

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM
UNIT 5, 22 MANSFIELD STREET
6.00 PM – 25 MAY 2016**

Present: Leslie Milne (Chair)
Annette Bonar
Margaret Burke
Alastair Firth
Alan Howie
Janet Napthine
Iain Nicolson (Vice Chair)
Jennifer Young

Apologies: Hazel Brown
Eddie Jones
Iain Mackenzie
Helen Turner

Attending: Stewart MacKenzie, Chief Executive
Georgina Kent, Operations Director
Eamonn Hughes, Finance Director
R Grant (Minute Secretary)

Item 1	<p>Chair's Welcome The Chair welcomed everyone to the meeting and outlined the fire drill procedure.</p> <p>Apologies Apologies were noted as detailed above.</p> <p>Declaration of Interests No interests were declared.</p>	
Item 2 Doc 1	<p>Approval of previous minutes – 23 March 2016 The minute of 23 March 2016 was proposed as a true record by AF and seconded by AH.</p> <p>The previous minute was approved.</p>	
Item 3 Doc 2	<p>Review of Action Tracker</p> <p>Board noted the Action Tracker.</p>	
Item 4 Dec 1	<p>Annual Return on the Charter 2015/16 Submission and Quarter 4 Performance Update GK related the highlights of the Annual Return of the Charter (ARC) 2015/16 report to Board which showed our performance overall was broadly very good.</p> <p>We will be reviewing and investigating those areas where there is scope for</p>	

	<p>us to improve our performance.</p> <ol style="list-style-type: none"> 1. Board noted the content of the report; 2. Board approved the submission of the Annual Return on the Charter (CHR) 2015-16 to the Scottish Housing Regulator; and 3. Board delegated authority to the Chair and Chief Executive to review and approve the information in the ARC prior to submission to the SHR. 	
<p>Item 5 Dec 2</p>	<p>Annual Board Performance Review The Chair advised that after the Annual Performance Review in 2015, the 2016 appraisals would take a slightly different approach.</p> <p>There was discussion about MB's nomination for re-election in line with the 9 year rule. There was unanimous acknowledgement of MB's commitment, excellent work and valuable contribution.</p> <p>The Chair confirmed to Board that both he and AB would be stepping down to be considered for re-election at the forthcoming AGM in September 2016 in terms of Rule 39.1.</p> <ol style="list-style-type: none"> 1. Board agreed in principle to the process for carrying out Board appraisals, succession planning and training during the course of 2016/17; 2. Board endorsed Margaret Burke's nomination for re-election following the 9-year rule process; and 3. Board noted the content of the report. 	
<p>Item 6 Dec 3</p>	<p>Communications Policy The purpose of the Policy was to set out how we communicate effectively and positively with all stakeholders. There was some discussion regarding the format and content of the PHA newsletter and it was agreed that articles on topics such as fuel poverty and maximising incomes would be beneficial to tenants.</p> <p>Board approved the draft Communications Policy, set out in Appendix 1 of the report.</p>	
<p>Item 7 Dec 4</p>	<p>CEO Report SM outlined the highlights of his report for Board.</p> <p>Quarter 4 2016/16 Management Accounts The quarterly accounts showed a surplus for this period of £295k, against a budgeted deficit of £116k.</p> <p>Scottish Housing Regulator – Regulatory Risk Assessment 2016/17 The Scottish Housing Regulator had written to the Chair confirming that following their assessment they had determined they will have a low level of engagement with PHA.</p>	

Glasgow's Housing Strategy 2017 – 2022

Glasgow City Council (GCC), as strategic housing authority, is currently developing a new Local Housing Strategy for the period 2017 – 2022. PHA's development programme for the next 5 years will align closely with what GCC is proposing.

Reclassification of Housing Associations as Public Bodies

This may have an impact of future funding and this review will have potential consequences for PHA.

Partick Works Limited – Board membership application

The applicant had been interviewed by the PWL Chair and Operations Director and was considered to have the necessary and relevant skills to be an effective PWL Board member.

Stock Investment Programme & Stock Condition Survey 2016 - 17

A new stock survey will shortly be commissioned to provide robust information on our stock condition and stock investment requirements. The data collated will help inform our decisions on how we prioritise our planned maintenance works.

Budget Planning & Rent Setting 2017 – 18

Management Team members are currently reviewing and deconstructing their respective 2016-17 budgets and identifying potential savings to ensure value for money. SM reported that the Scrutiny Panel is currently reviewing rent setting.

Staffing Update

Leadership Team is currently reviewing the vacancies within the ICT and Development teams.

ICT Update

Following the recent implementation of our new telephony system, plans are underway to introduce our intranet.

Insurance Services Update

Following the current tendering exercise, delegated authority is sought for the Chair to approve the award of the successful insurance tender.

Legal Services Update

Following the recent tendering exercise, the new legal services framework agreement has been implemented.

Procurement of Close Cleaning & Backcourt Maintenance Services

The current contract has been extended to allow the opportunity to

reflect on feedback from the Scrutiny Panel, recent customer satisfaction information and a recent stakeholder consultation event and design the most effective way of delivering this service going forward.

Broomlea Site New Build

A visit to our new build site has been organised for Board members on 7 July 2016. A detailed update report will be presented to Board at the next meeting in June.

Community Festival – 25 June 2016

The community festival will take place on Saturday 25 June 2016, between 12pm to 4pm at Mansfield Park. Further details to follow.

Health & Safety Update

Recent Health & Safety audit was considered by Audit Committee on 11 May 2016. Health & Safety Panel met on 24 May 2016 – no issues to report.

AGM

It was agreed that staff presentations at the AGM on our response to feedback from recent customer survey data would likely be of interest. It was also suggested that the complete version of the film on the site at Broomlea could be included.

- Board **approved** the appointment of Frances Manley to Partick Works Limited Board;
- Board **delegated** authority to the Human Resources Sub Committee to review and approve any business case in relation to amendments to our organisational structure to reflect our future ICT business needs;
- Board **delegated** authority to the Chair to approve the appointment of the successful insurance services tenderer, with details being reported to the following PHA Board meeting for information; and
- Board **noted** the content of the report.

<p>Item 8 Info 1</p>	<p>PWL Board Minutes – 2 March 2016 Board noted the content of the PWL Board minutes held on 2 March 2016, attached as Appendix 1 to the report.</p>	
<p>Item 9 Info 2</p>	<p>Shareholder Membership Applications Board noted that no recent Shareholder Membership applications had been received.</p>	
	<p>The Chair thanked everyone for their attendance and the meeting closed at 8.15pm.</p>	