

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD REMOTELY USING VIDEO / CONFERENCE CALL
6.15pm Wednesday 11 November 2020**

Present: Alan Howie (Chair)
Annette Bonar
David Downie
Alastair Firth
Jeremy Kemp
Iain Mackenzie
Yvonne MacQuarrie
Patrick McGlinchey
Les Milne (joined from item 4)
Janet Naphine
Helen Turner
Jennifer Young

Apologies: None.

Attending: Stewart MacKenzie, Chief Executive (CEO)
Georgina Kent, Operations Director (OD)
Brian Lochrie, Development & New Business Director (DD)
John McIntyre, Finance Director (FD)
Jacqueline McCutcheon, Corporate Services Manager (CSM)
James Armit, Senior Corporate Services Assistant (Minutes)

Item 1	<p>Chair's Welcome The Chair welcomed everyone to the meeting and thanked everyone for their attendance.</p> <p>Apologies Apologies were noted as detailed above.</p> <p>Declaration of Interest Iain Mackenzie declared an interest in agenda item 4 'Rent Setting Strategy 2021/22' as he is a PHA tenant. No further interests were declared.</p>	
Item 2 Doc 1	<p>Approval of Previous Minutes PHA Board – 30 September 2020 The minute of 30 September 2020 was agreed as a true record, subject to a minor date amendment to the AGM date in the approval of previous minutes from 2019 to 2020. Following this change, on a proposal by Janet Naphine and seconded by Jennifer Young, the minute was approved.</p>	

<p>Item 3 Doc 2</p>	<p>Review of Action Tracker A number of the items on the action tracker had been completed or were included within the agenda for this meeting.</p> <p>The Board noted the action tracker.</p>	
<p>Item 4 Dec1</p>	<p>Rent Setting Strategy 2021/22 The FD and OD introduced this report and the recommendation to consult tenants on a proposed rent increase of 1% for 2021/22. There was some discussion about whether or not rents should be frozen in light of the current economic circumstances, as well as budget pressures, strategic priorities and potentially new service delivery arrangements around bulk uplift, etc. It was agreed to consult with tenants on the proposed 1% rent increase and report back to PHA Board in January 2021.</p> <p>The Board:</p> <ol style="list-style-type: none"> Agreed to consultant tenants on a proposed typical increase of 1% from 1 April 2021. Noted that consultation feedback and the final recommended rent increase for 2021/22 will be presented to the Board in January 2021 along with PHA's finalised 2021/22 budget for approval. Noted the contents of this report. 	
<p>Item 5 Dec 2</p>	<p>CEO Report The CEO summarised the main headlines within the report, including updates on Coronavirus & Business Continuity, Governance, New Housing Supply update, Scottish Housing Regulator monthly returns, Procurement update and Health & Safety Panel update.</p> <p>Members were advised of a contract value error within the report for Electrical Inspections Condition Report (EICR). This was corrected from £2,000,000 (exclusive of VAT) to £200,000 (exclusive of VAT) for Members to consider. There was a further discussion on the award date of the Reactive Repairs Contract (including 24-Hour Call-Out Contract) that Members were asked to consider and approve. It was confirmed this would change from 1 December 2020 until to 11 January 2021 to prevent any issues with the out of hours emergencies during the festive closure period.</p> <p>The Board:</p> <ol style="list-style-type: none"> Delegated authority to the PHA Chair and Chief Executive to sign the Health & Safety Policy Statement on behalf of Partick Housing Association, as set out in Appendix 2. Approved the award of the Electrical Inspections Condition Report (EICR) Contract to Belac Group Limited from 1 December 2020 for a five-year period for an estimated contract value of £200,000 (exclusive of VAT). 	

	<ol style="list-style-type: none"> 3. Approved the award of the Reactive Repairs Contract (including 24-Hour Call-Out Contract) to Turner Property Services Limited from 1 December 2020 for a two-year period, with the option to extend on a variable basis for a further 3 x 12 months, for an estimated annual contract value of £700,000 (exclusive of VAT). 4. Approved the award of the Void Repairs Contract to City Building (Contracts) Limited from 1 December 2020 for a two-year, with the option to extend the contract for a further 3 x 12 months, for an estimated annual contract value of £200,000 (exclusive of VAT). 5. Agreed to make a charitable donation of £400 to Glasgow City Mission which provides the Glasgow Winter Night Shelter for homeless people, including accommodation, food and assistance to those in the greatest housing need during the winter period. 6. Noted the contents of this report. 	
<p>Item 6 Info 1</p>	<p>PHA Performance Review 2020/21 Quarter 2 The OD introduced this report, reviewing performance against a number of indicators for 2020/21 Quarter 2, noting strong performance considering the Coronavirus pandemic. The Board passed on their thanks to staff for their continued good performance and hard work during the pandemic.</p> <p>There was some discussion on our percentage of rent loss due to empty properties, this was higher than our target with the Coronavirus lockdown significantly affecting this, as we did not let any properties during Q1 and Q2. As lockdown restrictions eased, we restarted our letting activities at the start of September 2020 and have now relet a number of void properties.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Noted the contents of this report. 	
<p>Item 7 Dec 3</p>	<p>PHA Write Offs 2020/21 Quarter 2 The Board:</p> <ol style="list-style-type: none"> 1. Approved the proposed PHA write-offs for Quarter 2 of 2020/21 detailed within the report totalling £2,299.92. 	
<p>Item 8 Info 2</p>	<p>PHA Management Accounts 2020/21 Quarter 2 The FD presented this report to the Board outlining PHA's Management Accounts for 2020/21 Quarter 2, which showed financial performance against budget.</p> <p>It was noted the Management Accounts for the period to 30 September 2020 showed an overall surplus of £1.1m, which was £380k higher than budget. The accounts also reported net current assets of £1.4m and net assets of £46.7m.</p>	

	<p>It was agreed that the FD would seek feedback/ comments from PHA Board members to review and update the format and content of our future financial reporting so that information provided is clear and meets our business needs.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the PHA Management Accounts for 2020/21 Quarter 2, as set out in Appendix 1. 2. Noted the financial position of PWL at 30 September 2020, as set out in Appendix 2. 	FD
<p>Item 9 Dec 4</p>	<p>Policy Reviews</p> <p>The OD and CSM introduced policies scheduled for routine review and noted that there were no significant changes. Full policies were within the Board Pack and would be uploaded to the intranet once approved.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the updated Code of Conduct for Potential Governing Body & Governing Body Members as set out in Appendix 1. 2. Approved the updated Business Continuity Policy set out in Appendix 2. 3. Approved the updated ICT Strategy set out in Appendix 3. 	
<p>Item 10 Info 3</p>	<p>Committee Minutes</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Noted the contents of the Audit & Risk Committee minute of 11 August 2020, as set out in Appendix 1. 2. Noted the content of the Investment Committee minutes of 1 September 2020 as set out at Appendix 2. 	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.10pm.</p>	
	<p>Next Meeting</p> <ul style="list-style-type: none"> • PHA Board meeting: Wednesday 27 January 2021 at 6.15pm (virtually). 	