

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
Held on 24 November 2021 at 5pm  
via Zoom**

**1. Welcome, Sederunt & Apologies**

**Present:**

Ian Williams	Chair
Helen Glassford	Board Member
Louise McNicol	Board Member
Laurie Kefalas	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:** Howard Dales, Siphon Bazaya, Andy Wilson

**Absent:** Ian Clark, 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 27 October 2021**

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

***Resolution;** the minutes 27 October 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. Draft Minute of the NTC Executive Committee meeting held on 15 November 2021**

- 5.1 The Board noted the minute of the NTC Executive Committee meeting held on 15 November 2021.

## **6. Management Accounts to 30 September 2021**

- 6.1 The Finance & Corporate Services Manager (FCSM) presented her covering report and appendice and took members through the main issues as contained within her covering report.
- 6.2 A surplus of £483,269 was made in the period giving us a favourable variance of £288,032 and this was mainly due to planned and cyclical maintenance being less than budget for the 6 months.
- 6.3 Favourable variance were also made in rent and service charges receivable and void losses.
- 6.4 Adaptation grants are below budget as there have been fewer referrals due to the pandemic.
- 6.5 Management and maintenance administration costs resulted in a favourable variance.
- 6.6 Reactive maintenance has shown an unfavourable variance, this is due to both the volume of catch up repairs being carried out after lockdown and the sum of £21k that was spent for flood repairs after the unprecedented rainfall on 8 August 2021. Planned & cyclical maintenance gave a favourable variance of £115,599 as detailed in the covering report.
- 6.7 Gross rent arrears have increased compared to 31 March 2021 and members noted previous years rent arrears at this time for the past 3 years.
- 6.8 Members noted the SHAPS pension liability and our loan covenants are all met.

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

**Resolution;** *the Management Board approved the management accounts to 30 September 2021.*

## **7. Board Appointment Report**

- 7.1 The Group Chief Executive Officer (GCE) presented this report to seek permission for an applicant to join the NTC Executive Committee.

- 7.2 The Intragroup agreement states the governing body must give its written approval for appointment to the Executive Committee.

The resolution was proposed by Ian Williams and seconded by Laurie Kefalas.

**Resolution;** *the Management Board as governing body of the New Tannahill Centre Ltd that Ferguslie Park Housing Association gave its written approval to the appointment of Paul Cardona as a Director of the New Tannahill Centre Ltd.*

## **8. Head of Operations Report**

- 8.1 The Head of Operations (HoO) presented this report and brought members up to date with operational services within the Association.
- 8.2 He screenshared the KPI's tracking report and took members through each of the categories and targets.
- 8.3 Members were satisfied with the explanation give where some targets were not been met in voids and asset management and noted the HoO was not concerned at this point in time.
- 8.4 Staff resource issues have impacted somewhat on property services and this is being managed by distributing tasks and bringing in temporary help.
- 8.5 Members noted a detailed report in relation to the impact the universal credit reduction is having on households would be delivered by January 2022.
- 8.6 A leaflet will be sent to all tenants with the proposed rent increase figure and a consultation exercise will be held to engage with at least 25% of our tenants.
- 8.7 Housing services continue to promote Myhome and are looking at redeveloping information paperwork such as the tenant handbook by using digital methods.
- 8.8 Members noted the update given on the flood prevention strategy.

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

## **9. Development Update Report**

- 9.1 The HoO provided an update to members on 2 areas of potential development we are working on.
- 9.2 The site at Blackstoun Road is progressing with the property asset manager working on the creation of a greenspace area.
- 9.3 Discussions continue with the council's legal team and our solicitors on the acquisition for the site and a report on costs which include the Passivhaus design will come to the Management Board for approval.

- 9.4 The Belltrees area is prone to severe flooding due to the Candren burn running below this site and there would likely be an objection from SEPA to build houses here.

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

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

- 10.1 The GCE presented her covering report and appendices and a discussion was held around EVH's approach to the salary increase for 2022/23.
- 10.2 Investors in People (IIP) carried out an annual review of our silver accreditation and interviews 4 members of staff across the group. Feedback was positive and there are a few areas that the senior management team will address as detailed in their report.
- 10.3 FLAIR have published their annual report and holding their AGM virtually on 29 November. Members were informed they are looking for a new spokesperson.
- 10.4 Both the GCE and FCSM attended the finance conference and slides will be emailed out to the Board when they are made available.
- 10.5 The GCE sought permission from the Board to close the office over the winter break where staff would use annual leave for the day's needed. The Association plans on closing on 24 December at 12.30pm and re-open on Thursday 6 January at 9am.

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

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

- i) Noted the content of the reports;*
- ii) Noted the EVH October 2021 briefing paper;*
- iii) Noted the content of the latest IIP accreditation report;*
- iv) Noted the content of the FLAIR annual report 2021/22 and their AGM which will take place virtually on 29 November 2021 at 6pm; and;*
- v) Approved the office closure from Friday 24<sup>th</sup> December at 12.30pm to Thursday 6 January at 9am.*

## **11. Health & Safety Report**

- 11.1 The GCE presented this report to bring members up to date with all aspects of Health and Safety within the organisation.
- 11.2 Fire alarm testing continues to be carried out on a weekly basis and there have been no reports in accidents or near misses.
- 11.3 The office remains closed as per government guidance but appointments for tenants can be made if required.

- 11.4 The property services manager arranged gas safety training with our contractor as per the advice from the Scottish housing Regulator.

**Resolution;** *The Management Board noted the content of the Health & Safety report from 1<sup>st</sup> April 2021 to 31 October 2021.*

**12. AOCB**

- 12.1 The GCE invited all members to attend the next Board meeting in person and to take a walk around the estate. The community take part in the window advent and it would be a great opportunity for those board members who are not familiar with the estate.

The Chair expressed his thanks to the Board and staff.

**The meeting ended at 6:20pm**

**Date of next meeting;**

Wednesday 15 December 2021 at 5pm

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

Signed (Chair) .....

Date.....