

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING**

**Held on 22 February 2023 at 5pm via Hybrid (zoom) and in the Associations  
Offices, The Tannahill Centre, 76 Blackstoun Road, Paisley, PA3 1NT**

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Helen Glassford	Board Member
Louise McNicol	Board Member (via zoom)
Tracey Johnstone	Board Member
Kirsten Ferguson	Co-opted Board Member
Angela Chivers	Co-opted Board Member
Jim Strang	Board member (via zoom)
Andy Wilson	Board Member
Aiden McGrogan	Board Member
Howard Dales	Board Member (via zoom)

**In Attendance:**

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

**Apologies:** Laurie Kefalas

**Absent:** none

The Chair welcomed everyone to the meeting and asked members & staff to introduce themselves to Angela Chivers.

**2. Declarations of Interest**

2.1 None

**3. Minutes of Meeting 25 January 2023**

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

***Resolution;** the minutes of the meeting held on 25 January 2023 were approved as a true and accurate reflection of the proceedings.*

**4. Matters Arising from Minutes 25 January 2023**

4.1 None

**5. Draft Minutes of the Group Audit & Risk Sub Committee held 1 February 2023**

5.1 The Management Board noted the minute of the Group Audit & Risk subcommittee held on 1 February 2023.

**6. Draft Minutes of the NTC Executive Committee held 13 February 2023**

6.1 Helen Glassford explained the executive committee discussed our equalities and human rights policy and enquired if this is something leaseholders and groups in the centre must adhere by.

6.2 Jim Strang highlighted the importance of getting accurate estimates for our projected utilities costs as strategic decisions are made based on this information.

**7. Internal Annual Audit 2023/2024**

7.1 The GCE explained this report had been to the Group Audit & Risk Sub committee where they had recommended for approval the 3 planned internal audits for the coming year which are tenant's safety, HR and allocations.

7.2 Howard Dales highlighted at the meeting the internal auditor had confirmed the 3 audits planned are deemed as priority areas.

7.3 Members queried whether 5 days was sufficient for the tenant safety audit. They were informed 5 days are ample for this audit. Members also queried our damp and mould process as mentioned in the audit. There has been a process in place for some time but we have continued to improve on this.

The resolution was proposed by Jim Strang and seconded by Kirsten Ferguson.

***Resolution;** The Management Board approved the content of the proposed Internal Audit Plan for 2023/2024.*

**8. Rent and Service charges Increase 2023/24**

- 8.1 The GCE presented this report on behalf of the Housing Services Manager to report on the recent consultation process carried out on our proposed 5% rent and service charge increase.
- 8.2 Members were taken through the consultation process undertaken as highlighted in the covering report.
- 8.3 169 tenants took part which represents 21% of our tenants. 38.5% of those participants advised the proposed 5% increase would be difficult to afford.
- 8.4 Members commented on the fuel poverty stats where it highlights the struggle tenants are facing with the cost of utilities and a huge percentage of them have had to keep heating off at times. The Head of Operations (HoO) took members through the process of our energy advice service that has started and explained the trained members of staff have been doing advocacy work with energy suppliers which does take up a lot of their time.
- 8.5 Members asked if we knew how many of our properties had a prepayment meter. We do not have this information but the Property Services Officer confirmed 90% of our recent voids have been prepayment meters.
- 8.6 Members also highlighted as a business we are responsible for ensuring the business is viable and our end goal is to safeguard the association for tenants. Members agreed the proposed 5% increase is the correct figure for us in the present climate

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

***Resolution;*** *The Management Board approved the rent and service charge increase of 5% for 2023/24.*

## **9. Management Accounts to 31 December 2022**

- 9.1 The Finance & Corporate Services Manager (FCSM) presented the management accounts for the period to 31 December 2022.
- 9.2 A surplus was made in the period of £629,643 and compared to the budget this has created a favourable variance of £343,173. Members noted the variance is mainly due to unbudgeted revenue grants received, planned and cyclical maintenance work being less than budget and the release of the bad debt provision.
- 9.3 Arrears were sitting at 5.9% and void losses were 0.49%.
- 9.4 A discussion was held around the pension deficit that we used to pay, the next evaluation is in September this year which could mean payments are reinstated in 2025. An interim evaluation is due to be carried out in May 2023.
- 9.5 Members were complimentary on the presentation of the management accounts.

The resolution was proposed by Angela Chivers and seconded by Howard Dales.

**Resolution;** *The Management Board approved the Management Accounts to 31 December 2022.*

## **10. Treasury Management Report**

- 10.1 The FCSM presented this report to inform members of our loan status and where our reserves are kept.
- 10.2 A discussion was held around the potential to pay of 2 loans which would incur a huge saving in interest for the Association. This will be considered by the senior management team and a business case paper will be pre-sorted to the Board in due course.

