

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM
UNIT 5, 22 MANSFIELD STREET
6.15PM – 21 SEPTEMBER 2016**

Present: Leslie Milne (Chair)
Alastair Firth
Alan Howie
Eddie Jones
Iain Mackenzie
Janet Naphine
Iain Nicolson (Vice Chair)
Helen Turner
Jennifer Young

Apologies: Annette Bonar
Margaret Burke

Attending: Stewart MacKenzie, Chief Executive
Georgina Kent, Operations Director
Marina Turner (Minute Secretary)

Item 1	<p>Chair's Welcome The Chair welcomed everyone to the meeting and outlined the fire evacuation procedure.</p> <p>Apologies Apologies were noted as detailed above.</p> <p>Declaration of Interests There were no declarations.</p>	
Item 2 Doc 1	<p>Approval of previous minutes – 22 June 2016 The Chair explained that a revised draft minute of 22 June 2016 was being tabled with minor changes, which MT explained.</p> <p>A question was raised re Item 5 of the previous minutes, which referred to an independent review of the development process at Broomlea and discussion followed around the importance of pre-site start and pre-contract processes whilst managing risk and cost. The Chair noted that the audit should look at the whole process and identify any learning points.</p> <p>SMK provided background to the discussion around corporate memberships and the decision made by Board at the last meeting, for the benefit of a member who had been absent.</p>	NR

Partick Housing Association – 23 November 2016

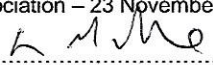
Signed:.....
Chairperson

Date: 23/11/2016

	<p>The tabled minute of 24 August 2016 was proposed as a true record by AF and seconded by JN.</p> <p>The minutes of 24 August 2016 were approved.</p>	
<p>Item 3 Doc 2</p>	<p>Review of Action Tracker</p> <p>It was noted that no items were outstanding.</p> <p>The Board noted the Action Tracker.</p>	
<p>Item 4 Dec 1</p>	<p>Annual Review of Strategy & Policy Schedule</p> <p>A revised Appendix 1 was tabled with minor changes aligning reviews with agreed Board dates.</p> <p>Minor changes were agreed. Now refinancing has been completed EH to confirm a date for review.</p> <p>A request was made for an update of the Communications Policy. SMK confirmed that a Communications Plan has been drafted, which could be circulated to the Board. It was confirmed that the Chair of PHA/ Chair of PWL/ Chief Executive and Corporate Services Manager are the Communications Group members. The Board is keen to see the Newsletters are as relevant as possible for our readership</p> <p>1. The Board approved the updated Strategy & Policy Schedule set out in Appendix 1.</p>	<p>EH</p> <p>SMK</p>
<p>Item 5 Dec 2</p>	<p>Policy Reviews</p> <p>Housing Allocation Policy</p> <p>PHA's Housing Allocation Policy was last approved by the Board in January 2013, with an update in June 2014. Since then the Housing (Scotland) Act 2014 had been introduced. It was important to gain the Board's view on the new policy prior to engaging with stakeholders. The policy should be transparent, fair and consistent as well as proportionate bearing in mind that PHA has limited turnover and only allocates about 120 properties per year.</p> <p>PHA needs to plan ahead by addressing the needs of an ageing population or those with limited mobility who might be unsuitably housed within tenement accommodation with stairs. The 50% homeless quota was discussed. The Board acknowledged that homelessness can arise for various reasons and that we need to play our part in seeking to assist those in greatest need.</p> <p>There might be scope to commission an independent social survey to better understand local housing needs and aspirations, possibly in collaboration with our neighbouring associations if they wished to</p>	

h. M. McNeil

	<p>participate. It is also important that we make people more aware of what housing options might be available to them to meet their needs.</p> <p>It was agreed that Board members should email comments directly to GK. GK will develop proposals for consulting stakeholders on the draft policy. The Chair suggested that if we go ahead with a proposed social survey of local housing needs, then any findings should be considered before finalising and implementing the updated Housing Allocation Policy. In the meantime the current policy will continue to apply.</p> <ol style="list-style-type: none"> 1. The Board approved the updated draft Housing Allocation Policy set out in Appendix 1, which will form the basis of stakeholder consultation with the proviso that Board has the opportunity to comment. 2. The Board delegated authority to the Chair and Chief Executive to review feedback from stakeholder consultation, agree any minor revisions to the updated Housing Allocation Policy and confirm its implementation date. <p>Board members took a break at this point.</p> <p>Gas Servicing Policy This policy was last reviewed in September 2013. It is important that we continued to manage gas safety effectively to ensure compliance with legislative requirements on health and safety, etc. There has been good performance with 100% of annual gas safety checks being done on time.</p> <ol style="list-style-type: none"> 1. The Board approved the updated Gas Servicing Policy as set out in Appendix 2. 	
<p>Item 6 Info 1</p>	<p>Post AGM Governance Decisions (verbal) It was noted that the AGM held on 14 September 2016 had gone well, the speakers had performed well and the film on the new Broomlea development had been appreciated by attendees</p> <p>We will be looking at updating the PHA/PWL independence agreement shortly and will take the opportunity to seek governance advice on whether there is an alternative approach to the current post AGM meetings.</p> <p>The new Chair of PWL is William Harris. Rosemary Ward has been confirmed as Vice Chair. John Gilbertson has stepped down as Chair but will remain on the PWL Board.</p> <p>The Broomhill Gate opening held on 15 September 2016 had been successful. The new tenants were delighted with their homes and it was good that the focus of the official opening was on the tenants.</p> <ol style="list-style-type: none"> 1. The Board noted the content of the Chair's verbal report. 	<p>SMK</p>



<p>Item 7 Info 2</p>	<p>CEO Report The Annual Return on the Charter (ARC) results for 2015/16 had been published and PHA was above the Scottish average on most measures. There had been a few dips that we need to follow up on, but generally our performance was good.</p> <p>As mentioned earlier in the meeting, the Development Strategy SLWG had met on 20 September 2016 and there had been a productive discussion around process and identifying future needs.</p> <p>A health and safety update was included in the report and a more in depth update would be provided by the Development Director at the November 2016 Board meeting.</p> <p>1. The Board noted the content of this report.</p>	<p>NR</p>
	<p>The next Board meeting is scheduled for Wednesday 23 November 2016 at 6.15pm.</p> <p>The Chair thanked everyone for their attendance and the meeting closed at 8.10pm.</p>	