

**MINUTE OF MEETING - PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM, 18 MANSFIELD STREET
6.15pm WEDNESDAY 21 June 2017**

Present: Les Milne (Chair)
Iain Nicolson (Vice Chair)
Annette Bonar
Margaret Burke
Alastair Firth
Alan Howie
Iain Mackenzie

Apologies: Janet Naphine
Helen Turner
Jennifer Young
Yvonne MacQuarrie

Attending: Stewart MacKenzie, Chief Executive
Eamonn Hughes, Finance Director
Georgina Kent, Operations Director
Nick Ronan, Development Director
R Grant, Corporate Services Officer (Minute Secretary)
Andrew McFarlane, DM Hall (Item 4 only)
David Downie, Observer

<p>Item 1</p>	<p>Chair's Welcome The Chair welcomed all to the meeting in PHA's new Boardroom and introduced the two guests in attendance, Andrew McFarlane and David Downie. The Chair outlined the fire evacuation procedures.</p> <p>Apologies Apologies were noted as detailed above.</p> <p>Declaration of Interests No interests were declared.</p>	
<p>Item 2 Doc 1</p>	<p>Approval of previous minutes (17 May 2017) A discrepancy was noted on Page 5 of the minute where a figure of £4,325,918 should have read £435,918. Subject to this amendment, the minute of 17 May 2017 was proposed as a true record by Alan Howie and seconded by Alastair Firth. The previous minute was approved.</p>	
<p>Item 3 Doc 2</p>	<p>Review of Action Tracker The Board noted the Action Tracker.</p>	

<p>Item 4 Info 1</p>	<p>St Peters Development Review</p> <p>Andrew McFarlane presented his independent report on the development process of the project. After discussion, the Board noted the contents.</p> <p>NR updated Board on the current status of the project, reporting that the Council had almost completed its technical appraisal and details of the approved grant was expected shortly. SMK confirmed that the tender deadline has been extended by the preferred contractor for a further three month period, so meantime Board members can reflect on Andrew's findings. There will be an update to the Board in August on the project along with the confirmed funding package to allow the Board to make their final decision on how to proceed with the St Peters development project.</p>	
<p>Item 9 Dec 5</p>	<p>PHA & PWL Board Membership (CEO Report)</p> <p>The Chair brought forward point number one and two from the CEO Report, which dealt with PHA and PWL Board membership.</p> <ol style="list-style-type: none"> 1. The Board approved the appointment of David Downie and Yvonne MacQuarrie to fill casual vacancies on the PHA Board; and 2. The Board approved the appointment of Kirsteen McGinn to fill a casual vacancy on the PWL Board. 	
<p>Item 5 Dec 1</p>	<p>Development Update</p> <p>NR updated the Board on the progress with the Laurel Street development project, including the demolition of existing buildings.</p> <ol style="list-style-type: none"> 1. The Board noted progress with the Laurel Street development project, including the demolition of existing buildings; and 2. The Board agreed in principle to revise development proposals to reflect feedback from the Planners so the Laurel Street development project will comprise: <ul style="list-style-type: none"> • one four-storey block; • a total of 24 social rented flats (16 x 2 apartment flats; and 8 x 3 apartment flats); and • one parking space for each property. <p><i>The Board took a 10 minute break.</i></p>	
<p>Item 6 Dec 2</p>	<p>Loan Portfolio Return 2016/17 to SHR</p> <p>EH requested the Board's approval to submit the 2016/17 Loan Portfolio Return to the Scottish Housing Regulator (SHR) which comprises details of each PHA loan from our various funders.</p> <ol style="list-style-type: none"> 1. The Board approved the Loan Portfolio Return 2016/17 to the Scottish Housing Regulator; 2. The Board approved delegating authority to the Finance Director to complete the online electronic return on behalf of the Association; and 	

	<p>3. The Board approved authorising the Finance Director to make any minor changes required to reflect the actual 2016/17 final accounts once they are ready, with any such changes being agreed with the PHA Chair before being made.</p>	
<p>Item 7 Dec 3</p>	<p>5 Year Financial Forecast Return to SHR EH requested the Board's approval to submit the 2016/17 updated 5 Year Financial Forecast Return to the Scottish Housing Regulator (SHR) which included our Statement of Comprehensive Income, Cashflow and Financial Position Statement.</p> <p>The final accounts for 2016/17 are currently being finalised so the return is based upon the draft accounts before audit.</p> <ol style="list-style-type: none"> 1. The Board approved the 5 Year Forecast Return 2017-2022 to the Scottish Housing Regulator; 2. The Board approved delegating authority to the Finance Director to complete the online electronic return on behalf of the Association; and 3. The Board approved authorising the Finance Director to make any minor changes required to reflect the actual 2016/17 final accounts once they are ready, with any such changes being agreed with the PHA Chair before being made. 	
<p>Item 8 Dec 4</p>	<p>Rent Harmonisation Update GK updated the Board on the current rent harmonisation project.</p> <p>A Short Life Working Group (SLWG) had been set up which included PHA's Chair, a tenant member of our Scrutiny Panel and members of staff. The group agreed the following key principles for rent harmonisation:</p> <ul style="list-style-type: none"> • it will be an overall cost neutral exercise; • it will apply to all social rented tenancies except those where 'fair rents' apply or for special needs accommodation; • like for like properties will get charged like for like rents and there will be a simple points system. <p>The proposed rent harmonisation model would result in about two-thirds of tenants being in a group where rents would go up or down by a maximum of 10% compared to the target harmonised rent. The remaining one-third of tenants would see their outlying rents go up or down by more than 10%. A cap will be introduced to limit any rent change to no more than £15 per calendar month in any financial year. Tenants on a modest or fixed income who may incur an increase in rent will be identified and offered bespoke money/income maximisation advice by our Money Advice Officer.</p> <p>GK outlined plans for consulting tenants on the proposed introduction of rent harmonisation from 1 April 2018:</p> <ul style="list-style-type: none"> • a letter has been sent to all tenants advising them of our plans to restructure rents and encouraging them to provide feedback; 	

