

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
Held on 29 September 2021 at 5pm
By Hybrid in the Tannahill Centre and via Zoom and Hybrid**

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Chair
Helen Glassford	Board Member
Louise McNicol	Board Member
Andy Wilson	Board Member
Laurie Kefalas	Co-opted Member (from Item 4)

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, Howard Dales, Siphon Bazaya, Jim Strang

Absent: None

Leave of Absence: None

The chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None

3. Share Membership & Board Appointment Report

3.1 The Group Chief Executive Officer (GCE) presented this report to seek approval for 2 Association Membership applications. However, only one membership fee had been received and a report will go to the next board meeting for the other applicant once the fee has been received.

3.2 Both of these applicants have been through the recruitment process but unfortunately missed the deadline to become a board member at the Annual General Meeting (AGM).

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

Resolution; *The Management Board;*

- i) approved the application for Association membership from Laurie Kefalas, and;*
- ii) approved co-option of Ms Kefalas and Ian Clark onto our Management Board until the next AGM in September 2022.*

[Laurie Kefalas joined the meeting at this point]

4. Minutes of previous meeting 18 August 2021

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

Resolution; *the minutes 18 August 2021 were approved as a true and accurate reflection of the proceedings.*

5. Matters Arising

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

6. Draft Minutes of AGM held on 8 September 2021

The resolution was proposed by Louise McNicol and seconded by Helen Glassford

Resolution; *the minutes of the AGM held on 8 September 2021 were approved as a true and accurate reflection of the proceedings.*

7. Draft minutes of the Special Meeting held on 8 September 2021

- 7.1 The GCE explained a special meeting was held straight after the AGM to appoint office bearers to the board of management and to elect members onto our subcommittees.

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

Resolution; *the Management Board approved the minute of the special board meeting held on 8 September 2021.*

8. Draft Minutes of the NTC Executive Committee meeting held on 30 August 2021

Resolution; *The Management Board noted the draft minutes of the NTC Executive Committee meeting held on 30 August 2021.*

9. CRF2 Grant Management Arrangements Report

9.1 The GCE presented this report and explained following our successful bid for funding from the Scottish Governments Community Recovery Fund, we were invited to apply for a second round of funding. Partners involved in receiving funding and delivering projects include five FLAIR members, 14 community groups, Engage Renfrewshire and Renfrewshire Council.

9.2 The NTC Business Transformation Manager would undertake the role of applying and distributing funds if we are successful.

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

Resolution; *The Management Board*

- i) Noted the progress made in applying to the Scottish Government's Community Recovery Fund, including the development of a partnership approach with FLAIR;*
- ii) Approved on receipt of funds, the distribution of grants in line with the application made to the Scottish Government's Community Recovery Fund; and;*
- iii) Approved delegated authority to the Group Chief Executive to make changes to the grants distributed to individual projects within the total envelope of funding granted to FPHA from the Scottish Government.*

10. Pension Update

10.1 The Finance & Corporate Services Manager (FCSM) gave an overview of the SHAPS pension scheme as detailed in her covering report and provided an update on our past service deficit liability.

Resolution; *The Management Board noted the Association continues to be rated as a “Low Risk” on the basis of the 2021 SHAPS Financial Assessment.*

11. Mini Audit of Financial Regulations

- 11.1 The FCSM presented this report and informed members there were no amendments required since the financial regulations were approved in January 2021.

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

Resolution; *The Management Board noted the Financial Regulations were reviewed at September 2021 and no amendments are considered to be required at this time.*

12. Assurance Statement Report

- 12.1 The GCE presented this report to update members on the progress of the annual assurance statement preparation and informed them that the final annual assurance statement would be presented to the Board at their next meeting on 27 October 2021.

