

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
Held on 26 January 2022 at 5pm  
via Zoom**

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Helen Glassford	Board Member
Louise McNicol	Board Member
Laurie Kefalas	Board Member
Howard Dales	Board Member
Andy Wilson	Board Member

**In Attendance:**

Catrina Miller	Group Chief Executive (Minute taker)
Ivor McCauley	Head of Operations

**Apologies:** Jim Strang, Siphon Bazaya

**Absent:** Gary Russell

**Leave of Absence:** None

The chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 15 December 2021**

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

**Resolution;** *the minutes 15 December 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. Rent Increase Report 2022/23**

- 5.1 Rent Increase report was presented by Head of Operation and it was noted that 22.5% of tenants responded to the consultation exercise. Questions were asked in relation to the proposed budget and the association's covenants, assurance was given that the business could manage a 3.5% rent increase for 2022/23 and was then unanimously agreed by those in attendance.

**Resolution;** *Proposed by Louise McNicol and seconded by Howard Dales.*

## **6. Head of Operations Report**

- 6.1 The HoO presented this report to update members on operational performance. Rent Arrears are holding well and within the KPIs. A slight dip in relation to contractor's performance in last period mainly due to Covid and availability of tradesmen was highlighted.
- 6.2 Planned Maintenance is progressing well and in the final run of kitchen replacement program, unfortunately due to Covid installs are taking longer than usual however association staff are on the front foot.
- 6.3 It was highlighted that the installation of the heat and smoke detectors stood at 96%, due to no accesses. It was reported that the association would not meet the 1<sup>st</sup> February deadline however will begin forced accesses going forward.
- 6.4 Tender out for design team for environmental plan upgrades.

**Resolution;** *the Management Board noted the operational update.*

## **7. Procurement Report**

- 7.1 Head of operations presented the report with regards to the retendering of the association's close cleaning contract. Four responses were received and assessed for award based on a financial and quality evaluation. The winning bid has resulted in a slight saving on current costs even though better standard is required of those who submitted bids.

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

**Resolution;** *The Management Board approved the appointment of Caledonia Cleaning for an initial 12 month period with option for a further 2 x 12 month periods.*

## **8. Business Plan 2020-2023 Progress Report**

- 8.1 The GCE took members through the various items contained within the report to bring members up to date on progress achieved to the 31 December 2021.

**Resolution;** *The Management Board noted the Business Plan Progress Report*

## **9. Group Chief Executives Report**

- 9.1 The GCE presented this report to bring members up to date on various items.

**Resolution;** *The Management Board noted the Chief Executive Report*

- Note the update on staff absences from work for varying reasons.
- Note that working from home is the default at the present time with the office only open to staff on a reduced capacity with booking conditions in place.
- Note temporary changes to staffing within the Property Section.
- Note that a review of the staff structure will take place during 2022.
- Note that progress is being made with regards to the site at Blackstoun Rd and very soon a Special Management Board Meeting will be scheduled to make a decision on how we progress.
- Note that Wylie & Bissett carried out an audit of the association's Risk Management Policy and the only recommendation is to arrange training for Board Members.
- Note that the SHR issues a Tenant Health and Safety Questionnaire for completion which is currently underway

## **10. Risk Management Policy Review**

- 10.1 The GCE presented this report and informed members this policy has been reviewed and has been updated to clearly divide the elements that require authorisation into groups as detailed in the covering report.

The resolution was proposed by Laurie Kefalas and seconded by Helen Glassford.

**Resolution;** *The Management Board noted the content of the Risk Management Policy and approved adoption of the document.*

**11. Mobile Device Policy**

The GCEO brought Mobile Device Policy for consideration to members. This policy is now required due to the remote working practices of staff and the need for all to have access to a mobile phone to enable them Watchguard Authpoint access to the association's servers.

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

**Resolution;** *The Management Board noted the content of the Mobile Device Policy and approved adoption of the document.*

**12. AOCB**

12.1 None

The Chair expressed his thanks to the Board and staff.

**The meeting ended at 6.10pm**

**Date of next meeting;**

Wednesday 23 February 2022 at 5pm

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

Signed (Chair) .....

Date.....