

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
Held on 15 December 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
Gary Russell	Board Member
Howard Dales	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: Siphon Bazaya, Andy Wilson

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 24 November 2021

The resolution was proposed by Jim Strang and seconded by Louise McNicol.

Resolution; *the minutes 25 November 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 Budget 2022/23

- 5.1 The Finance & Corporate Services Manager (FCSM) presented the draft budget and explained the final budget would be presented at the Board meeting in February for approval.
- 5.2 She took members through the main points as contained within the covering report and screenshared the budget paper.
- 5.3 Members discussed the proposed figure for rents and service charge rise for 2022/23. This was based on October's inflation rate of 4.2% plus 0.3%. Members held a lengthy discussion on the proposed rent rise as detailed within the Group Chief Executives (GCE) covering report.
- 5.4 Voids are budgeted at .75% and members questioned the rising costs in the sector, the Head of Operations (HoO) explained his report has detailed information on how the Association are working to mitigate this issue.

***Resolution;** the Management Board noted the draft budget and will await the outcome of the tenant rent consultation and revisit the draft budget with the final detail.*

6. Head of Operations Report

- 6.1 The HoO presented this report to update members on operational performance.
- 6.2 He explained he has issued a leaflet for tenants regarding the proposed rent increase and there is also a survey for tenants to complete.
- 6.3 Members noted the update given on the lack of information been given from councils on access the grant for tenants in arrears. A submission for some grants has been processed and the outcome will be reported to the Board when known.
- 6.4 The HoO explained he is entering into negotiations with contractors regarding the uplift on costs in the sector. Members will be kept updated on progress.

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

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

7. Rent Consultation Report

- 7.1 The GCE presented this report and members picked up on the previous discussion held at the budget report.
- 7.2 They discussed what a ceiling rise of 4.5% would mean in a monetary sense and the effect this would have on tenants.
- 7.3 Members requested the proposed rent rise be more visible in the consultation document.

The resolution was proposed by Jim Strang and seconded by Helen Glassford.

Resolution; The Management Board

- i) Approved consultation with tenants on a rent and service charge increase of between 3.5% and 4.5% for 2022/23;*
- ii) Approved the consultation process including the letter to tenants with the proposed figure being more visible; and;*
- iii) Noted that consistent amendments for changes to the Associations Shared Owners will be applied from 1st April 2022.*

8. Development Update Report

- 8.1 The HoO provided an update on the planned development of Blackstoun Rd/Westburn Av and explained the grant applied for will likely be available in this financial year.
- 8.2 Due to the changes in timing, the HoO sought delegated authority from the Board to purchase the land prior to the next Board meeting in January 2022.

The resolution was proposed by Jim Strang and seconded by Gary Russell.

Resolution; The Management Board granted delegated authority be given to a number of board members to approve the purchase of the land prior to the January 2022 board if all necessary terms are agreed by the legal teams of both ourselves and the Council.

9. Group Chief Executives Report

- 9.1 The GCE took members through the various issues as contained within the covering report.

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

Resolution; The Management Board;

- i) Noted the general update with regards to Covid 19 and the measures in place due to the uncertainty of the new omicron variant;*

- ii) *Noted capacity issues within the Property Section and the employment of a temporary member of staff whilst a review of the structure takes place;*
- iii) *Appointed Jim Strang on to the Staffing Committee;*
- iv) *Noted that Alistair Burke was successful in winning the CIH Bob Allan Young Achiever in housing Award;*
- v) *Noted the contents of EVH December Update at appendix 1.*

10. Annual Risk Report

- 10.1 The GCE presented this report to bring members up to date the reviewed risk register. She explained an internal audit would commence shortly on our risk register.

Resolution; *The Management Board noted the content risk register which was reviewed at the end of September 2021.*

11. Delegated Authority, Business Plan Preparation Policy

- 11.1 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 Jim Strang and seconded by Ian Williams.

Resolution; *The Management Board noted the content of the Scheme of Delegated Authority and approved adoption of them.*

12. AOCB

- 12.1 None

The Chair expressed his thanks to the Board and staff.

The meeting ended at 7pm

Date of next meeting;

Wednesday 26 January 2022 at 5pm

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

Signed (Chair)

Date.....