

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

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Louise McNicol	Board Member
Jim Strang	Board Member
Howard Dales	Board Member
Helen Glassford	Board Member
Gary Russell	Board Member
Andy Wilson	Board Member
Sipho Bazaya	Board Member

**In Attendance:**

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Greg Richardson	Housing Services Manager
Teresa Gallagher	Minute Secretary

**Apologies:** Andrea McLaughlan, Lucia Mumbure

**Leave of Absence:** None

The chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 24 February 2021**

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

***Resolution;** the minutes 24 February 2021 were approved as a true and accurate reflection of the proceedings.*

**4. Matters Arising**

4.1 There were no matters arising.

## **5. Draft NTC Executive Committee Minutes 15 March 2021**

5.1 Members noted the draft minute of the NTC executive committee held on 15 March 2021.

## **6. SPSO Complaints Procedure Update**

6.1 The Housing Services Manager (HSM) presented his covering report and appendices to inform members of the changes to the Scottish Public Services Ombudsman (SPSO) Model Complaints Handling Procedure.

***Resolution;** The Management Board noted the implementation of the updated SPSO Complaints Handling Procedure.*

## **7. Domestic Abuse Policy Report**

7.1 The HSM presented this policy to seek approval from the board to enter into consultation with our tenants.

7.2 Members discussed the Domestic Abuse Housing Alliance organisation and indicated the Association should look into their accreditation scheme.

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

***Resolution;** The Management Board approved consultation on the Domestic Abuse Policy until Friday 30<sup>th</sup> April 2021.*

## **8. Head of Operations Report**

8.1 The Head of Operations (HoO) presented his covering report and updated members on the performance targets for arrears, voids, allocations, gas safety, planned and cyclical works and repairs.

8.2 Members expressed their gratitude to staff on the arrears but indicated we should be prepared for the coming year when the furlough scheme ends as this will impact on people's income.

8.3 Members noted the result of the tender exercise which was undertaken and approval was sought to appoint James Frew for the continuation of the servicing of gas appliances in the Association's houses.

8.4 The HoO gave a verbal update on the tender received for the Kitchen and Bathrooms programme which has just come in. He asked members if he could email the report for electronic approval in order for works to commence sooner rather than later.

- 8.5 Delegated authority was also sought from the board to approve spend to the Group Chief Executive Officer (GCEO) in the plans for the new build project.

The resolution was proposed by Howard Dales and seconded by Louise McNicol.

***Resolution; The Management Board***

- i) Noted the content of the operational report and stats;*
- ii) Approved the appointment of James Frew Ltd (T/A Gas Sure) for the continuous gas safety checks of our houses;*
- iii) Approved delegated authority to the Group CEO to spend up to £25,000 which will be spread over a number of items in the plans for the new build project; and;*
- iv) Approved electronic approval for the kitchen and bathroom programme once the report has been written up and circulated to the full Board for approval.*

**9. GCEO Report**

- 9.1 The GCEO presented her covering report to seek approval for the SHR monthly return in relation to Covid -19 stats.
- 9.2 The Association has been successful in obtaining an extension to the energy redress scheme in partnership with 3 other FLAIR housings associations.
- 9.3 Members noted the update on staff welfare and ongoing appraisals.
- 9.4 The GCEO reported an advertisement would be going out to attract new board members and we are actively seeking an NTC member for the executive committee.
- 9.5 Members were informed of the upcoming FLAIR training academy and were invited to attend any of the training sessions.

The resolution was proposed by Howard Dales and seconded by Louise McNicol.

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

- i) Approved the SHR Monthly Return for February 2021 in relation to COVID-19 statistic;*
- ii) Noted that FPHA along with FLAIR partners have been successful in obtaining further £50K Energy Funding for Tenants;*
- iii) Approved the implementation of an 0.8% wage increase for those on the EVH grading schedule and Note their March Briefing paper;*

- iv) Noted that the SHR will publish on the 31st March 2021 the associations Engagement Plan which will state we are Compliant; and;*
- v) Noted the contents of the GWSF Briefing Note on the Scottish Government Housing to 2040.*

**10. AOCB**

10.1 The chair thanked the Board and extended his thanks to the staff team.

**The meeting ended at 6:15pm**

**Date of next meeting;**

29 April 2021 at 5pm

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

Signed (Chair) .....

Date.....