

**MINUTE OF MEETING  
PARTICK HOUSING ASSOCIATION BOARD  
HELD IN THE PHA BOARDROOM  
18 MANSFIELD STREET  
6.15pm Wednesday 21 March 2018**

**Present:** Leslie Milne (Chair)  
Annette Bonar  
Margaret Burke  
David Downie  
Alan Howie  
Iain Mackenzie  
Yvonne MacQuarrie  
Janet Napthine  
Iain Nicolson (attended between 6.30 – 7.10pm)  
Jennifer Young

**Apologies:** Alastair Firth  
Helen Turner

**Attending:** Stewart MacKenzie, Chief Executive (CEO)  
Eamonn Hughes, Finance Director (FD)  
Georgina Kent, Operations Director (OD)  
Brian Lochrie, Development & New Business Director (DD)  
Jacqueline McCutcheon, Corporate Services Manager (CSM) minute

<p><b>Item 1</b></p>	<p><b>Chair's Welcome</b> The Chair welcomed all attendees to the meeting and thanked everyone for their attendance. A warm welcome was extended to the newly appointed Development &amp; New Business Director. Fire and housekeeping procedures were covered.</p> <p><b>Apologies</b> Apologies were noted as detailed above.</p> <p><b>Declaration of Interests</b> No interests were declared.</p>	
<p><b>Item 2 Doc 1</b></p>	<p><b>Approval of Previous Minutes (7 February 2018)</b> The Minute of 7 February 2018 was agreed as a true record on a proposal by Jennifer Young and seconded by Alan Howie. The minute was <b>approved</b>.</p>	
<p><b>Item 3 Doc 2</b></p>	<p><b>Review of Action Tracker</b> In respect of Board finance training, which had been noted as completed, it was felt that a further session was required specifically for treasury management. This will be added to next action tracker.</p> <p>The Board <b>noted</b> the Action Tracker.</p>	

<p><b>Item 4</b> <b>Dec 1</b></p>	<p><b>Draft Group Corporate Plan 2018-2023</b> The CEO introduced the draft Group Corporate Plan 2018-2023, which considers future strategic priorities and business opportunities. It builds upon the current Corporate Plan 2015-2018 and has been developed with input from the PHA Chair and PWL Chair.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> the first draft of our Group Corporate Plan 2018-2023 (set out in Appendix 1).</li> <li>2. <b>Noted</b> that a final draft of our Group Corporate Plan 2018-2023 will be presented to the PHA Board on 16 May 2018.</li> </ol>	
<p><b>Item 5</b> <b>Dec 2</b></p>	<p><b>Treasury Management Update &amp; Group Treasury Management Policy</b> The FD introduced the draft Treasury Management Policy and provided a treasury management update. It was noted that treasury management arrangements were currently being reviewed and updated, with input from specialist treasury advisers, to ensure that appropriate funding arrangements were in place to support the delivery of our Corporate Plan objectives in relation to stock investment, growth and diversification.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. Considered the draft updated Treasury Management Policy set out in Appendix 1 and <b>agreed</b> that it required to be further reviewed, simplified and presented to a future PHA Board meeting for approval.</li> <li>2. <b>Approved</b> the recommendation to repay the remaining Bank of Scotland historic loans with immediate effect.</li> <li>3. <b>Noted</b> proposals to redeem security in relation to historic loans that have been repaid.</li> <li>4. <b>Noted</b> proposals for reviewing our fixing of debt and future borrowing requirements via our Treasury Management Short Life Working Group.</li> <li>5. <b>Approved</b> the revised BACS limits agreed with the Clydesdale Bank as set out in Appendix 3 and <b>authorised</b> any Board member to sign this arrangement.</li> </ol>	
<p><b>Item 6</b> <b>Dec 3</b></p>	<p><b>Policy Reviews</b> The CEO presented the updated Membership Policy for approval, which encourages membership from those who share our aspirations and ethos.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> the updated Membership Policy set out in Appendix 1.</li> </ol> <p><i>The Board took a 10 minute break.</i></p>	

<p><b>Item 7 Dec 4</b></p>	<p><b>CEO Report</b> The CEO introduced this report referring to the annual Board performance review and succession planning; the Scottish Housing Regulator's consultation on regulatory standards; contract awards; and health &amp; safety update.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>Noted</b> the draft response set out in Appendix 1 to the Scottish Housing Regulator's discussion paper 'Our Regulation of Social Housing'.</li> <li><b>Approved</b> the award of the Planned Maintenance Works Contract Lot 3 (Windows) to Turner Facilities Management Ltd effective from 1 April 2018.</li> <li><b>Noted</b> the contents of this report.</li> </ol>	
<p><b>Item 8 Info 1</b></p>	<p><b>General Data Protection Regulation Update</b> The CSM introduced this report summarising progress in relation to the implementation of the new General Data Protection Regulation (GDPR), effective from 25 May 2018</p> <p>PHA's preparations for GDPR were discussed, including work being carried out in partnership with other organisations. An internal audit on PHA's preparedness in relation to GDPR is planned and model documentation and policies has been prepared. Updated information will be presented to the next PHA Board meeting.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>Noted</b> the content of this report.</li> </ol> <p><i>Standing orders were suspended at 8.15pm.</i></p>	
<p><b>Item 9 Info 2</b></p>	<p><b>Internal Audit Report: Corporate Governance</b> The CEO introduced the findings and recommendations of the recent internal audit of Corporate Governance and the Chair noted that the auditor had reported 'strong assurance' and highlighted a number of the points included within the recommendations.</p> <p>The Board</p> <ol style="list-style-type: none"> <li><b>Noted</b> the findings of the Corporate Governance audit recommendations set out in Appendix 1.</li> </ol>	
<p><b>Item 10 Info 3</b></p>	<p><b>Strategic Risk Register Update</b> The CEO presented the updated Strategic Risk Register for noting, which had been considered at the Audit Committee on 30 January 2018.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>Noted</b> the updated PHA Strategic Risk Register set out in Appendix 1.</li> </ol>	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.40 pm.</p>	
	<p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>Wednesday 16 May 2018 at 6.15pm, PHA Boardroom</li> </ul>	

