

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

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Howard Dales	Vice Chair
Louise McNicol	Board Member
Richard Bolton	Board Member
Siphosami Bazaya	Board Member
Helen Glassford	Board Member
Andrea McLaughlan	Board Member
Andy Wilson	Board Member
Gary Russell	Co-opted Board Member

**In Attendance:**

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

**Apologies:**

Barbara Walker

**Absent:**

**Leave of Absence:**

**2. Declarations of Interest**

2.1 None.

**3. Minutes of previous meeting 22 April 2020**

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

***Resolution;*** *the minutes of 22 April 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 NTC Executive Committee meeting 29 April 2020**

5.1 Members noted the minutes of the last NTC Executive meeting. Richard Bolton reported from the last meeting things were going well and the Centre has really come together with the community in terms of funding and delivering services during the pandemic.

#### **6. Action List**

6.1 The Members were emailed with an explanation regarding the terminology used in writing off former tenant rent arrears.

6.2 There were no other actions for noting.

#### **7. Quarterly Management Accounts to 31 March 2020**

7.1 The Finance & Corporate Services Manager (FCSM) presented the 4<sup>th</sup> quarter management accounts to 31 March 2020 and took members through the main issues as contained within the covering report.

7.2 Members noted the favourable variance in rental income to date compared to the budget.

7.3 A favourable variance was also noted in the void losses whereas reactive and planned maintenance came in with an unfavourable variance and members were informed of the reasons for these.

7.4 The FCSM also explained the pension liability situation and members commented they were pleased with the work carried out in producing these management accounts.

The resolution was proposed by Howard Dales and seconded by Andrea McLaughlan.

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

#### **8. Treasury Management Annual Strategy Report**

- 8.1 The FCSM explained this report was much the same as the previous year but with an addition at 4.4 in the covering report, the interest free loan of £2.044m with the Royal Bank of Scotland.
- 8.2 She highlighted 5.3 in the covering report and explained she has requested RBS release some of the Associations secured stock.
- 8.3 Members discussed the issue of the fixed term deposit which had recently matured. Members agreed to leave any deposit until the current situation with the low interest rate is resolved.

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

***Resolution;*** *the Management Board approved the Annual Treasury Management and Strategy Report and noted the amount and status of existing loans, the amount of stock secured against loans, future proposed borrowing and management of cash available for investment.*

## **9. Head of Operations Report**

- 9.1 The Head of Operation (HoO) presented his report and reported since lockdown the income has dropped and the arrears increased. He took members through the key comparisons from period 13 so members had an idea of the impact of before and during the pandemic.
- 9.2 Members noted the suspension of allocations and the Association has 8 voids at present. The HoO explained there may be an opportunity for work to begin on these properties.
- 9.3 The HoO is working with the Housing Services Manager and the Welfare Rights Officer on taking the welfare rights service forward from the backlash of the current crisis.
- 9.4 Gas servicing continues to be an issue throughout this pandemic and current lapse in the annual gas safety certificate has increased to 19. The GCE reports this figure to the Scottish Housing Regulator. The staff have a clear audit trail which evidences all attempts were made for access but due the Covid 19 virus, tenants are refusing access to their properties.
- 9.5 The HoO gave a verbal update on funding secured from the Scottish Government which will be used as an Essentials Fund. This funding would be used to help people who have been affected by the lockdown and it is envisaged the Association will advertise this by the week beginning 1 June 2020.

***Resolution;*** *the Management Board noted content of the HoO report and verbal update given on the funding received for the Essentials Fund.*

## **10. Repairs & Maintenance Report**

- 10.1 The HoO presented this report to update members on the situation concerning the future delivery of repairs and maintenance.
- 10.2 The Management Board discussed at length the 3 options contained within the covering report and agreed option 2 was the best way forward for the Association at the present time.

The resolution was proposed by Helen Glassford and seconded by Ian Williams

**Resolution;** *The Management Board noted the content of the report and approved option 2 to appoint individual contractors for each trade package and issue a separate voids package to multi trade contractors.*

## 11. GCEO Report

- 11.1 The GCEO presented her covering report and proposed those staff on the job retention scheme should be extended until June 2020. Members queried the wellbeing of staff and were content to learn there continues to be professional and social communication between line managers and staff, including those on furlough.
- 11.2 The NTC has been very proactive in responding to the Covid 19 response in the community working with other groups and being successful in obtaining funding. Members noted there is also a free counselling service set up between the NTC and Lifelink.
- 11.3 Members also noted the information required to be submitted to the SHR during this period and the board discussed the issues around tendering for an internal auditor.

The resolution was proposed by Ian Williams and seconded by Richard Bolton.

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

- i) Approved the extension of the association's participation in the UK Government's Job Retention Scheme to the end of June 2020;*
- ii) Noted the information provided in relation to NTC and the work currently being carried out;*
- iii) Approved the SHR Monthly Return for April 2020 in relation to COVID-19 statistic that they are collating for the Scottish Government.*
- iv) Approved the recommendation to extend Wylie and Bissett's contract for one year to 31 March 2021 to ensure Internal Audit Services can continue to be carried out.*

v) *Approved that the £250K which was in a fixed term deposit is now transferred to either the associations 32 day access account or instant access account; and;*

vi) *Noted the contents of this report.*

## **12. Notifiable Events Report**

12.1 The GCEO presented this report to seek approval of 2 separate notifiable events that have taken place.

12.2 Members have been kept up to date with the situation around MEARS who are ending their contract with us and the lapse in gas safety certificates due to the pandemic.

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

***Resolution;*** *The Management Board approved submission of the 2 notifiable events in relation to our repairs and maintenance contract prematurely ending with MEARS and the lapsed gas safety certificates.*

## **13. AOCB**

13.1 The board extended their thanks to the staff team for their commitment and hard work during this pandemic.

13.2 Members queried when the ARC would be submitted. The GCEO explained all information has been gathered and put into the blank template. The HoO would verify the document next week and it would come to the next Board meeting for approval before submission.

**The meeting ended at 6.25pm**

**Dates of next meeting; 1 July at 5pm**

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

Signed (Chair) .....

Date.....