

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM
18 MANSFIELD STREET
6.15 pm Wednesday 22 August 2018**

Present: Leslie Milne (Chair)
Annette Bonar
Margaret Burke
Alan Howie
Iain Mackenzie
Yvonne MacQuarrie
Janet Napthine
Helen Turner
Jennifer Young

Apologies: David Downie
Alastair Firth
Iain Nicolson (Vice Chair)

Attending: Stewart MacKenzie, Chief Executive (CEO)
Georgina Kent, Operations Director (OD)
Eamonn Hughes, Finance Director (FD)
Jacqueline McCutcheon, Corporate Services Manager (CSM) (Minutes)

Item 1	<p>Chair's Welcome The Chair welcomed everyone to the meeting and thanked them for their attendance.</p> <p>Apologies Apologies were noted as detailed above.</p> <p>Declaration of Interests Annette Bonar and Margaret Burke noted an interest in relation to Item 4 – Annual Board Appraisal Report 2018. Otherwise no interests were declared.</p>
Item 2 Doc 1	<p>Approval of Previous Minutes (20 June 2018) The Minute of 20 June 2018 was agreed as a true record. On a proposal by Margaret Burke and seconded by Jennifer Young, the minute was approved.</p>
Item 3 Doc 2	<p>Review of Action Tracker The Board noted the Action Tracker.</p>
Item 4 Dec 1	<p>Annual Board Appraisal Report 2018 The Chair introduced the outcomes of the individual and collective reviews of Board effectiveness following the recent Board appraisal exercise, as well as a review of the contribution of Board members who have served continuously for 9 years or more.</p>

	<p>The commitment and contributions of long-serving Board members was acknowledged.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Considered the findings of the Annual Board Appraisal exercise 2018, noted areas to strengthen the effectiveness of the Board and agreed to put into effect those actions set out. 2. Approved the continuing membership of Board Members Annette Bonar, Margaret Burke and Alastair Firth. 3. Noted the contents of this report. 	
<p>Item 5 Dec 2</p>	<p>CEO Report The CEO summarised the main headlines within the report.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Noted the update on PHA's Management Accounts 2018/19 Quarter 1, as set out in Appendix 1. 2. Agreed to commit an additional £200k of budget to allow us to take the Laurel Street development project from planning to full tender approval stage. 3. Noted that Rules 62 to 67 have been followed and that members have been notified of the Annual General Meeting scheduled to take place on 12 September 2018. 4. Approved the draft Meeting Schedules for 2019/20 and 20120/21 as set out in Annex A. 5. Noted our Gifts & Hospitality Register update as summarised at Annex B. 6. Approved that our Insurance Rebuild Survey takes place during 2018/19 and that an associated 2018/19 budget provision is made of £60k including VAT, split between PHA and PWL. 7. Noted the contents of this report. 	
<p>Item 6 Dec 3</p>	<p>Final Audited Accounts 2017/18 The FD introduced this report, seeking approval of the audit accounts for 2017/18 and the Letter of Representation to the PHA Statutory Auditor, Alexander Sloan LLP.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the Audited 2017/18 Financial Accounts as set out in Appendix 1 and authorised two Board members and the Secretary to sign them on behalf of Board. 2. Approved the Letter of Representation as set out in Appendix 2 and authorised a Board member to sign it on behalf of the Board, Appendix 2. 3. Noted the Auditor's Management / Governance Letter as set out in Appendix 3. 	
<p>Item 10 Info 1</p>	<p>Audit Committee's Annual Report 2017/18 The Audit Committee Chair presented this report, describing the activities of the Audit Committee during the past year and highlighting matters of significance.</p>	

	<p>The Board:</p> <ol style="list-style-type: none"> Noted the contents of this report. 	
<p>Item 7 Dec 5</p>	<p>Policy Reviews</p> <p>Housing Allocation Policy</p> <p>The OD advised that this policy was last reviewed in March 2017. No significant changes were proposed but a small number of revisions were proposed based upon operational experience, relating to Under Occupying (section 3.4.5 of Policy), Insecurity of Tenure (section 3.5.2 of Policy), and Partick Local Letting Initiatives for Strategic Acquisitions (Annex D of Policy).</p> <p>The Board:</p> <ol style="list-style-type: none"> Approved the updated Treasury Management Policy set out in Appendix 1. Approved the updated Insurance Policy set out in Appendix 2. Approved the updated Entitlements, Payments, Expenses & Benefits Policy set out in Appendix 3. Approved the updated Housing Allocation Policy set out in Appendix 4. Approved the new Legionella Policy set out in Appendix 5. Approved the updated Strategy & Policy Review Schedule set out in Appendix 6. <p><i>Standing Orders were suspended at 8.15pm.</i></p>	
<p>Item 8 Dec 5</p>	<p>Performance Review 2018/19 Quarter 1</p> <p>The OD introduced this report noting continued strong performance. It was suggested that a briefing note on Universal Credit, its impact and our mitigation measures should be prepared.</p> <p>The Board:</p> <ol style="list-style-type: none"> Noted the Performance Review for 2018/19 Quarter 1. 	
<p>Item 9 Mem 1</p>	<p>Shareholder Membership Applications</p> <p>The Board:</p> <ol style="list-style-type: none"> Approved two new shareholder membership applications. 	
<p>Item 11 Info 2</p>	<p>Committee Minutes</p> <p>The Board:</p> <ol style="list-style-type: none"> Noted the content of the Human Resources Committee minute of 21 February 2018 as set out in Appendix 1. Noted the content of the Investment Committee minute of 2 May 2018 as set out in Appendix 2. Noted the content of PWL Board minute of 9 May 2018 as set out in Appendix 3. 	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.40 pm.</p>	
	<p>Next Meeting</p> <ul style="list-style-type: none"> Wednesday 14 November 2018 at 6.15pm, PHA Boardroom 	

