

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

**Held on 30 November 2022 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
Laurie Kefalas	Board Member (via zoom)
Tracey Johnstone	Board Member
Kirsten Ferguson	Co-opted Board Member
Aiden McGrogan	Board Member

**In Attendance:**

Catrina Miller	Group Chief Executive
Teresa Gallagher	Minute Secretary
Greg Richardson	Housing Services Manager
Katy Girling	Housing Services Officer

**Apologies:** Louise McNicol, Jim Strang, Howard Dales, Andy Wilson  
Ivor McCauley, Head of Operations

**Absent:** none

The Chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Board Appointment Report**

- 3.1** The Group Chief Executive Officer (GCE) presented this report to seek approval to appoint a tenant member onto the board of management and to appoint a committee member onto the Tannahill Executive Committee.
- 3.2** Both applicants, tenants of the Association and active in the community, had met with the GCE and submitted application forms to join the respective governing bodies.

***Resolution;*** *The management Board approved:*

- i) Co-option of Angela Chivers onto the Board of Management, proposed by Ian Williams and seconded by Laurie Kefalas; and;*
- ii) the appointment of Elaine Carter onto the Tannahill Executive Committee, proposed by Ian Williams and seconded by Tracey Johnstone.*

#### **4. Minutes of previous meeting 26 October 2022**

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

**Resolution;** *Subject to deleting the note at 8.7 in the confidential part, the minutes of the meeting held on 26 October 2022 were approved as a true and accurate reflection of the proceedings.*

#### **5. Matters Arising from Previous Minutes**

- 5.1 None that would not be covered in the meeting.

#### **6. Minutes of the NTC Executive Committee 7 November 2022**

- 6.1 The Management Board noted the minutes of the NTC Executive Committee meeting held on 7 November 2022.

#### **7. Minutes of the Audit & Risk Sub-committee meeting 16 November 2022**

- 7.1 The Management Board noted the minutes of the Audit & Risk Sub-committee meeting held on 16 November 2022

#### **8. Management Accounts to 30 September 2022**

- 8.1 The Finance & Corporate Services Manager (FCSM) presented the management accounts to 30 September 2022 and took members through the main issues as contained within the covering report.
- 8.2 A surplus was made in the period mainly due to unbudgeted grants received, less planned and cyclical maintenance being carried out and the release of bad debt provision.
- 8.3 Void losses are below target at 0.4% and adaptation grants have been low cost in the period but assurance has been given we will have this grant allocation spent by the year end.

- 8.4 Reactive maintenance has an unfavourable variance due to high costs by supply chain and increased inflation. Void repair costs are also higher than budget due to the condition of some of the voids and changes in contractors.
- 8.5 Page 2 of the accounts gave a detailed breakdown of spend against the budget which result in a variance of just under £63,000.
- 8.6 Rent arrears have increased slightly in the period and members noted the bad debt provision has been reduced by £25,000.
- 8.7 Our loans remain low and we are meeting our covenants comfortably met and our quarterly accounts are submitted to our lender once approved by the Board.
- 8.8 The FCSM welcomed questions and intimated members can email her directly should they need anything clarified.
- 8.9 Members commented the FCSM's presentation of the accounts helps members understand them clearly.

The resolution was proposed by Helen Glassford and seconded by Laurie Kefalas.

***Resolution;*** *The Management Board approved the management accounts to 30 September 2022.*

## **9. Treasury Management Quarterly Report**

- 9.1 The FCSM presented this report and appendices and explained this report details the associations borrowings, cash investments and bank arrangements.
- 9.2 The Association has outstanding loans totalling £1,928,191 with both fixed and variable rates. We also have an interest free loan from the Scottish Government for heat and smoke detectors.
- 9.3 Members noted the cash investments made in the period and where the Associations cash is held as detailed within the covering report.
- 9.4 Appendix 1 sets out the projected cash flow for the year to 31 March 2023.

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

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

## **10. Freedom of Information and Environmental Information Policy**

- 10.1 The FCSM presented this revised policy with tracked changes and proposed the management board approve it subject to any amendments.

The resolution was proposed by Ian Williams and seconded Laurie Kefalas.

