

**MINUTE OF MEETING - PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM, UNIT 5, 22 MANSFIELD STREET
6.15pm WEDNESDAY 22 MARCH 2017**

Present: Iain Nicolson (Vice Chair) (Chair of this meeting)
Annette Bonar
Margaret Burke
Alastair Firth
Alan Howie
Janet Napthine
Helen Turner
Jennifer Young

Apologies: Les Milne (Chair)
Iain Mackenzie

Attending: Stewart MacKenzie, Chief Executive
Georgina Kent, Operations Director
Eamonn Hughes, Finance Director
Nick Ronan, Property Director
Marina Turner, Corporate Services Manager
R Grant, Corporate Services Officer (Minute Secretary)
Bill Saunders, Central VAT Consultants Ltd (Guest Speaker)
(part)

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| <p>Item 1</p> | <p>Chair's Welcome Iain Nicolson acted as Chair in Les Milne's absence. The Chair welcomed all attendees to the meeting and introduced Bill Saunders, an independent consultant from Central VAT Consultants Ltd, who was present to help answer any queries the Board may have on Item 4 of the agenda.</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 (15 February 2017) The minute of 15 February 2017 was proposed as a true record by Jennifer Young and seconded by Alan Howie. The previous minute was approved.</p> | |
| <p>Item 3 Doc 2</p> | <p>Review of Action Tracker Board noted the Action Tracker.</p> | |

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| <p>Item 4 Dec 1</p> | <p>New Subsidiary Development Company EH explained that the Audit Committee and PHA Board had previously discussed the possibility of setting up a new subsidiary development company to allow VAT recovery on professional fees associated with development schemes.</p> <p>Bill Saunders, from Central VAT Consultants, had recently carried out a VAT review for the Association and had been invited to attend tonight's meeting to answer any questions Board may have and provide assurance to assist Board in deciding whether to approve the new company set up or not.</p> <p>EH also suggested organising a Short Life Working Group (SLWG) with 1 board member and officers to work on the project.</p> <p>Bill Saunders left the meeting at this point (7.05pm).</p> <ol style="list-style-type: none"> 1. The Board noted the content of the report. 2. The Board approved the set up of a new subsidiary company to recover VAT on the professional fees for development projects. |
| <p>Item 5 Dec 2</p> | <p>Treasury Management Update EH outlined his report seeking approval for a Treasury Management Short Life Working Group to be set up to investigate future options for treasury management as well as reviewing our current Treasury Management Policy.</p> <p>The Chair asked if there were any Board members wished to volunteer to take part in the group. AH volunteered and was duly appointed. The Chair suggested that should any other members be interested the SLWG would have the authority to co-opt.</p> <ol style="list-style-type: none"> 1. The Board noted the content of the report. 2. The Board approved the set up of a Treasury Management Short Life Working Group (SLWG) to investigate bond financing or other fixed loan options and to review the Treasury Management Policy. 3. The Board approved the Treasury Management SLWG terms of reference. <p>Board took a 10 minute break</p> |
| <p>Item 6 Dec 3</p> | <p>Policy Reviews GK summarised her report and the policies presented to the Board.</p> <p>Housing Allocation Policy GK explained that the initial draft was presented to the Board in September 2016 and approved subject to consultation. The report detailed the findings of the consultation exercise where respondents included direct</p> |

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| | <p>applicants, transfer applicants, the Scrutiny Panel, Board members and staff. Participants were asked to rank priorities to reflect their importance which resulted in medical needs, care and support and overcrowding being the top 3.</p> <p>In addition, the consultation found that:</p> <ul style="list-style-type: none"> • 100% of respondents agreed ground floor properties in level areas should be allocated to those with mobility issues; • The majority agreed existing PHA tenants should be encouraged and assisted to move to properties more suited to their needs; and • Over two thirds thought that a maximum of 2 offers was reasonable. <p>GK confirmed that 50% of the allocation quota would remain to be for the homeless and a service guide would be drafted for the external publication.</p> <ol style="list-style-type: none"> 1. Board approved the Housing Allocation Policy. 2. Board approved the Rechargeable Repairs Policy. 3. Board approved the Alterations and Improvements Policy. 4. Board approved the Energy Performance Certificate Policy. 5. Board approved the Electrical Inspections Policy. | |
| <p>Item 7 Dec 4</p> | <p>CEO Report SMK outlined the key points of his report.</p> <p>Appointment of Internal Auditors SMK invited EH to update Board. EH reported that, after a tendering process, quotes were requested from three companies;</p> <ul style="list-style-type: none"> • Wylie & Bisset; • Quinn Internal Audit & Business Support Services; and • TIAA <p>Analysing the score based on the quality component, Wylie & Bisset scored the highest whilst coming in slightly more expensive than TIAA. As well as covering traditional areas, Wylie & Bisset have specialist areas, one being ICT, which is of particular interest to the business. The appointment of Wylie & Bisset as PHA's internal auditors was recommended to the Board.</p> <p>Health and Safety Panel SMK reported that with the recent passing of Eddie Jones there is a vacancy for a Board member on the Health and Safety Panel. It was suggested that MT should email all members to gauge interest.</p> <ol style="list-style-type: none"> 1. The Board approved the appointment of Wylie & Bisset as internal auditors to PHA. 2. The Board noted the content of the report. | |

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| <p>Item 8 Info 1</p> | <p>Development Update NR updated the Board on progress of the St Peter's development project.</p> <p>NR will present a more detailed report to the Board at the next meeting on 17 May 2017 to confirm the funding package for the project.</p> <p>The Board noted the report.</p> | |
| <p>Item 9 Info 2</p> | <p>PWL Board Minutes – 9 November 2016 SMK summarised the PWL Board minutes of 9 November 2016 which included;</p> <ul style="list-style-type: none"> • Quarter 2 Management Accounts and Performance Report; • Factoring Strategy Update; • Draft PWL Budget 2017-18; and • Director's Report <p>Board noted the PWL Minutes of 9 November 2016</p> | |
| <p>AOCB</p> | <p>Margaret Burke took the opportunity to report to Board on the outcome of the meeting of 23 February 2017 in Partick Burgh Hall to discuss proposals to upgrade Byres Road. She explained that there was little information on the plans available and it seemed to be more of a consultation exercise. There will be a further meeting organised which Margaret will attend and report back to Board.</p> | |
| | <p>The Chair took the opportunity to thank Marina Turner on behalf of the Board for her diligent service over the last few years and wished her all the very best for her forthcoming retirement.</p> <p>The Chair thanked everyone for their attendance and the meeting closed at 8.25pm.</p> | |