

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM
UNIT 5, 22 MANSFIELD STREET
6.15pm Wednesday 23 August 2017**

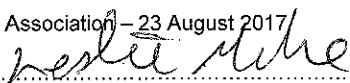
Present: Leslie Milne (Chair)
Iain Nicolson (Vice Chair)
Annette Bonar
Margaret Burke
David Downie
Iain Mackenzie
Yvonne MacQuarrie
Janet Naphine
Helen Turner

Apologies: Alastair Firth
Alan Howie
Jennifer Young

Attending: Stewart MacKenzie, Chief Executive
Eamonn Hughes, Finance Director
Georgina Kent, Operations Director
Nick Ronan, Development Director
Jacqueline McCutcheon, Corporate Services Manager (minute)

Item 1	<p>Chair's Welcome The Chair welcomed all attendees to the meeting and thanked everyone for their attendance. Fire and housekeeping procedures were covered.</p> <p>Apologies Apologies were noted as detailed above.</p> <p>Declaration of Interests No interests were declared.</p>	
Item 2 Doc 1	<p>Approval of previous minutes (17 May 2017) The Minute of 17 May 2017 was proposed as a true record by Margaret Burke and seconded by Iain Nicolson. The previous minute was approved.</p>	
Item 3 Doc 2	<p>Review of Action Tracker There were no comments and the Board noted the Action Tracker.</p>	

<p>Item 4 Dec 1</p>	<p>Annual Board Appraisal Report 2017 The Chair presented this report and thanked members for their contributions to what had been a worthwhile process.</p> <p>The Chair noted that in terms of the individual effectiveness questionnaire and discussions, members had demonstrated confidence in their role and rated their effectiveness highly. However it was noted that there was scope to develop skills in relation to finance / treasury management and also development / project management.</p> <p>In relation to the governance questionnaires on Board effectiveness, the Chair commented that Board members reported confidence in good governance practices for the organisation. It was further noted that there is strong commitment to ongoing training and development for Board members.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Considered the findings of the Annual Board Appraisal exercise 2017, areas to strengthen the effectiveness of the Board and agreed to put into effect those actions set out. 2. Noted that the Corporate Services Manager will arrange internal training sessions on finance / treasury management and development / project management, and will also routinely circulate details of sector training courses. 3. Noted the contents of the report. 	
<p>Item 5 Dec 2</p>	<p>Annual Report from Audit Committee Chair 2016/17 Janet Naphine updated the Board on the adequacy and effectiveness of the Group's financial management controls on behalf of Audit Committee.</p> <p>Janet reminded members that Wylie & Bisset had recently been appointed to provide internal audit services and that French Duncan were external auditors. Representatives from both firms were present at the Audit Committee meeting preceding this Board meeting.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Noted the annual report from the Audit Committee Chair 2016/17. 	
<p>Item 6 Dec 3</p>	<p>Final Audited Accounts 2016/17 EH requested the Board's approval of the FINAL audited accounts for 2016/17 and the Letter of Representation to the PHA Statutory Auditor, French Duncan LLP.</p> <p>EH commented on the headline figures within the executive summary showed another successful year for the Group with a surplus for the year of £3,189,893.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the audited 2016/17 financial accounts and authorised the PHA Chair and Margaret Burke to sign on behalf of the Board. 	



	<p>2. Approved the Letter of Representation and authorised a Board member to sign it on behalf of the Board.</p> <p>3. Noted the Auditors Management Letter and Governance Letter.</p>	
<p>Item 7 Dec 4</p>	<p>St Peters Development & Business Plan Update</p> <p>SMK introduced this report acknowledging that it reflected key points discussed since the Board agreed to acquire and develop the St Peters site back in May 2015. This project is a significant undertaking for PHA and as such the Board understandably requires assurance and confidence that the project is viable, represents value for money and that it is right for PHA to proceed.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Agreed that the St Peters Development project should proceed to the construction stage. 2. Delegated authority to the Chief Executive to award the main works contract to Central Building Contractors (Glasgow) Ltd. 3. Approved the updated Partick Group Business Plan, including the costs of the St Peters Development, set out in Financial Appendices 1-4. 4. Reaffirmed PHA's commitment to the Business Plan assumptions set out in Financial Appendices 1-4, specifically in relation to increasing rents by the Consumer Prices Index (CPI) + 1% per year up to and including 2024/25 and by CPI only from 2025/26 onwards. 5. Noted the content of this report. <p>The Board took a 10 minute break. Standing Orders were suspended at 8.15pm.</p>	
<p>Item 8 Dec 5</p>	<p>Policy Reviews</p> <p>It was agreed to defer this item until the PHA Board meeting on 15 November 2017.</p>	
<p>Item 9 Dec 6</p>	<p>Procurement of Repairs & Maintenance Works, etc.</p> <p>GK updated members on the procurement of repairs and maintenance works and sought delegated authority to the PHA Chair and Chief Executive to award these contracts.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Agreed to delegate authority to the PHA Chair and Chief Executive to award contracts for the following packages of works (as summarised in Appendix 1) <ul style="list-style-type: none"> • Reactive Repairs & Small Works Contract; • Framework Agreement and Planned Maintenance Works; • Gas Servicing & Maintenance Contract; • Gutter Cleaning Contract; • Gas Audits Contract; • Close Cleaning Contract; • Window Cleaning Contract; and • Backcourt & Landscape Maintenance Contract. 	

	<p>2. Noted that confirmation of the contract awards will be reported to a future meeting of PHA Board.</p> <p>3. Noted the contents of the report.</p>	
<p>Item 10 Dec 7</p>	<p>CEO Report SMK summarised the key points of the report and by exception discussed the following points.</p> <p>Health & Safety Update SMK referred to the Fortrose House Fire Safety Action Plan and noted that an independent fire risk assessment had recently been carried out. The Health & Safety Panel are monitoring and reviewing progress.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Noted the update on PHA's Management Accounts 2017/18 Quarter 1. 2. Agreed to establish an Investment Committee with a view to improving governance and the management of business risk in development projects by providing PHA with clear line of sight, definitive reporting arrangements and single point responsibility/accountability covering all aspects of the development process. 3. Approved the disposal of approximately 5 square metres of surplus land at Merkland Street to Strathclyde Partnership for Transport at nil value as shown on the title plan at Annex 2. 4. Noted our Fortrose House Fire Safety Action Plan as summarised at Appendix 3. 5. Noted the contents of the report. 	
<p>Item 11 Info 1</p>	<p>Performance Update – 2017/18 Quarter 1 SMK summarised minor revisions made to the 2016/17 ARC return. GK introduced the 2017/18 Quarter 1 Performance Update noting that our underlying arrears performance is good but is out with target due to technical arrears caused by the Housing Benefit Payment cycle.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Noted minor revisions made to the 2016/17 ARC return. 2. Noted the 2017/18 Quarter 1 Performance Update. 	
<p>Item 12 Info 2</p>	<p>PWL Board Minutes – 10 May 2017 SMK presented the PWL minutes of 10 May 2017. Margaret Burke noted that John Gilbertson's name was missing from the attendees.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Noted the contents of PWL Board minutes for their meeting held on 10 May 2017, which were attached at Appendix 1 for information. 2. Noted the contents of PWL Board agenda for their meeting held on 9 August 2017, which was attached at Appendix 2 for information. 	
	<p>The Chair thanked everyone for their attendance and the meeting closed at 9.20pm.</p>	