

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

**1. Welcome, Sederunt & Apologies**

**Present:**

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

**In Attendance:**

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations (from item 10)
Cindy McNeil	Governance & Corporate Services Manager
Teresa Gallagher	Minute Secretary

**Apologies:** Louise McNicol

**Absent:** None

**Leave of Absence:** None

The chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 28 April 2021**

The resolution was proposed by Gary Russell and seconded by Ian Williams

***Resolution;*** *the minutes 28 April 2021 were approved as a true and accurate reflection of the proceedings.*

**4. Matters Arising**

4.1 There were no matters arising.

## **5. Actions Update Report**

5.1 The Group Chief Executive Officer (GCEO) explained the Royal Bank of Scotland credit committee had relaxed our covenants. The Finance & Corporate Services Manager updated members of the impact on our planned maintenance programme.

## **6. Management Accounts to 31 March 2021**

6.1 The Finance and Corporate Services Manager (FCSM) presented the management accounts to March 2021 and took members through the main issues as contained within the covering report and appendices.

6.2 Members noted the surplus in the year of £1,041,708 and due to the Covid-19 pandemic this has resulted in a favourable variance of £722,596.

The resolution was proposed by Howard Dales and seconded by Jim Strang.

**Resolution;** *The Management Board approved the Management Accounts to 31 March 2021.*

## **7. Audit Planning Letter**

7.1 The FCSM explained the internal audit programme for the Ferguslie Group is due to begin on 1 June 2021.

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

**Resolution;** *The Management Board noted the Audit Planning Letter and the appendix for the year ended 31 March 2021*

## **8. Annual Return on the Charter**

8.1 The Head of Operations (HoO) presented the Annual Return on the Charter (ARC) and took members through some of the issues as highlighted in the covering report.

The resolution was retrospectively proposed by email by Gary Russell and seconded by Jim Strang.

**Resolution;** *The Management Board approved submission of the ARC for the period of 2020/21.*

## **9. Head of Operations Report**

- 9.1 The HoO screenshared the performance management report and took members through each of the key performance indicators. Members noted the performance in relation to voids and allocations.
- 9.2 Some planned maintenance work has been undertaken and staff are in engagement with tenants to kickstart the kitchen and bathroom replacement programmes.
- 9.3 Research Resource have been appointed to carry out the next tenant satisfaction survey and it will be aimed at 40% of our tenant base.

**Resolution;** *The Management Board noted the content of the HoO covering report and appendices.*

## **10. Group Chief Executive Report**

- 10.1 The GCEO presented her report updated members on the changes made by the SHR on the reporting requirements in relation to the monthly COVID return. This return will now be done quarterly and will include information on lets.
- 10.2 Members noted the resignation of one of our tenant board members and the recruitment drive that is in place at present.

**Resolution;** *The Management Board*

- i) noted the letter from SHR and the change to the Covid-19 reporting requirements; and;*
- ii) noted Board Member Lucia Mumbure's intention to step down from the Board at the AGM; and*
- iii) noted the recruitment drive for new board members has been issued to tenants and stakeholders.*

## **11. Offer of Housing**

- 11.1 The GCEO reported a staff member of the Ferguslie Group has been made an offer of housing with the Association and in compliance with our Entitlements, Payments & Benefits policy we require approval from the Governing Body.

The resolution was proposed by Jim Strang and seconded by Gary Russell.

**Resolution;** *The Management Board approved the offer of housing to a staff member of the Ferguslie Group.*

## **12. Domestic Abuse Policy**

12.1 The HoO presented the Domestic Abuse Policy on behalf of Housing Services Manager and explained Woman's Aid will deliver domestic abuse training for staff.

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

**Resolution;** *The Management Board approved the Domestic Abuse Policy*

## **13. Office Options Report**

13.1 The GCEO & HoO presented their covering report to update members on the planned office refurbishment. The SMT have been in discussion regarding the costs attached to the refurb and what other options we have.

13.2 The Board requested more time to consider the proposals once staff consultation has been completed. A report will be compiled and presented at the special meeting on a date to be arranged.

**Resolution;** *The Management Board agreed to hold a special meeting to consider the proposals after staff consultation.*

## **14. AOCB**

14.1 Redacted

**The meeting ended at 6:35pm**

**Date of next meeting;**

23 June 2021 at 5pm

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

Signed (Chair) .....

Date.....