Resolution; *The Management Board reviewed the wording of the proposed draft Annual Assurance Statement for consideration, in preparation for the submission to the SHR due by the 31 October 2021 and noted that the Annual Assurance Statement continues to be adapted to take into consideration the impact of the COVID 19 pandemic*

13. Group Chief Executives Report

- 13.1 The GCE presented her report and updated members on the current blended approach to our new way of working between home, the Tanahill Centre and our offices at Inospace.
- 13.2 Talks are ongoing in relation to the joint social enterprise venture strategy that would enable us to deliver our own services in some areas of maintenance.
- 13.3 Members discussed the unsuccessful bid to buy the church site and agreed the successful bidders' services would enhance the local community.
- 13.4 Members noted the Board & subcommittee compliment for 2021/22 and the GCE would email the meetings schedule.

Action: GCE to circulate schedule of meetings.

Resolution; *The Management Board*

- i) *Noted the decision to no longer proceed with the Shared Ownership Purchase Paper which was discussed at the Board Meeting in August 2021;*
- ii) *Noted that positive talks have taken place with both Cloch HA and Barrhead HA and an agreement was reached to produce a brief to base and Options Appraisal on;*
- iii) *Noted that the Association was unsuccessful in the purchase of St Ninians Church and that Community Circus Paisley were the successful bidder;*
- iv) *Noted the meeting schedule for board meetings and sub-committee meetings to the next AGM in September 2022 would be circulated and the call for a new member to join the Staffing Committee;*
- v) *Noted EVH August 2021 Briefing paper; and;*
- vi) *Noted the letter issued by the SHR in relation to Gas Safety and the Association decision to ensure appropriate training is carried out.*

14. Head of Operations Report

- 14.1 The Head of Operations (HoO) presented his report and took members through the various areas of operations that have been and will continue to be impacted by the pandemic.
- 14.2 An increase in rent arrears from period 5 to 6 was reported and members noted this is mainly in relation to the timing of payment of Housing Benefit.
- 14.3 Members noted the ongoing issues within property services and planned maintenance which is having a negative impact on performance and key performance indicators (KPI's). a strategy is being worked on to overcome areas of identified weakness.
- 14.4 Members discussed our welfare rights service and it was suggested we liaise with other service providers such as money advice to ensure there are no gaps in the services tenants receive.
- 14.5 A discussion was held around the rising cost of materials in the sector and the HoO explained he will continue to monitor the situation and report back any significant issues to the board.
- 14.6 The HoO gave an update on the progress of our flood prevention strategy. The Association have now launched a tenant portal called my home the Management Board were invited to visit our you tube channel to view some of our short videos.

Action: HoO / Housing Services Manager to identify external agencies to work with which will ensure there is no gap in services for tenants.

Resolution; *The Management Board noted;*

- i) Rent arrears for period 6;*
- ii) Repairs and Void performance;*
- iii) Material costs and availabilities;*
- iv) Our flood strategy update; and;*
- v) Introduction to the new tenant's portal My Home*

15. Development Report Update

- 15.1 The (HoO) presented this report to update members on the progress of the Blackstoun Road potential development and to seek approval to express interest in another sight earmarked for development.

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

Resolution; *The Management Board approved;*

- i) the increase in design budget to allow for the new build development at Blackstoun road to be designed to meet Passivhaus Standards;*
- ii) noted the content of the report in relation to Belltrees site and the unsuccessful bid for St Ninians Church. and;*

16. Procurement Report

- 16.1 The HoO presented this report to seek approval to issue tender documents for a new windows and doors programme for properties within Park Lane and Dalskeith Avenue.

- 16.2 Within this covering report, approval was also sought to issue a tender to appoint an Landscape and Environment Design Team.

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

Resolution; *The Management Board approved the issue of tender documents for a new door and window programme with an estimated budget of £180,000.*

The resolution was proposed by Andy Wilson and seconded by Helen Glassford.

Resolution; *The Management Board approved the issue of a tender for a landscape and environmental design team with an estimated budget of £100,000.*

17. Change Management Policy

17.1 The FCSM presented this policy and report and explained the implementation of this policy was a recommendation from our I.T internal audit. This policy would ensure there was a robust process in place for making and recording changes to the network.

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

Resolution; *The Management Board approved the change management policy.*

18. AOCB

The Chair expressed his thanks to the Board and staff.

The meeting ended at 6:05pm

Date of next meetings;

Board meeting 27 October 2021 at 5pm

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

Signed (Chair)

Date.....