

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD REMOTELY USING VIDEO / CONFERENCE CALL
6.15pm Wednesday 24 March 2021**

Present: Alan Howie (Chair)
Annette Bonar
David Downie
Alastair Firth
Jeremy Kemp
Patrick McGlinchey
Yvonne MacQuarrie
Les Milne
Helen Turner
Jennifer Young

Apologies: Iain Mackenzie
Janet Napthine

Attending: Stewart MacKenzie, Chief Executive (CEO)
Georgina Kent, Operations Director (OD)
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 No interests were declared.</p>	
Item 2 Doc 1	<p>Approval of Previous Minutes: PHA Board – 27 January 2021 The minute of 27 January 2021 was agreed as a true record. On a proposal by Jeremy Kemp and seconded by Jennifer Young, the minute was approved.</p>	
Item 3 Doc 2	<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 Dec 1</p>	<p>Policy Reviews</p> <p>The CEO introduced the following seven policies scheduled for review, noting that there were no significant changes with revisions explained and shown as tracked changes:</p> <ul style="list-style-type: none"> - Membership Policy; - Board Membership Policy; - Procurement Policy; - ICT Acceptable Usage Policy; - Compliments, Comments & Complaints Policy; - Unacceptable Actions Policy; and - Housing Allocation Policy – Local Letting Initiatives. <p>There was one new policy, the Unacceptable Actions Policy, which was set out at Appendix 6, and sat alongside our updated Compliments, Comments & Complaints Policy. This policy was based upon a model developed by the Scottish Public Services Ombudsman (SPSO).</p> <p>Following discussion the Board:</p> <ol style="list-style-type: none"> 1. Approved the updated Membership Policy set out in Appendix 1. 2. Noted the updated Board Membership Policy set out in Appendix 2. 3. Approved the updated Procurement Policy set out in Appendix 3. 4. Noted the updated ICT Acceptable Usage Policy set out in Appendix 4. 5. Approved the updated Compliments, Comments & Complaints Policy set out in Appendix 5. 6. Approved the new Unacceptable Actions Policy set out in Appendix 6. 7. Approved the updated Housing Allocation Policy – Local Letting Initiatives set out in Appendix 7. <p>In terms of the Board Membership Policy, it was agreed to seek legal clarification at section 4.2 which covered the process for nomination to the PHA Board. For the ICT Acceptable Usage Policy, it was agreed to review the wording at section 13 of the updated draft policy which related to social media usage. Updates will be presented to the next PHA Board meeting for consideration and the current versions of these policies would remain in place in the interim.</p>	<p>CEO</p>
<p>Item 5 Dec 2</p>	<p>CEO Report</p> <p>The CEO summarised the main headlines within the report, including updates on Coronavirus & Business Continuity; Customer Service Excellence; Governance Matters; Health & Safety; New Housing Supply.</p> <p>The report also covered other matters, including Pay Negotiations; Internal Audit Tender; FCA Group Accounts Exemption; Stock Condition; and the Scottish Government’s ‘Housing to 2040’ Agenda.</p>	

	<p>It was noted that correspondence had received from the Scottish Housing Regulator (SHR), after the Board papers had been sent to Members. This related to our Engagement Plan and confirmed that PHA's regulatory status for 2020/21 was compliant, which was an important achievement.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Agreed that we remain exempt from preparing group accounts as the business of the company (PHA) and that of the subsidiary (PWL) are so different that they cannot reasonably be treated as a single undertaking. 2. Noted the contents of this report. 	CEO/ FD
Item 6 Info 1	<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 3 November 2020, as set out in Appendix 1. 2. Noted the content of the PWL Board minute of 2 December 2020, as set out at Appendix 2. 	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 7.25pm.</p>	
	<p>Next Meeting</p> <ul style="list-style-type: none"> • PHA Board meeting: Wednesday 12 May 2021 at 6.15pm (virtually). 	