the option of extension to cover multiple years up to end of March 2024;
- iii)* the fee proposal and appointment of ADA Construction Consultants for contract administration and quantity surveying services for the above-mentioned works/contract; and
- iv)* the fee proposal submitted by ADA Construction Consultants for client's agent/quantity surveying services relating to new build development.

9. Annual Risk Review

- 9.1 The GCE presented this report and explained the reformed risk register had been to the audit & risk subcommittee who had at their meeting recommended it to be approved at the full board meeting.

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

Resolution; *the Management Board approved the content and format of the annual risk review report.*

10. Health & Safety report

- 10.1 The GCE presented this report and explained she was mindful there hadn't been a staffing subcommittee meeting where this report would normally go to.

Resolution; *The Management Board noted the content of the health and safety report covering the period from 1 April to 31 October 2020.*

11. Board Development

- 11.1 The GCE discussed the recent issues which have hindered the board development process and members noted the content of the report provided. Members were advised that the policy and procedures along with the templates used would be reviewed and presented in April / May 2021 prior to the process being carried out again.

Resolution; *The Management Board noted the content of the Board Development report and that updated procedure and templates would be in place for April/May 2021.*

12. GCEO Report

- 12.1 The GCE took members through her covering report and highlighted the main issues contained within this report.
- 12.2 Members noted the current staffing situation and working from home health and safety measures that are in place.
- 12.3 The GCE discussed the continuing support given to tenants throughout the pandemic by the Association and the Tannahill centre.
- 12.4 The board noted the proposed office closure for Christmas and New year.

The resolution was proposed by Louise McNicol and seconded by Andrea McLaughlan.

Resolution; the Management Board

- i) Approved the Scottish Housing Regulator (SHR) Monthly Return for October 2020 in relation to COVID-19 statistic.*
- ii) Approved the holiday closure of the office from 12.30pm on Thursday 24 December 2020 until Wednesday 6 January 2021.*
- iii) Noted that NTC have been awarded £75K from the Communities Recovery Fund to continue its fantastic work.*
- iv) Noted the content of GWSF consultation on their proposed manifesto for next year election and provided any feedback to Teresa Gallagher by the 2nd December 2020.*
- v) Noted the contents of the Group's Investor In Peoples accreditation report and the Silver Award retained.*

13. Annual Assurance Statement

- 13.1 *The GCE presented the reviewed annual assurance statement for board approval to submit to the SHR.*

The resolution was proposed by Jim Strang and seconded by Andrea McLaughlan

Resolution; *the Management Board Approved the content of the Annual Assurance Statement (AAS), the signing of the statement by the Chairperson and the submission to the Scottish Housing Regulator by 30 November 2020.*

14. AOCB

- 14.1 *None*

The meeting ended at 18:15pm

Dates of next meeting;

16 December 2020 at 5pm

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

Signed (Chair)

Date.....