

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM
UNIT 5, 22 MANSFIELD STREET
6.00 PM – 27 MAY 2015**

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

Apologies: Paul Robertson (Vice Chair)
Hazel Brown
Rosemary Ward (PWL)

Attending: Stewart MacKenzie, CEO
Lynne Donnelly, Housing Services Director
Eamonn Hughes, Finance Director
Nick Ronan, Property Services Director
Barry Shields, Head of ICT Business Services
Marina Turner, Corporate Services Officer
Corporate Services Sen. Asst. (Minute Secretary)
John Gilbertson, PWL (part)
William Harris, PWL (part)
Linda Ewart, Governance Advisor
Lorna Shaw, Research Resource (part)
Donna Milton, Arneil Johnston (part)

**Item 2
Doc 2**

Chair's Welcome

The Chair welcomed all attendees to the meeting and went over the fire evacuation procedures.

Stewart MacKenzie was formally introduced as the newly appointed Chief Executive. The Chair then introduced Linda Ewart, explaining her attendance as part of this year's Board and member appraisal process. Also in attendance from PWL were John Gilbertson and William Harris attending the presentations from Research Resource and Arneil Johnston.

Apologies

Apologies were noted as detailed above.

Declaration of Interests

No interests were declared.

<p>Item 1 Key 1</p>	<p>Presentations by Research Resource and Arneil Johnston</p> <p>Research Resource The Chair welcomed Lorna Shaw from Research Resource and Donna Milton from Arneil Johnston.</p> <p>Lorna gave a presentation on a project commissioned by PWL on the operation of the private rented sector in Partick, which was part of a city-wide study commissioned by Glasgow City Council. The main part of this work was a sample survey of private landlords operating in Partick to gain a better understanding of how the local housing market was working, so that PHA could better assess demand for social rented housing</p> <p>Lorna confirmed that only around 17% of landlords had opted out of the project which was deemed as positive as normally the percentage is around 30%.</p> <p>At 6.10pm Janet Napthine joined the meeting.</p> <p>Arneil Johnston The second presentation by Donna Milton outlined the findings of an Affordability Analysis which reviewed the rents charged by private landlords in and around the Partick area and the scope for PHA to meet demand by possibly providing more affordable housing for people on a low income.</p> <p>The Board found both presentations interesting and thanked both Lorna and Donna.</p> <p>JG, WH, LS and DM left the meeting at this point.</p>	
<p>Item 3 Doc 2</p>	<p>Approval of previous minutes 25 03 2015 The minute of 25 March 2015 was proposed as a true record by AH and seconded by EJ. The previous minute was approved.</p>	
<p>Item 4 Doc 3</p>	<p>Review of Action Tracker</p> <p>Winterfest NR confirmed that PHA would be taking part and this was in the process of being organised. He will draft a report to the next Board meeting on the details.</p> <p>Relocation Policy It was reported that the Chair and CEO had agreed this policy would be retained for any future CEO appointments and will not be adopted for the</p>	<p>NR</p>