**Resolution;** *The Management Board noted the content of the treasury management report.*

## **11. Annual Budget Report**

- 11.1 The FCSM presented this report as a follow up to the draft budget report that went to the board in December 2022.
- 11.2 The planned maintenance programme has been revised to accommodate the below inflation rent increase of 5% and the substantial increase in component prices of 30% for each of the 30 years in the long-term projections.
- 11.3 The HoO reiterated the areas of planned maintenance that had been revised where in relation to gas heating systems which ties in with the government's plans for meeting targets in Carbon Neutral and Net Zero. A discussion was held around heat pumps and grant funding, these areas have been explored by the operations department.

The resolution was proposed by Ian Williams and seconded by Howard Dales.

**Resolution;** *The Management Board approved the annual budget for the year 2023/24.*

## **12. Financial Projections Report**

- 12.1 The FCSM explained the reasons why we do 30-year projections are for the purpose of proving the business can afford to pay back any loans they may have. The Scottish Housing Regulator (SHR) require 5-year

- projections to ensure the association is managing its recourses and ensuring its financial wellbeing and economic effectiveness.
- 12.2 Members were asked to note the net zero costs are not included in the projections as we do not know what the costs are and perhaps there would be grant funding for this.
  - 12.3 Members noted the projections assume that rents are increased by inflation plus 1% for 3 years from year 3. This would require a change in our rent policy which will be presented for approval at a future meeting if required.
  - 12.4 Figures will change in the 30-year projections as circumstances change.

The resolution was proposed by Aiden McGrogan and seconded by Angela Chivers.

***Resolution;*** *The Management Board approved the long term financial projections and submission of the figures for the Five Year Financial Projections Return to the Scottish Housing Regulator.*

### **13. Procurement Report**

- 13.1 The HoO presented this report to seek approval to appoint a grounds maintenance contractor based on the information received from the tender.
- 13.2 Members noted the tender was advertised as a supported business and three of those tenders submitted agreed they did not meet the criteria of being a supported business.

The resolution was proposed by Jim Strang and seconded by Aiden McGrogan

***Resolution;*** *The Management Board Approved the appointment of In Work Enterprises as our ground's maintenance contractor for 3 years.*

### **14. Head of Operations Report**

- 14.1 The HoO presented the quarter 3 performance report and highlighted allocations have been relatively consistent and there has been a decrease in the number of refusals. Applications have seen a significant rise and this may be due to our application being online.
- 14.2 Members were keen to see that actual stats in relation to welfare rights services, Ivor will bring have this information collated and report back to the board. Members also noted the appeal success rates are high and asked to pass on their appreciation to the team.
- 14.3 Members discussed the notable increase in the number of deaths in tenants in the period running up to Christmas as highlighted in the covering report.

- 14.4 Members noted the 3 high cost voids and explained the reasons behind these and the process undertaken in dealing with these. Retrospective approval would be sought from the board for payment of these voids which exceed the authorisation limit of the GCE. Members asked if the threshold should be higher due to rising material costs and requested a report covering both should be presented to the board.

The resolution was proposed by Ian Williams and seconded by Angela Chivers.

**Resolution;** *The Management Board noted the content of the performance report for the third quarter of the financial year.*

## **15. Former Tenant Write Off Report**

- 15.1 The HoO presented this report on behalf of the HSM to seek write offs as detailed in the appendix to the covering report.

The resolution was proposed by Helen Glassford and seconded by Angela Chivers.

**Resolution;** *The Management Board approved to write off the former tenant rent arrears with a total value of £9,455.82.*

## **16. Confidential Item**

- 16.1 This item was removed from the agenda.

## **17. GCEO Report**

- 17.1 The GCE presented this covering report and appendices to bring members up to date on briefings from EVH and GWSF.
- 17.2 A discussion was held around the SHR pulling the tenant safety survey this year and members noted the issue of recommended practice in relation to asset management that they have published
- 17.3 The local government housing and planning committee held a meeting at Engage on Monday 6 February and we had the opportunity to showcase the work we do in partnership with the local community.
- 17.4 EVH have issued a consultation document in relation to two areas where JNC are recommending enhancements. These are in relation to a mental

health 1<sup>st</sup> aider and shared parental leave. Members indicated we should respond to the documents and be in agreement to all 3 areas of consultation.

- 17.5 Work is progressing to finalise job descriptions in relation to the staff structure review. We have engaged with Burness Paull solicitors to provide HR legal support and advice where required as well as engaging with EVH. EVH were also asked to carry out a salary evolution of certain positions to ensure salaries are correspond with the job role.

The resolution was proposed by Ian Williams and seconded by Angela Chivers.

***Resolution; The Management Board***

- I. Noted general updates received from both EVH and GWSF;*
- II. Noted that the SHR has decided not to issue their Tenant and Residents Safety Survey and also note that they have issued new recommended practice in relation to Asset Management;*
- III. Noted that members of the Local Government, Housing and Planning Committee visited Ferguslie on the 6th February;*
- IV. Noted progress with Staff Structure Review; and;*
- V. Noted the EVH consultation document in relation to seeking opinions on possible changes to Terms and Conditions of Employment and provide feedback to help form a response to EVH.*

**18. AOCB**

- 18.1 The chair expressed his thanks to fellow board members and staff.

**The meeting ended at 7 pm**

**Date of next meeting**

Board meeting 29 March 2023

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

Signed (Chair) .....

Date.....