

**MINUTE OF MEETING  
PARTICK HOUSING ASSOCIATION BOARD  
HELD IN THE PHA BOARDROOM, 18 MANSFIELD STREET  
6.15pm Tuesday 8 October 2019**

**Present:** Alan Howie (Chair)  
David Downie  
Alastair Firth  
Jeremy Kemp  
Patrick McGlinchey  
Iain Mackenzie  
Les Milne  
Janet Napthine  
Helen Turner

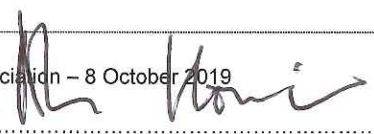
**Apologies:** Annette Bonar  
Margaret Burke  
Yvonne MacQuarrie  
Jennifer Young

**Attending:** Stewart MacKenzie, Chief Executive (CEO)  
Eamonn Hughes, Finance Director (FD)  
Jacqueline McCutcheon, Corporate Services Manager (CSM)  
James Armit, Senior Corporate Services Assistant (Minutes)

<b>Item 1</b>	<p><b>Chair's Welcome</b> The Chair welcomed everyone to the meeting, thanked them for their attendance and introduced new Board member Jeremy Kemp who was attending his first meeting.</p> <p><b>Apologies</b> Apologies were noted as detailed above.</p> <p><b>Declaration of Interest</b> No interests were declared.</p>	
<b>Item 2 Doc 1</b>	<p><b>Approval of Previous Minutes</b></p> <p><b>PHA Board – 21 August 2019</b> In relation to the Annual Board Appraisal Exercise, members noted consistent high levels of assurance, awareness of regulatory standards and strengths across the members.</p> <p>The minute of 21 August 2019 was agreed as a true record. On a proposal by Janet Napthine and seconded by David Downie, the minute was <b>approved</b>.</p>	

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	<p><b>PHA Board – 11 September 2019 (Post AGM)</b>          The minute of 11 September 2019 was agreed as a true record. On a proposal by Alastair Firth and seconded by Iain Mackenzie, the minute was <b>approved</b>.</p>	
<p><b>Item 3 Doc 2</b></p>	<p><b>Review of Action Tracker</b>          A number of the items on the action tracker had been completed or were work in progress with an anticipated completion date by the next scheduled Board meeting on 13 November 2019.</p> <p>CSM thanked the Board Members who attended the FOI training session on 2 October 2019 and agreed to organise follow up briefing sessions for those who had been unable to attend.</p> <p>The Board <b>noted</b> the action tracker.</p>	<p><b>CSM</b></p>
<p><b>Item 4 Dec 1</b></p>	<p><b>Annual Assurance Statement</b>          The CEO introduced this report highlighting previous discussions on the Scottish Housing Regulator’s (SHR) requirements under the updated regulatory framework for governing bodies to approve and submit an Annual Assurance Statement to the SHR.</p> <p>The CEO advised that because this was the first year of the new Annual Assurance Statement process, there had been some differing approaches across the sector on the format of the assurance statements.</p> <p>Members confirmed the content and format of the report presented clear and succinct evidence to demonstrate PHA’s material compliance with regulatory requirements and good governance. There was some discussion and minor additions agreed to the supporting evidence.</p> <p>The supporting evidence provided an overview of assurance provided to the Board throughout the year, including information on internal audit and external audit as well as examples of external validation reports. Members noted that they were comfortable with the level and nature of evidence provided throughout the year and that it was useful to see such evidence listed for the first time within the one document.</p> <p>It was acknowledged that providing and seeking assurance was an ongoing process rather than an annual event. We have now reviewed and updated how we present reports throughout the year into a format that clearly identifies supporting evidence. We will collate this routinely and summarise details to the Board quarterly for review.</p> <p>It was agreed to include the following sentence within the draft Annual Assurance Statement <i>‘We confirm that we have seen and considered</i></p>	<p><b>CSM/ CEO</b></p>



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	<p><i>sufficient evidence to give us this assurance and are satisfied that we are not aware of any areas of non-compliance’.</i></p> <p>It was noted that the SHR planned to visit a sample of RSLs once all Annual Assurance Statements had been submitted, but they had still to decide their methodology. Members suggested that PHA should be willing to host such a visit and discuss our Annual Assurance Statement with the SHR.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>1. Approved</b> the draft Annual Assurance Statement 2018/19, as set out in Appendix 1.</li> <li><b>2. Delegated</b> authority to the Chief Executive to submit the approved Annual Assurance Statement 2018/19 to the Scottish Housing Regulator using the relevant online portal before the deadline of 31 October 2019.</li> </ol>	<b>CEO</b>
<b>Item 5 Dec 2</b>	<p><b>Freedom of Information (FOI) Update</b></p> <p>The CSM presented this report providing an update on PHA’s readiness for FOI implementation from 11 November 2019, highlighting the requirement to have a nominated Data Protection Officer and seeking Board approval for the model publication scheme as adapted from the Scottish Information Commissioner’s guide.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>1. Approved</b> adoption of the Scottish Information Commissioner’s Model Publication Scheme.</li> <li><b>2. Noted</b> the contents of this report.</li> </ol>	
	<b>AOCB</b> None.	
	The Chair thanked everyone for their attendance and contributions. The meeting closed at 7.20pm.	
	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>PHA Board meeting: Wednesday 13 November 2019 at 6.15pm.</li> </ul>	