	<ul style="list-style-type: none"> • consultation will go live on Saturday 24 June 2017 at the Partick Community Festival when members of staff will be on hand to explain and discuss the process – the Survey Monkey option will also be accessible from this date, remaining open until Saturday 22 July 2017; • an open information session will be held in the office from 12-1pm and again from 6-7pm on Tuesday 4 July with TIS in attendance; • there will be a focus group on Wednesday 26 July with the Tenant Scrutiny Panel. <ol style="list-style-type: none"> 1. The Board approved the key principles for introducing rent harmonisation, the next stages and harmonised rental points matrix; and 2. The Board noted the contents of the report.
<p>Item 9 Dec 5</p>	<p>CEO Report SMK summarised key aspects of the report by exception.</p> <p>Strategic Acquisitions It is proposed to adopt a strategic and proactive approach to acquisitions.</p> <p>Pension SMK noted that the SHAPS Pension Committee was seeking to change how it manages potential conflicts of interest while providing more robust employer representation. Two options were being considered and following discussion it was agreed that PHA would support the Option1 proposal for SHAPS to establish an Employee Committee.</p> <p>AGM – 13 September 2017 Work has started on preparing for the forthcoming AGM and in line with legal advice we aim to simplify the post AGM meeting arrangements by holding a short business meeting of the PHA Board.</p> <p>Community Initiatives The Partick Community Festival will take place on Saturday 24 June 2017. We have recently been reviewing future community initiatives and are currently exploring Tackling Social Isolation in Partick; Mansfield Park Community Art/Public Realm; and Partick Heritage Trail.</p> <p>Human Resources Update We have successfully recruited a new Property Services Manager, ICT Manager, Development Manager, Maintenance Assistant and a third Modern Apprentice.</p> <p>Health & Safety Update Following the tragic fire at Grenfell House in London, NR had prepared a briefing note on the implications for PHA which had been distributed prior to the meeting. The Board sought reassurance regarding the only PHA only high-rise block at Fortrose House. NR took the Board through the</p>

	<p>briefing note and confirmed that Fortrose House does <u>not</u> have the same cladding materials as those used at Grenfell Tower. The refurbishment work from 2012 had improved the ability of tenanted flats to contain a fire without it spreading to other flats or escape routes. However PHA has no legal powers to compel homeowners within the block to carry out similar improvements.</p> <p>Fortrose House does not require to comply with the current Building Regulations, but we are exploring possible improvements to fire safety within the block and associated costs. We will be discussing the effectiveness of such measures with the Fire Service and a detailed report will be presented to the Board. EH confirmed that funds can be made available to address any agreed programme of fire safety works.</p> <p>Following questions and discussion, it was agreed that the Health & Safety Panel should be convened to develop an action plan for Fortrose House which should be reported back to the Board. The Risk Register should also be updated. The operational management of the building should also be examined to consider measures to keep areas clear of rubbish, carrying out fire drills, etc.</p> <p>A letter is being delivered to all Fortrose House residents to reassure them and PHA's website will be updated.</p> <ol style="list-style-type: none"> 1. The Board approved the methodology proposed for the strategic acquisition of properties; 2. The Board delegated authority to the Chief Executive to respond to the SHAPS Pension Committee on behalf of PHA's Board supporting their Option 1 proposal to establish an Employer Committee; and 3. The Board noted the content of the report. <p><i>Standing Orders were suspended at 8.15pm.</i></p>	
<p>Item 10 Mem 1</p>	<p>Shareholder Membership Application The Board approved one new shareholder membership application detailed within the Board report.</p>	
<p>Item 11 Info 2</p>	<p>PWL Board Minutes – 1 March 2017 The Board noted the content of the PWL Board Minutes of 1 March 2017.</p>	
	<p>The Chair thanked everyone for their attendance and the meeting closed at 8.20pm.</p>	

