

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
28 October 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
Howard Dales	Vice Chair

**In Attendance:**

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

**Apologies:** Siphon Bazaya, Andy Wilson

**Absent:**, Lucy Mumbure

**Leave of Absence:** None

The chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 30 September 2020**

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

***Resolution;** the minutes 30 September 2020 were approved as a true and accurate reflection of the proceedings.*

**4. Matters Arising**

4.1 There were no matters arising.

## **5. Assurance Statement Report**

- 5.1 The Group Chief Executive Officer (GCE) presented this draft assurance statement report to seek members views on the proposed annual assurance statement which would be submitted to the Scottish Housing Regulator prior to the 30 November 2020.

***Resolution;** The Management Board noted the proposed draft annual assurance statement to be submitted to the SHR by 30 November 2020 and noted this years statement has been adapted specifically to take into consideration the impact of the COVID 19 pandemic.*

## **6. Group Chief Executives Report**

- 6.1 The GCE presented her monthly report and took members through the main issues contained within the covering report.
- 6.2 Members noted the update on the job retention scheme and the support given to tenants throughout this period.
- 6.3 The September monthly return for the regulator was discussed and members noted the Association is in talks with Renfrewshire Council and are included in their draft Strategic Housing Investment Plan (SHIP).
- 6.4 Members were asked to ratify the decision taken by the 3 board members who had been given delegated authority to approve the repairs and maintenance contracts.
- 6.5 The Group GCE took members through the EVH pay deal consultation. Members agreed to defer this to the audit & risk subcommittee.
- 6.6 The GCE explained she is working on the business plan report and will send the completed report to Dropbox for members to view.

***Resolution;** the Management Board;*

- i) Approved the SHR Monthly Return for September 2020 in relation to COVID-19 statistic, proposed by Howard Dales and seconded by Ian Williams;*
- ii) Noted the Business Plan KPI Progress Report Quarterly Update would be uploaded to Dropbox for members to view;*
- iii) Ratified approval given by delegated authority in respect to the award of the associations new Repairs and Maintenance Contracts, proposed by Jim Strang and seconded by Andrea McLaughlan;*
- iv) Noted progress with Board Appraisal Report*
- v) Noted brief update on progress with development opportunity at vacant Blackstoun Road site; and;*
- vi) Noted the remaining content of this report.*

## **7. Head of Operations Report**

- 7.1 The Head of Operations (HoO) presented his report to update members on operational matters within the Association.
- 7.2 Members noted the non-technical arrears position for period 7 and staff remain active on managing arrears.
- 7.3 Void management and allocations were discussed and members noted a cost analysis report will be compiled for voids and brought to a later meeting for discussion on how we should proceed on managing void standards.
- 7.4 Members also noted the update given on our tenant participation strategy.
- 7.5 The HoO updated members on the progress of our new repairs and maintenance contractors and explained one of our contractors would be unable to carry out 2 lots of works appointed to them. The HoO sought approval to reallocate these lots to those next on the list of the placed contractors on the tenders.
- 7.6 Gas compliance access issues continue to be pursued and at present 35 properties have gone beyond their anniversary date with 17 properties where no access has been given.
- 7.7 Members noted the update on the planned and cyclical works and the need to replace 16 new windows for the Dalskeith Road bay window project.

The resolution was proposed by Ian Williams and seconded by Andrea McLaughlan.

***Resolution;*** *The Management Board approved reallocation of joinery and plumbing and the out of hours service to those placed next on the contractor tender and noted the content of the Head of Operations Covering report.*

## **8. Procurement Report**

- 8.1 The HoO presented the procurement report to seek approval to tender for contractors on Gas maintenance, grounds maintenance, external audit services and internal audit services.

The resolution was proposed by Ian Williams and seconded by Andrea McLaughlan.

***Resolution;*** *the Management Board approved to tender for*

- i) Gas Maintenance contractor for the period 2021/22 – 2025/26 proposed by Jim Strang and seconded by Louise McNicol;
- ii) Grounds Maintenance for the period 2021/22 – 2023/24, proposed by Howard Dales and seconded by Ian Williams;
- iii) External Audit services for the period 2021/22 – 2025/26, proposed by Howard Dales and seconded by Andrea McLaughlan; and;
- iv) Internal Audit services for the period 2021/22 – 2025/26, proposed by Howard Dales and seconded by Helen Glassford.

## **9. Former Tenant Arrears Policy**

- 9.1 The HoO presented this report on behalf of the Housing Services Manager to seek approval for the reviewed and updated Former Tenant Arrears Policy. Members noted there were no legal changes.

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

**Resolution;** *the Management Board approved the Former Tenant Arrears Policy.*

## **10. Clear Desk Policy**

- 10.1 The Finance & Corporate Services Manager (FCSM) explained this policy was recommended in our last GDPR internal audit. She highlighted the importance of a clear desk especially during this current pandemic period where the need for hygiene is essential.
- 10.2 Members discussed the content of the policy and requested a part be put in about what type of information should that not be displayed on notice boards.
- 10.3 A register for staff attending the office for essential work only has been established and this doubles up as our own track and trace system in the event any member of staff should report as covid positive.

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

**Resolution;** *The Management Board approved the Clear Desk Policy with the addition of notice board information.*

## **11. AOCB**

- 11.1 None

**The meeting ended at 18:20pm**

**Dates of next meeting;**

25 November 2020 at 5pm

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

Signed (Chair) .....

Date.....