

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD REMOTELY USING VIDEO / CONFERENCE CALL
6.15pm Wednesday 13 May 2020**

Present: Alan Howie (Chair)
Annette Bonar
Jeremy Kemp
Iain Mackenzie
Yvonne MacQuarrie
Les Milne
Janet Napthine
Helen Turner
Jennifer Young

Apologies: Alastair Firth (unable to join meeting due to technical issues)
David Downie
Patrick McGlinchey

Attending: Stewart MacKenzie, Chief Executive (CEO)
Georgina Kent, Operations Director (OD)
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 in the new virtual environment. Members were reminded to use the on-screen meeting functions to raise a hand and refer to the 'meeting etiquette' guide previously sent via email.</p> <p>Apologies Apologies were noted as detailed above. Alastair Firth had sent separate communication to advise that he was available but could not connect via the meeting link.</p> <p>Declaration of Interest No interests were declared.</p>
Item 2 Doc 1	<p>Approval of Previous Minutes PHA Board – 29 April 2020 The minute of 29 April 2020 was agreed as a true record. On a proposal by Jennifer Young and seconded by Helen Turner, 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 Info 1</p>	<p>Corporate Strategy 2018-2023: Action Plan Review Year 2 – 2019/20 The CEO provided a summary of the highlights achieved within Year 2 of the Corporate Plan noting the refinancing deal with lenders as a key project which supports the new housing supply elements of the plan.</p> <p>There was some discussion on some projects that are still ongoing due to restrictions with lockdown. These will roll over into Year 3 and remain within our team activity plans.</p> <p>Moving into Year 3, Members confirmed that Value for Money and ICT development were a priority.</p>
<p>Item 5 Info 2</p>	<p>PHA Performance Review 2019/20 Quarter 4 The OD introduced this report, acknowledging good performance across a number of measures.</p> <p>Members noted there were varying factors that impacted on performance and satisfaction levels, which were covered within the report.</p> <p>The Board: 1. Noted the contents of this report.</p>
<p>Item 6 Info 3</p>	<p>PHA Management Accounts 2019/20 Quarter 4 The CEO presented this report to the Board on behalf of the FD outlining PHA's Management Accounts for 2019/20 Quarter 4, which showed financial performance against budget.</p> <p>It was noted the Management Accounts for the period to 31 March 2020 showed an overall surplus of £1.09m, which was £912k higher than budget. The accounts also reported net current liabilities of £303k and net assets of £44.6m.</p> <p>It was noted that some planned works had been delayed due to the Coronavirus outbreak towards the end of Q4.</p> <p>Members sought clarification on wording and meaning of the bullet points noted on page 34 and 35 of the board pack. The CEO advised that the Finance team would provide clarification points via email.</p> <p>The Board: 1. Noted the PHA Management Accounts for 2019/20 Quarter 4, as set out in Appendix 1. 2. Noted the financial position of PWL at 31 March 2020, as set out in Appendix 2.</p>

Alan Horne

17th June 2020

<p>Item 7 Info 4</p>	<p>Annual Procurement Report The CEO and OD presented this report to the Board, summarising PHA's procurement activities.</p> <p>The Board: 1. Noted the contents of this report.</p>
<p>Item 8 Dec 1</p>	<p>CEO Report The CEO summarised the main headlines within the report, including updates on Coronavirus and business continuity; governance including notifiable events; staffing; and new housing supply projects.</p> <p>There had been some recent speculation about how the Government would look to ease the Coronavirus lockdown restriction and we continue to monitor the position and will follow any updated guidance. We expected the lockdown to prevail in some form in the immediate future. Whatever steps were introduced for the phased easing of the lockdown, we expected that continued good hygiene, social distancing and working from home would remain in some form for the foreseeable future.</p> <p>There was discussion on the Reactive Maintenance & Small Works Contract. This contract was awarded to MPS (previously Mitie) commencing on 1 December 2017, expiring on 30 November 2020. However on 20 April 2020, MPS had formally given us 13 weeks' notice of their intention to withdraw from the Contract which would end on 20 July 2020. We have taken professional and legal advice and are for expediency we were looking to put interim measures in place with other contractors so that we could continue to deliver our repairs service. We have also advised the SHR of this position as a Notifiable Event.</p> <p>On 29 April 2020 PHA Board noted that CBC, contractor for our St Peters New Housing Supply Contract, had entered administration. We were following a formal process to identify what work had been completed, valuing it, identifying payments due and reviewing how we would finish the project. In reality the project was probably about 98% complete, so while the administration would disrupt progress we were hopeful that we would get the work completed once lockdown restrictions are lifted.</p> <p>The Board commented on a good report and:</p> <ol style="list-style-type: none"> 1. Delegated authority to the PHA Chair and Chief Executive, subject to professional advice, due to the urgency of the situation to appoint interim contractors to carry out our Reactive Maintenance & Small Works Contract for a period of up to 31 March 2022. An update will be presented to the next PHA Board on 17 June 2020. 2. Delegated authority to the PHA Chair and Chief Executive, subject to professional advice, due to the urgency of the situation to appoint

	<p>the necessary contractors to complete the St Peters New Housing Supply Contract. An update will be presented to the next Investment Committee on 26 May 2020 and PHA Board on 17 June 2020.</p> <p>3. Noted the contents of this report.</p>	
<p>Item 9 Info 5</p>	<p>Assurance Update 2019/20 Quarters 3 & 4</p> <p>The CEO presented this report to the Board to provide a summary of assurance activities during 2019/20 Quarters 3 & 4, which would form part of the Assurance Statement that we will submit to the SHR later in the year. Key points included:</p> <ul style="list-style-type: none"> • Finance Director retirement (notifiable event); • Performance and service delivery, unable to complete annual gas service within 12 month target and office closure due to Coronavirus lockdown and social distancing measures (notifiable event); • Withdrawal of reactive repairs service contractor MPS (notifiable event); • Delays in completing St Peter's development due to administration of contractor CBC (notifiable event); and • Customer Service Excellence accreditation <p>The Board:</p> <p>1. Noted the Assurance Update 2019/20 Quarters 1 & 2, as set out in Appendix 1.</p>	
	<p>AOCB</p> <p>The Board expressed thanks to PHA staff for their continued hard work through this uncertain time.</p>	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 7.30pm.</p>	
	<p>Next Meeting</p> <ul style="list-style-type: none"> • PHA Board meeting: Wednesday 17 June 2020 at 6.15pm via video / conference call. 	