

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
29 January 2020 at 5pm  
AT THE TANNAHILL CENTRE, 76 BLACKSTOUN RD, PAISLEY PA3 1NT**

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Barbara Walker	Board Member
Louise McNicol	Board Member
Andy Wilson	Board Member
Siphosami Bazaya	Board Member
Helen Glassford	Board Member
Andrea McLaughlan	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:**

Howard Dales, Richard Bolton

**Absent**

**Leave of Absence**

- 1.1 Due to unfortunate circumstances, Howard Dales has requested 1 months leave of absence, the rules state 4 consecutive absences will trigger automatic removal from the Board.

The resolution was proposed by Andrea McLaughlan and seconded by Barbara Walker.

***Resolution; the Board approved 1 months leave of absence for Howard Dales.***

**2. Declarations of Interest**

- 2.1 None

**3. Board Recruitment Report**

- 3.1 The Group Chief Executive (GCE) presented this report to seek the co-option of Gary Russell onto the Management Board who had been signposted from the FLAIR academy.

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

***Resolution; Members approved the co-option of Gary Russell onto the Board until the AGM in September 2020.***

#### **4. Minutes of Previous Meeting 12 December 2019**

The resolution was proposed by Louise McNicol and seconded by Andy Wilson.

***Resolution; the minutes of 12 December 2019 were approved as a true and accurate reflection of the proceedings.***

#### **5. Matters Arising**

- 5.1 There were no matters arising.

#### **6. Draft Minutes of Staffing Subcommittee 4 December 2019**

- 6.1 The GCE presented the draft minute of the last staffing subcommittee.

- 6.2 ***Resolution; Members noted the*** draft minute of the last Staffing Subcommittee meeting held on 4 December 2019.

#### **7. Draft NTC Minutes 9 December 2019**

- 7.1 The GCE presented the draft minute of the last NTC Executive Committee.

***Resolution; Members noted the draft minute of the last NTC Executive Committee meeting held on 4 December 2019.***

#### **8. Action List**

- 8.1 There were no outstanding actions.

## **9. Rent Increase 2020/21 Report**

**9.1** The Head of Operations presented the proposed rent and service charges increase on behalf of the Housing Services Manager.

**9.2** Staff consulted with 34.7% of our tenants and of these 86% agreed with the proposed 1% increase.

**9.3** In comparison with 62 other Associations the proposed 1% is the lowest increase, the average is 2.48%.

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

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

- i) Approved to apply a rent and service charge increase of 1% from 16 March 2020 for tenants, pro rate for sharing owners as appropriate to their agreement with the Association, and;
- ii) Instructed the formal intimation of the Boards decision on rent and service charges to tenants within the appropriate timescale of 4 weeks' notice of the change prior to it taking effect on 16 March 2020.

## **10. Group Chief Executives Report**

**10.1** The GCE presented her monthly report and took members through key issues contained within the report and attached appendices.

**10.2** Members noted the progress with the Imagination Library and the intention to launch the initiative during the Paisley book festival.

The resolution was proposed by Ian Williams and seconded by Andy Wilson.

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

- i) *Noted the content of the EVH Briefing found at appendix 1;*
- ii) *Noted the content of the GWSF Briefing found at appendix 2;*
- iii) *Approved the signing of the Deed relating to Dolly Parton's Imagination Library;*
- iv) *Noted slow progress with regards to purchase of Glencoats development;*

- v) Noted the progress of KPI's within the Business Plan 2017-2020; and;*
- vi) Noted the current position with regards to the current Policy Schedule.*

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

- 11.1 The Interim Head of Operations Report presented the performance report for the period 9 & 10 and members noted the Association is on target for 13 out of our 18 Key Performance Indicators (KPI's).
- 11.2 Those areas where targets are not met in the last period are being addressed and the Board will be kept updated on any progress.
- 11.3 Members queried the Rechargeable Repairs Policy and requested figures to be included in the monthly reports.
- 11.4 Members were taken through the second covering report in relation to the office refurbishment. Members of the Senior Management Team met to discuss the outcome of the meeting held with the contractor for phase 1. It was agreed the cost would not meet value for money.
- 11.5 In light of this information, it was proposed not to progress with the tender submitted by Clarks Contracts and to roll phase 1 and 2 together.
- 11.6 The phase 2 preferred bidder was Inch who was successful in securing the contract for the Tannhill centres long term vision.

**Action: Include figures from any recharges that have been made.**

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

- i) Noted the performance for period 9/10 (November/December 2019) and the update on the proposed buyback at 114 -124 Glencoats Drive.*
- ii) Approved not to proceed with the tender for phase 1 of the office refurbishment; and;*
- iii) Approved the appointment of INCH Architects for the Phase 2 design and to roll phase 1 and 2 together.*

## **12. Policy Review**

- 12.1 The GCE presented the reviewed Senior Management Remit, Standing Orders and the update to the SFPHA model privacy policy.

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

- i) *Noted the Senior Management Team remit;*
- ii) *Approved the Associations Standing Orders, proposed by Louise McNicol and seconded by Sipho Bayaza; and;*
- iii) *Approved the reviewed and updated SFHA model Privacy Policy, proposed by Andrea McLaughlan and seconded by Helen Glassford.*

**13. Confidential Item**

- 13.1 A separate Minute applies to this item.

**14. Membership Applications**

- 14.1 The Governance & Corporate Services Coordinator presented one application for Association membership from co-opted Board Member Gary Russell.

The resolution was proposed by Andy Wilson and seconded by Ian Williams.

***Resolution; Management Board approved the Association Membership application for Gary Russell in the non-tenant category.***

**15. AOCB**

- 15.1 The Rent Consultation prize draw required to be undertaken and the Chair was asked to pick a number between 1 and 253. He picked 111 and the winner of the £50 Asda voucher was Ms Carter.
- 15.2 In preparation for review of the Business Plan, the GCE took members through the KPI's to agree a timescale against each category.

**The meeting ended at 7:15pm**

**Dates of next meeting; 26 February at 5pm**

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

Signed (Chair) .....

Date.....