**Resolution;** *The Management Board approved the revised Freedom of Information and Environmental Information Policy.*

## **11. Head of Operations Report**

- 11.1 The Housing Services Manager (HSM) presented this report on behalf of the head of operations to bring members up to date on operational performance.
- 11.2 He explained there has been a significant rise in applications for housing and discussed possible reasons for this as detailed in the covering report.
- 11.3 Allocations have been consistent and anti-social behaviour stats remain low but low-level cases are being monitored.
- 11.4 As reported in the finance report rent arrears remain on target for the period and are using virtual viewing videos for voids which is proving to be efficient.
- 11.5 Repairs performance is improving now that we are using smaller contractors. Members queried if complaints have risen because of the dip in performance but were informed this doesn't seem to be the case. The HSM explained the complaints handling process that is applied before escalating to the Scottish Public Services Ombudsman.

**Resolution;** *The Management Board noted the performance for the second quarter.*

## **12. Rent Increase Discussion**

- 12.1 The GCE presented this report and explained discussions are still ongoing between the sector representative bodies and the Scottish Government. At this time, we are no further forward and the GCE will be attending a meeting tomorrow which will hopefully report on progress.
- 12.2 SFHA should have a statement of intent ready by 14<sup>th</sup> December and GWSF are insistent the sector is in control of making their own business decisions. The GCE will email the statement to board members when it becomes available.
- 12.3 The Association has decided to proceed with consultation and have appointed Research Resource to target 150 tenants.
- 12.4 Members noted the draft consultation leaflet and that there will be drop in events held throughout December and January.

**Resolution;** *The Management Board noted the content of the rent increase discussion report.*

### **13. GCEO Report**

- 13.1 The GCE took members through the main issues as contained within the covering report.
- 13.2 The updated business plan progress report highlights where the objectives have been achieved and those objectives that are ongoing.
- 13.3 Members noted the pandemic required staff to swiftly adapt to the challenges it brought and we responded really well in this area.
- 13.4 The Business Planning event is scheduled to take place on Wednesday 14<sup>th</sup> December and we will also hold our December board meeting on that morning.
- 13.5 The attached policy schedule is being worked on, HR policies are being reviewed and adapted to reflect the new hybrid working. The first batch will be presented at the staffing sub committee due to be held on 7 December 2022.
- 13.6 The Annual assurance statement has been submitted and the SHR will require an update on progress of the LD2's and EICR's figures at the end of March 2023.
- 13.7 The GCE sought approval for the office closure arrangements over Christmas and New Year and explained arrangements are in place for any emergency repairs during this time.
- 13.8 Members noted the attached ballot paper for the 2023/24 salary increase to which their response had been requested by email due to the deadline date of 30 November 2022.

The resolution was proposed by Ian Williams and seconded by Aiden McGrogan.

**Resolution;** *The Management Board approved:*

- i) the update provided on the Business Plan Progress Report Quarter 2 and note the schedule for the Business Planning event scheduled for the 14 December 2022 at the Glynnhill Hotel;
- ii) the current Policy Schedule and note proposed target dates for when reviews will be carried out;
- iii) the festive closure of the office from 12.30pm on Friday 23 December 2022 until 9am on Thursday 5 January 2023; and;
- iv) the decision on how to vote in the EVH Wage negotiation Ballot for 2023/24.

### **14. Policy Review**

- 14.1 The GCE presented 3 policies for review with tracked changes, the Governing Body Code of Conduct, the Entitlements Payments and Benefits and the Association Membership policy.
- 14.2 SFHA reviewed the Entitlements Payments and Benefits model policy issued in April 2021 which removes declaring personal interests which is now a separate policy and due to be revised by the Association in January 2023.
- 14.3 SFHA also reviewed the model policy Governing Body Code of Conduct and changes are reflected in the reviewed version attached.
- 14.4 The Association Membership Policy is still fit for purpose and the only amendments are the review dates.
- 14.5 Members noted the Equality Impact Assessments will be completed retrospectively.

The resolution was proposed by Tracey Johnstone and seconded by Laurie Kefalas.

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

- i)*** The Governing Body Code of Conduct;
- ii)*** The Entitlements Payments and Benefits; and;
- iii)*** The Association Membership policy.

## **15. Anti-Social behaviour Policy**

- 15.1 The HSM presented the Anti-Social Behaviour policy (ASB) with tracked changes and explained highlighted the main changes were changing the language to be more inclusive.
- 15.2 The new section added better explains the definition of ASB.

The resolution was proposed by Ian Williams and seconded by Aiden McGrogan.

***Resolution;*** *The Management Board approved the Anti-Social Behaviour Policy.*

## **16. AOCB**

- 16.1 The Chair gave his thanks to the staff and fellow board members.

**The meeting ended at 18.15 pm**

**Date of next meeting**

Board meeting 14 December 2022 at 9.30am

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

Signed (Chair) .....

Date.....