

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM
18 MANSFIELD STREET
6.15 pm Wednesday, 20 June 2018**

Present: Leslie Milne (Chair)
Annette Bonar
Margaret Burke
Alastair Firth
Iain Mackenzie
Janet Napthine
Iain Nicolson
Jennifer Young

Apologies: David Downie
Alan Howie
Yvonne MacQuarrie
Helen Turner

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

Item 1	<p>Chair's Welcome The Chair welcomed all attendees to the meeting and thanked everyone for their attendance.</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 (16 May 2018) The Minute of 16 May 2018 was agreed as a true record. On a proposal by Alastair Firth and seconded by Iain Nicolson, the minute was approved.</p>	
Item 3 Doc 2	<p>Review of Action Tracker The Chair advised that background information on the procurement of architect services for St Peters and ICT infrastructure would be addressed as part of the CEO Report later on the agenda.</p> <p>The Board noted the Action Tracker commenting that the tracker provided assurance that progress and actions are being addressed.</p>	
Item 4 Dec 1	<p>Draft 30-Year Financial Business Plan The CEO presented members with a shorter version of the 30-Year Financial Business Plan.</p>	

	<p>The FD commented that the Plan was set out to provide greater contextual clarity and assurance on financial business planning assumptions covering the next 30 years.</p> <p>The FD highlighted some of the key business planning assumptions, such as future annual rent increases based upon CPI + 1%. It was noted that the Board is conscious of ensuring a sustainable and affordable rent setting methodology, which is scheduled for discussion at the November 2018 meeting as part of the draft 2019/20 budget deliberations.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the Draft-30 Year Financial Plan 2018-2048 from the document presented. 2. Noted the contents of this report. 	
<p>Item 5 Dec 2</p>	<p>Annual Loan Portfolio Return - Submission to Scottish Housing Regulator (SHR).</p> <p>The FD provided members with a copy of the detailed annual return in the format set by the SHR. It provided information and assurance on PHA's Loan Portfolio position.</p> <p>Following a brief discussion, the Board:</p> <ol style="list-style-type: none"> 1. Approved the attached Annual Loan Portfolio Return to the Scottish Housing Regulator, before the 29 June 2018 deadline. 2. Delegated the authority to the Finance Director to complete the online electronic return on behalf of the Association using the Scottish Housing Regulator's portal. 	
<p>Item 6 Dec 3</p>	<p>5-Year Financial Forecast Return to Scottish Housing Regulator</p> <p>The FD provided a brief overview of the figures detailed at Appendix 1 of the report explaining that the return is an updated version of the cashflow statement approved by Board in February 2018 with the minor revisions detailed on page two of the report.</p> <p>It was noted that the figures show PHA to be in a comfortable loan position in respect of assets and remains in 'low engagement' with the Regulator.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the attached 5-Year Forecast Return to the Scottish Housing Regulator for the period 2018-2023, before the 29 June 2018 deadline. 2. Delegated authority to the Finance Director to complete the online electronic return on behalf of the Association using the Scottish Housing Regulator's portal. 3. Authorised the Finance Director to make any minor changes required to reflect the actual final accounts once they are ready, with any such changes being agreed with the PHA Chair before being made. 	
<p>Item 7 Dec 4</p>	<p>Corporate Strategy 2018-2023: Draft Action Plan</p> <p>The CEO presented the draft action plan, commenting that the plan is working tool to break down the strategic objectives and timescales for</p>	

	<p>delivering the outcomes set out in the Group Corporate Plan that was approved by PHA Board in May 2018.</p> <p>It was noted that a progress update will be reported annually to Board.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the draft Corporate Strategy 2018-2023: Action Plan set out in Appendix 1. 2. Noted the content of this report. 	
<p>Item 8 Dec 5</p>	<p>Policy Reviews:</p> <p>Health and Safety Policy The CEO presented the above policy commenting that there were no significant changes or legislative updates to the policy since it was last reviewed and approved.</p> <p>Equality Policy Members were advised that there were no significant legislative or regularity revisions as part of this routine policy review. It was confirmed that the protected characteristics noted at 6.1 of the policy were consistent with the Equality Act 2010. Members were advised that refresher training will be arranged within the coming months.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the Health & Safety Policy set out within the Appendix. 2. Noted that once approved the updated Health & Safety Policy statement will be signed by PHA's Chair and Chief Executive on behalf of the Board. 3. Approved the Equality Policy set out within the Appendix. 	
<p>Item 9 Info 1</p>	<p>CEO Report The CEO presented the above report.</p> <p>In relation to item 8.2, it was suggested that a separate ICT audit could be added to the 2018/19 audit plan schedule to provide general assurance that our ICT equipment, systems and technology are fit for purpose and suitable for effectively delivering our current and future business needs.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Agreed to add ICT to the 2018/19 audit programme. 2. Noted the contents of this report. 	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.05 pm. Officers left the meeting to allow members and the CEO to complete the meeting review process.</p>	
	<p>Next Meeting</p> <ul style="list-style-type: none"> • Wednesday 22 August 2018 at 6.15pm, PHA Boardroom 	

