

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

1. Welcome, Sederunt & Apologies

Present:

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

Absent: 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 28 April 2021

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

***Resolution;** the minutes 19 May 2021 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising

4.1 There were no matters arising that would not be covered in the agenda.

5. Minutes of Special Board Meeting 3 June 2021

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

Resolution; *the minutes 3 June 2021 were approved as a true and accurate reflection of the proceedings.*

6. Matters Arising from Special Board Meeting 3 June 2021

6.1 None

7. Draft Minutes of Audit & Risk Sub-committee meeting 6 June 2021

7.1 The Management Board noted the minute of the Audit & Risk sub-committee meeting held on 6 June 2021.

8. Five Year Financial Projections

8.1 The Finance and Corporate Services Manager (FCSM) presented the five year financial projections and took members through the main issues contained within her covering report and appendices.

8.2 Members noted the long-term financial projections approved by the Board in February 2021 was amended which had a knock on effect on the cash position for the five year projections.

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

Resolution; *The Management Board approved submission of the Five-Year Financial Projections to the Scottish Housing Regulator*

9. Loan Portfolio Return to March 2021

9.1 The FCSM presented the Associations loan portfolio and explained the Regulator had put back the submission date for the sector to August. The Association is in the position to submit ours at present.

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

Resolution; *The Management Board approved submission of the loan portfolio to the Scottish Housing Regulator.*

10. Royal Bank of Scotland Amendment Letter

- 10.1 The FCSM presented her covering report and appendices and explained the bank had agreed to relax our covenants for 2 years due to the deferred programme of works as a result of lockdown.

The resolution was proposed by Ian Williams and seconded by Louise McNicol.

Resolution; *The Management Board approved the amendment letter to be issued to the Royal Bank of Scotland and gave delegated authority to the Group CEO to sign.*

11. Procurement Review 19/20 and 20/21

- 11.1 The Head of Operations (HoO) presented the procurement review and supplier profile for 2019/20 and 20/21.
- 11.2 Members were taken through the covering report and noted the Association has endeared to appoint local contractors where possible whilst ensuring value for money.

Resolution; *The Management Board noted the Procurement Report for 19/20 and 20/21.*

12. Procurement Report

- 12.1 The (HoO) took members through the 2 recent procurement exercises for internal and external auditors.

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

Resolution; *The Management Board approved the appointments of;*

i) Cheine & Tait as our external auditors for a period of 3 years with the option to extend for 2 years; and;

ii) Wylie & Bisset as our internal auditors for a period of 3 years with the option to extend by 2 years.

13. Head of Operations Report

- 13.1 The HoO screenshared the performance report and asked members to note areas where key performance indicators are not being met. Members noted the main reason for this was the backlog in repairs and the issue of preparing voids whilst adhering to social distancing regulations.

Resolution; *The Management Board noted the performance management report and appendices.*

14. GCE Report

- 14.1 The GCEO presented her covering report and updated members on the progress of the new office space.
- 14.2 Members noted the ongoing partnership working with the Scottish Government and Renfrewshire Council.

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

- i) Noted the content of the latest briefing from EVH;
- ii) Noted feedback on the quarterly tri-party meeting with the Scottish Government and Renfrewshire Council in relation to the Blackstoun Rd site;
- iii) Noted feedback on the “Making of Ferguslie” meeting with Renfrewshire Council;
- iv) Noted the progress to the temporary extra office at Inospace, with the lease starting on Monday 14 June 2021;
- v) Noted the associations attendance at the GWSF Regeneration Conference on the 4th June 2021;
- vi) Noted the feedback from the FLAIR Chief Executives meeting held on the 11 June 2021;
- vii) Noted the brief update given on NTC and also FPHA in relation to possible new governing body members; and;
- viii) Noted the post of Property Asset Manager has been filled and the successful candidate was Gavin Johnston.

15. Allocations Report

- 15.1 The (HoO) presented this report on behalf of the Housing Services Manager and took members through the main issues contained within the covering report. The aspirational group figures were discussed and the HoO explained we had 3 management referrals which is quite unusual but explained the circumstances behind these.

The resolution was proposed by Ian Williams and seconded by Louise McNicol.

Resolution; *The Management Board approved the allocation percentages for groups for 2020/2021*

16. Policy Review

- 16.1 The GCE explained we have been working through the policy schedule where some policies have lapsed. The senior staff team will continue to review and update these policies which will require some consultation.
- 16.2 Members noted the tracked changes in the proposed draft policies.

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

Resolution; *The Management Board approved;*

- i)* The Group Annual Development Policy
- ii)* *The Succession Policy;*
- iii)* The Donations Policy; and;
- iv)* The Group Governing Body Expenses Policy

17. AOCB

None

The meeting ended at 6:10pm

Date of next meeting;

18 August 2021 at 5pm

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

Signed (Chair)

Date.....