

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
Held on 27 October 2021 at 5pm  
By Hybrid via Zoom in the Tannahill Centre**

**1. Welcome, Sederunt & Apologies**

**Present:**

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

**In Attendance:**

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

**Apologies:** Gary Russell, Laurie Kefalas

**Absent:** Ian Clark

**Leave of Absence:** None

The chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 29 September 2021**

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

**Resolution;** *the minutes 29 September 2021 were approved as a true and accurate reflection of the proceedings.*

#### **4. Matters Arising**

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

#### **5. Share Membership**

- 5.1 The Group Chief Executive Officer (GCE) presented this report to seek approval one Association Membership application.

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

**Resolution;** *The Management Board approved the application for Association membership from Ian Clark.*

#### **6. Treasury Management Policy**

- 6.1 The Finance & Corporate Services Manager (FCSM) presented this reviewed policy and explained only minor changes were needed.

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

**Resolution;** *the Management Board approved Treasury Management Policy.*

#### **7. Procurement Report**

- 7.1 The Head of Operations (HoO) presented tis report on behalf of the Property Asset Manager to seek approval to issue a quick quote to appoint a contractor to carry out some drainage works at 8 address's in our stock, as detailed within the covering report.
- 7.2 Members noted the recent flood in Ferguslie was, according to statistics, a 1 in 4000 year rainfall. It was unprecedented and no preventative measures would have worked.
- 7.3 The HoO has been in communication with the Scottish Flood Forum wo are perusing the possibility of using Ferguslie as a pilot for planned flood preparation.

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

**Resolution;** *the Management Board approved a quick quote to ender for a contractor to carry out drainage and landscaping works.*

## **8. Tenant Satisfaction Report**

- 8.1 The GCE presented this report and explained Lorna Shaw from Research Resource delivered a presentation to staff at their meeting this morning. The Chair had joined via Microsoft Teams and reported he was happy with the results of this year's survey, especially after the pandemic.

**Resolution;** *The Management Board noted the content of the tenant satisfaction survey and that a follow up report and action plan will be presented at a later date.*

## **9. Internal Audit Report**

- 9.1 The GCE explained this report has come to the full board as the Audit & Risk Subcommittee was inquorate and the content of the proposals are required to be approved in order for our auditors to begin our audit programme.

**Resolution;** *The Management Board approved the engagement letter and audit needs assessment.*

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

- 10.1 The GCE presented her covering report and appendices and gave an update on staff welfare and resources.
- 10.2 The Association's I.T. was impacted due to our Voice Over Internet Protocol (VOIP) providers had experienced DDoS attacks. Our I.T. support are looking at other providers as a backup.
- 10.3 Members noted the GCE and Head of Operations (HoO) continue to work in partnership with representatives from the Scottish Government and Renfrewshire council in relation to future development.
- 10.4 All Board members have now completed their annual appraisal and a report will go to the next board meeting in November.
- 10.5 Members discussed our membership with SHARE and noted the senior management team had discussed this membership and agreed it wasn't value for money, but will be reviewed in the future.
- 10.6 The Association was successful in their application for funding of £243,000 from the Scottish Government Community Recovery Fund.

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

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

- i) Noted progress with the Blackstoun Road Development and feedback from tripartite meeting with the Scottish Governance and Renfrewshire Council;*
- ii) Noted the EVH September 2021 briefing paper;*
- iii) Noted the GWSF October 2021 briefing paper;*
- iv) Approved the SHR Quarter 2 Covid Return submitted on 19 October 2021;*
- v) Approved the recommendation not to renew our membership with SHARE until it represents value for money;*
- vi) Noted the policy schedule update; and*
- vii) Noted the contents of the covering report.*

## **11. Assurance Statement Report**

- 11.1 The GCE presented the draft annual assurance statement and informed members the statement has been amended to include our plans for putting in place appropriate systems for the collection and use of equalities data.

The resolution was proposed by Helen Glassford and seconded by Howard Dales.

***Resolution;*** *The Management Board noted the content of the Self Assurance form as at 30 September 2021 and approved the content and signing of the annual assurance statement by the chair, to be submitted to the Scottish Housing Regulator.*

## **12. AOCB**

- 12.1 The GCE explained she would like to open discussion on the proposed rent increase for 2022/23. Members noted Septembers CPI and the prediction it may change in October, which will form the basis of our rent rise decision making. Members went on to discuss the current climate with rising inflation, the impact on our 30-year projections, and previous years rises. A full report with up to date information will be presented at the next Board meeting on 24 November 2021.

The Chair expressed his thanks to the Board and staff.

**The meeting ended at 6:05pm**

**Date of next meeting;**

Board meeting 24 November 2021 at 5pm

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

Signed (Chair) .....

Date.....