

**MINUTE OF MEETING  
PARTICK HOUSING ASSOCIATION BOARD  
HELD IN THE PHA BOARDROOM  
18 MANSFIELD STREET  
6.15pm Wednesday 16 May 2018**

**Present:** Leslie Milne (Chair)  
Annette Bonar  
Margaret Burke  
David Downie  
Alastair Firth  
Alan Howie  
Yvonne MacQuarrie  
Janet Napthine  
Iain Nicolson  
Helen Turner

**Apologies:** Iain Mackenzie  
Jennifer Young

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

<b>Item 1</b>	<p><b>Chair's Welcome</b> The Chair welcomed all attendees to the meeting and thanked everyone for their attendance.</p> <p><b>Apologies</b> Apologies were noted as detailed above.</p> <p><b>Declaration of Interests</b> No interests were declared.</p>	
<b>Item 2 Doc 1</b>	<p><b>Approval of Previous Minutes (21 March 2018)</b> The Minute of 21 March 2018 was agreed as a true record. On a proposal by Janet Napthine and seconded by Alan Howie, the minute was <b>approved</b>.</p>	
<b>Item 3 Doc 2</b>	<p><b>Review of Action Tracker</b> The Board <b>noted</b> the Action Tracker.</p>	
<b>Item 4 Dec 1</b>	<p><b>Group Corporate Plan 2018-2023</b> The CEO introduced the final draft of the Group Corporate Plan 2018-2023, which sets the Association's strategic direction.</p> <p>The Board: 1. <b>Approved</b> the Group Corporate Plan 2018-2023 set out in Appendix 1.</p>	

<p><b>Item 5 Dec 2</b></p>	<p><b>Policy Reviews</b> The CEO presented the following policy reviews.</p> <p><b>Board Membership Policy</b> The policy has been updated with input from our solicitors and focuses on how we can attract, develop and retain Board members who share our aspirations/ethos as well as have relevant skills/experience to contribute.</p> <p><b>Privacy Policy</b> This policy has been developed in response to the new General Data Protection Regulation (GDPR), which comes into force from 25 May 2018.</p> <p><b>ICT Acceptable Use Policy</b> This policy has been updated to include references to the new Privacy Policy and introduction of GDPR noted above.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> the Board Membership Policy set out in Appendix 1.</li> <li>2. <b>Approved</b> the Privacy Policy set out in Appendix 2 and requested the finalised version to be sent to the Board members.</li> <li>3. <b>Approved</b> the ICT Acceptable Use Policy set out in Appendix 3.</li> </ol>	
<p><b>Item 6 Dec 3</b></p>	<p><b>Annual Return on the Charter (ARC) 2017/18</b> The OD presented the above report which outlined the Association's performance against a series of indicators. The Association's performance had continued to perform strongly, particularly in terms of arrears management and tenancy sustainment.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> the submission of the Annual Return on the Charter 2017/18 to the Scottish Housing Regulator; and</li> <li>2. <b>Delegated</b> authority to the Chair and Chief Executive to submit the information in the ARC to the SHR.</li> </ol> <p>The Board took a 10 minute break.</p>	
<p><b>Item 7 Info 1</b></p>	<p><b>Performance Review 2017/18 Quarter 4</b> The OD introduced this report commenting, noting a dip in repairs performance that required attention as discussed as part of the previous agenda item.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the Performance Review 2017/18 for Quarter 4.</li> </ol>	

<b>Item 8 Info 2</b>	<p><b>Annual Procurement Report</b> The DD presented the above report which summarised the Association's recent and planned procurement activities.</p> <p>The Board: 1. <b>Noted</b> the content of this report.</p> <p><i>Standing orders were suspended at 8.15pm.</i></p>	
<b>Item 9 Info 3</b>	<p><b>CEO Report</b> The CEO outlined the main headlines within the report.</p> <p>The SHR had confirmed that they would have a low level of engagement with the Association during 2018/19.</p> <p>The Simon Community has recently been engaged to provide tenancy sustainment services, focusing on tenants with mental health issues and chaotic lifestyles.</p> <p>The Scottish Government has recently confirmed its intention to revise fire safety requirements for social rented properties, specifically in relation to smoke, heat and carbon monoxide detectors. While we await final confirmation, we are reviewing our investment and budget priorities for 2018/19, 2019/20 and 2020/21 and will report further to the Investment Committee.</p> <p><b>The Board</b> 1. <b>Noted</b> the content of the report.</p>	
<b>Item 10 Info 4</b>	<p><b>Committee Minutes</b></p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the content of the Audit Committee minute of 30 January 2018, at Appendix 1.</li> <li>2. <b>Noted</b> the content of the Investment Committee minute of 13 February at Appendix 2.</li> <li>3. <b>Noted</b> the content of PWL Board minute of 14 March 2018, at Appendix 3.</li> </ol>	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.35 pm.</p> <p>Officers left the meeting to allow members to complete the meeting review process.</p>	
	<p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 20 June 2018 at 6.15pm, PHA Boardroom</li> </ul>	

