

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
Held on 25 September 2024 at 5pm via Hybrid (zoom) and in The Associations  
Offices, 76 Blackstoun Road, Paisley PA3 1NT**

**1. Welcome, Sederunt & Apologies**

**Present:**

Angela Chivers	Chairperson
Tracey Johnstone	Board Member
Kirsten Ferguson	Board Member
Ian Williams	Board Member
Laurie Kefalas	Board Member (zoom)

**In Attendance:**

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Jeremy Chittleburgh	External Auditor CT (To item 7)
Teresa Gallagher	Minute Secretary

**Apologies:** Helen Glassford, Aidan McGrogan, Louise McNicol

**Absent:** None

The Chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of Meeting 21 August 2024**

3.1 An amendment was required for the proposer and seconder at item 5.

The resolution was proposed by Ian Williams and seconded by Tracey Johnstone.

***Resolution;*** *Subject amending the proposer and seconder, the minutes of the meeting held on 21 August 2024 were approved as an accurate reflection of the proceedings.*

#### **4. Matters Arising from Minutes 21 August 2024**

4.1 None.

#### **5. Draft Minutes of AGM held on 11 September 2024**

5.1 The auditor's report was yet to be completed in the draft minutes. The Governance & Corporate Services Officer (GCSO) will email final draft to members.

***Resolution;** The Management Board noted the draft minutes of the Annual General Meeting (AGM) held on 11 September 2024.*

#### **6. Draft Minutes of Special Meeting held on 11 September 2024**

The resolution was proposed by Angela Chivers and seconded by Ian Williams.

***Resolution;** The Management Board noted the draft minutes of the Special Meeting held on 11 September 2024.*

#### **7. Draft Minutes of NTC Executive Committee held on 2 September 2024**

***Resolution;** The Management Board noted the draft minutes of the NTC Executive Committee held on 2 September 2024.*

#### **8. Membership Report**

8.1 The GCSO presented this report and sought approval to cancel the membership of 15 shareholders who have not submitted apologies or attended an Annual General Meeting for 5 consecutive years, in accordance with our rules at 11.1.3.

8.2 Members noted the details of the shareholders as contained within the covering report.

The resolution was proposed by Ian Williams and seconded by Tracey Johnstone.

***Resolution;** The Management Board approved to cancel the membership of 15 shareholders in accordance with our rules at 11.1.3.*

## **9. Board Appointment Report**

- 9.1 The Group Chief Executive Officer (GCE) presented this report and sought approval to co-opt Shane McCourt onto our Board of Management.
- 9.2 Members noted the recruitment process that had been carried out in the lead up to Mr McCourt attending an interview with the GCE. He has extensive finance experience and socially conscience.

The resolution was proposed by Ian Williams and seconded by Tracey Johnstone.

**Resolution;** *The Management Board approved the co-option of Shane McCourt.*

## **10. Tenancy Sustainment**

- 10.1 This was deferred to October's meeting.

## **11. Group Chief Executive Officers Report**

- 11.1 The GCE presented this report and explained the Scottish Housing Regulator (SHR) have published their national report on social landlord performance against the standards and outcomes of the Scottish Social Housing Charter (ARC). The SHR plan to carry out a comprehensive review of the ARC and in particular will focus on tenant and resident safety.
- 11.2 The appointment of the Finance & Corporate Services Manager has come to an end and with retrospective delegated authority from the Chair and Vice Chair, we moved forward with procuring financial services. The GCE sought ratification from the Board.
- 11.3 The implementation of the Finance element of Rubixx has delayed production of the quarterly management accounts. The GCE has been working with Rubixx to build the reporting mechanism and both sets of management accounts will be presented to the Board at their meeting in October and November respectively. The GCE has submitted the SHAPS return and the Annual Financial returns to the SHR.
- 11.4 The GCE explained a business planning day will be scheduled and the GCSO will liaise with members to find a suitable date.

The resolution was proposed by Ian Williams and seconded by Tracey Johnstone.

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

- i) Noted the content of both Scottish Housing Regulators Letters;*
- ii) Noted the contents of the monthly briefing from EVH and GWSF;*
- iii) Noted the staffing update provided;*
- iv) Approved retrospectively, the tender for financial services; and;*
- v) Discussed plans to organise Board Business Planning Session and Finance Training*

**12. Head of Operations Report**

- 12.1 The Head of Operations (HoO) presented this report and took members through the performance from April to June 2024
- 12.2 Arrears remain comfortable and some voids have been hampered with delays due to utility companies. The new process on the person-centred approach with voids was explained and members agreed this was a good relationship building opportunity between staff and tenants. Our recently appointed Assistant Housing Officer - Tenancy Sustainment, has been doing a great job working with and supporting tenants.
- 12.3 Welfare Rights continue to work with tenants on the universal credit migration and have reached out to communicate to tenants by sending leaflets and uploading YouTube videos. The team will be targeting certain age groups to ensure they are in receipt of the right benefits and maximising their income.
- 12.4 Members were asked to note the change in our Gas Servicing as we have moved to a “MOT” style system. The HoO explained the background around gas servicing, how the new system operates and intimated it was important that members were aware of this change and be comfortable we will still be in compliance with SHR requirements. He explained that the new system, over a 6-year period, will save the association around £80,000.
- 12.5 The asset management programme has begun with the installation of new kitchens last week. Members held a discussion around medical adaptations and noted to date there has been no grant award from the Scottish Government. We are proceeding with some medical adaptations within our budget although a report may come to the board in relation to potential further spend.

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

**13. Procurement Report**

- 13.1 The HoO presented this report to deliver the tender submissions and explained a full report would be presented at the October meeting.

- 13.2 Members noted it was critical we have financial services in place and the appointment would be for 18 months with the option of 2x 12-month extensions. This would ensure continuity until 2028.
- 13.3 Both the CEO and HoO scored the 2 returns and members were asked to approve their recommendation to appoint FMD Financial Services. Members noted the costs associated and were comforted with the experience FMD has, not only in the housing sector but also with the Association and its subsidiary having successfully worked with us before.

The resolution was proposed by Angela Chivers and seconded by Tracey Johnstone.

**Resolution; The Management Board;**

- i) Approved the appointment of FMD Financial services until March 2026 with the option of 2x 12-month extensions; and;*
- ii) Noted a full report will come to the board at their meeting in October*

#### **14. Annual Assurance Statement**

- 14.1 The GCE presented this report and explained this is the 1<sup>st</sup> stage of the annual assurance statement process in providing the Board with information as we prepare for submission in October.
- 14.2 Members noted the paper on our internal controls that had been presented at the August meeting, this forms part of the assurance statement evidence bank. The GCE referred to the self-assessment report and explained next year there will be links added so board members can access all supporting evidence.
- 14.3 The draft annual assurance statement was presented and members were asked to note the highlighted text within the paper relating to compliance may change by next month. Members noted the background to individual no access issues.

**Resolution; The Management Board;**

- i) Reviewed the proposed annual assurance statement in preparation for its submission to the SHR by 31 October 2024;*
- ii) Noted the contents to date of the associations self-assessment report on how we meet the SHR Regulatory Standards.*

#### **15. AOCB**

15.1 Tracey Johnstone submitted her apologies for the next meeting and intimated she would not be available for the Audit & Risk Sub-committee meeting in November. The GCE explained we will look at rescheduling this.

**The meeting ended at 6 pm**

**Date of next meeting**

Board meeting 30 October 2024 at 5pm

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

Signed (Chair) .....

Date.....