	<p>use of any other staff members.</p> <p>The Board noted the action tracker.</p>	
<p>Item 5 Dec 1</p>	<p>Annual Report on the (Social Rented Housing) Charter Return 2014-15 (The “ARC”)</p> <p>LD noted good performance across the ARC indicators for 2014-15, but explained that there were some minor changes to the ARC submission figures since the covering report had been prepared prior to amendments in relation to repairs and maintenance and Scottish Housing Quality Standard (SHQS).</p> <p>LD suggested that the Board consider delegating authority from the Chair to the CEO for the submission of the ARC report. If this was granted then SM would be able to submit the final report to the Scottish Housing Regulator the next day.</p> <p>The Board acknowledged the positive results and the work carried out by staff across the organisation to achieve this, and asked that staff are advised of the Board’s thanks.</p> <p>The Board noted the contents of the report; approved the submission of the Annual Return on the Charter 2014-15 to the Scottish Housing Regulator; and agreed to delegate the authority to process the submission to the Scottish Housing Regulator to the CEO.</p>	<p>SM</p> <p>SM</p>
<p>Item 6 Dec 2</p>	<p>Confidential</p>	
<p>Item 7 Dec 3</p>	<p>Annual Board Performance Update Appraisals</p> <p>The Chair spoke to his report which set out proposals for the annual appraisal of Board members. He suggested that it would be a matter of good governance to ensure that the skills and experience of the Board were developed to meet any new challenges arising from the updated Corporate Plan.</p> <p>The Board suggested that a list of the potential training options available would be valuable. On the subject of note taking during the individual appraisals the Board was happy for a note taker from Corporate Services to be present.</p> <p>The skills audit conducted at the one to ones will be important in terms of evidencing the Board’s skill and competence and thus provide assurance on good governance to the Regulator. Regarding filling any potential gaps in knowledge or experience highlighted by the appraisals, it was agreed PHA had the option of bringing expertise into the organisation by seeking</p>	<p>MT</p>

	<p>to recruit new Board members or inviting co-optees to join the Board who have appropriate skills.</p> <p>Standing Orders were suspended at this point.</p> <p>Shareholder Membership On the subject of shareholder membership, the Board felt it was important to boost the number of tenant members. PHA's 40th birthday celebrations also provide an opportunity for seeking to boost membership. The Board noted the update.</p>	
<p>Item 8 Dec 4</p>	<p>Banking Arrangements Update</p> <p>Credit Cards Company credit card requirements updated and approved.</p> <p>Bank Mandates Finance Director will update all banking mandates</p> <p>Revised Approved Signatories List Approved signatories list updated and approved.</p>	
<p>Item 9 Info 1</p>	<p>CEO Report SM gave a general overview of the report and focused on the following areas:</p> <p>Health and Safety Good progress achieved with an action plan prepared and a Health and Safety Coordinator appointed to take this forward. MB and EJ noted their interest in becoming involved in the Health and Safety working group.</p> <p>Corporate Plan 2015 – 2018 The updated Corporate Plan will be presented at the next Board meeting in June.</p> <p>Staffing Structure Following on from previous discussions, SM has reviewed and is finalising proposals for minor revisions to the previously agreed 2013 structure. A Staffing Sub Committee date has been set for 11 June and thereafter the proposals will be presented at the next PHA Board for consideration.</p> <p>Legal Services It was noted that it is important to provide assurance that services being procured meet the organisation's changing business need as well as delivering quality and value for money. In line with procurement policy and good practice, it is proposed to put our legal services out to tender during 2015/16. This will include developing a service specification and potentially work will be procured using a framework agreement.</p>	

	<p>Pensions EH distributed copies of a letter from the Pensions Trust regarding buying out debt and also a supplementary explanation note. He advised there was nothing to be concerned about in these documents and there has been no change in the overall pension deficit position at the moment.</p> <p>Other JN reported that the Audit Committee had extended the contract for external auditors, French Duncan, for a further 2 years due to the implementation of the new SORP and FRS102 regulations.</p> <p>Board noted the CEO report.</p>	
<p>Item 10 Info 2</p>	<p>PHA Management Accounts Quarter Ended 31 March 2015</p> <p>The Board considered the Quarter 4 management accounts which had been scrutinised by the Audit Committee. It was reported that discussions had taken place with our auditors regarding the possibility of writing off small items such as IT equipment, licenses and furniture. Our auditors have advised that they are happy to implement this change for the 2014-15 accounts.</p> <p>Board approved the management accounts for the quarter ended 31 March 2015.</p>	
<p>Item 11 Mem 1</p>	<p>Rules and Membership</p> <p>Two new Shareholder membership had been received Board approved both membership applications.</p>	
	<p>The Chair thanked everyone for their attendance and the meeting closed at 8.40pm</p>	

