

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM
18 MANSFIELD STREET
6.15pm Wednesday 15 June 2022**

Present: Alan Howie (Chair)
Annette Bonar
Les Milne
Janet Napthine
Jennifer Young

Apologies: Scott Crawford
David Downie
Alastair Firth
Jeremy Kemp
Helen Turner

Attending: Stewart MacKenzie, Chief Executive (CEO)
John Duncan, Investment Director (ID)
John McIntyre, Finance Director (FD)
Jacqueline McCutcheon, Corporate Services Manager (CSM)
James Armit, Senior Corporate Services Assistant (Minutes)

Item 1	<p>Chair's Welcome The Chair welcomed everyone to the meeting and thanked everyone for their attendance.</p> <p>Apologies Apologies were noted as detailed above. The Chair confirmed Yvonne MacQuarrie has stepped down from the Board due to other commitments. The Board passed on their thanks to Yvonne for her contribution and best wishes for the future.</p> <p>Declaration of Interest Jennifer Young declared an interest confirming she is a member of the EVH committee.</p>	
Item 2 Doc 1	<p>Approval of Previous Minutes: PHA Board – 11 May 2022 The minute of 11 May 2022 was subject to the following change:</p> <p>Item 6 – Annual Return on the Charter 2021/22: The figure for tenancy arrears for year 2020/21 was noted as 1.56%, this was a typo and should read 1.93%.</p> <p>Subject to the above minor amendment, the minute was approved on a proposal by Jennifer Young and seconded by Janet Napthine.</p>	

<p>Item 3 Doc 2</p>	<p>Review of Action Tracker A number of the items on the action tracker had been completed, such as extension of the ICT hosting agreement, or were included within the agenda for this meeting.</p> <p>The Board noted the action tracker.</p>	
<p>Item 4 Info 1</p>	<p>Human Resources Committee Update The Human Resources Chair, Jennifer Young, presented this report to the Board providing an update on the activities of the Human Resources Committee over the past year.</p> <p>There was discussion on the Committee's main focus of ensuring that we had the right people, skills and values in place to deliver our objectives.</p> <p>The Board: 1. Noted the contents of the report.</p>	
<p>Item 5 Info 2</p>	<p>Investment Committee Update The Investment Chair, Les Milne, presented this report to the Board providing an update on the activities of the Investment Committee over the past year.</p> <p>It was acknowledged that there had been some staff changes within the Investment Team. This included the appointment of a new Director with significant experience, as well as recruitment of a new Asset Manager role.</p> <p>There was discussion around the recent successful completion of new housing supply projects at Laurel Street and Purdon Street. It was further noted the St Peters development was due for completion in July 2022 and it was confirmed that despite the pandemic our Asset Management Strategy was progressing well with high levels of SHQS and EESSH compliance.</p> <p>The Board: 1. Noted the contents of the report.</p>	
<p>Item 6 Dec 1</p>	<p>Policy Reviews The CEO introduced two policies scheduled for routine review. Full policy documents were included within the Board pack. It was noted</p>	

	<p>that changes were relatively minor, with revisions explained and shown as tracked changes for ease of reference.</p> <p>In terms of communications, members discussed the current phone system when making calls into the office. It was confirmed this is currently under review and any update would be provided to the Board.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the Communications Policy set out in Appendix 1. 2. Approved the Donations Policy set out in Appendix 2. 	
<p>Item 7 Dec 2</p>	<p>PHA/PWL Mid-Market Rent Leases</p> <p>The CEO introduced this report, noting that it was an updated version of a report presented to and approved by PHA Board on 29 January 2020.</p> <p>Section 2 of the report provided context, including why we need to have leases in place between PHA and PWL in relation to MMR properties and the requirement to notify SHR.</p> <p>We currently have three MMR developments where we need to have leases in place:</p> <ul style="list-style-type: none"> • Chancellor Street (St Peters) – this is a new lease, with a draft set out in Appendix 1; • Centurion Way – this is a current lease, with an updated draft set out in Appendix 2; and • Broomhill Gate – this is a current lease, with an updated draft set out in Appendix 3. <p>All of these draft leases follow a similar format and have been drafted by our solicitors, subject to some final revisions noted below:</p> <ul style="list-style-type: none"> • ‘date of entry’ is proposed to be 1 August 2022 (ref 1.1 of draft lease), so ‘period of lease’ ends on 31 July 2025 (ref 5.2); • ‘data protection legislation’ (ref 1.1) has been updated to amend reference from EU Directive to UK GDPR; • ‘validation’ (ref 26) now refers to ‘eleven’ preceding pages; and • Chancellor Street lease only, ‘deed of conditions’ (ref 1.1) is now being registered and title number included; ‘property’ (ref 1.1) includes description of blocks in line with deed of conditions; and maintenance and repair conditions updated in line with deed of conditions (ref 17.5). <p>The Board:</p> <ol style="list-style-type: none"> 1. Agreed for Partick Housing Association (PHA) to enter into a new lease with Partick Works Limited (PWL) in relation to Mid-Market Rent flats at 40 & 44 Chancellor Street, as set out in Appendix 1, and to notify the Scottish Housing Regulator (SHR) accordingly. Delegated authority to a PHA Board member to sign the lease on 	

	<p>behalf of PHA and the Chief Executive to sign the lease on behalf of PWL in his capacity as PWL company secretary.</p> <p>2. Agreed for Partick Housing Association (PHA) to enter into an updated lease with Partick Works Limited (PWL) in relation to Mid-Market Rent flats at 1 Centurion Way, as set out in Appendix 2, and to notify the Scottish Housing Regulator (SHR) accordingly. Delegated authority to a PHA Board member to sign the lease on behalf of PHA and the Chief Executive to sign the lease on behalf of PWL in his capacity as PWL company secretary.</p> <p>3. Agreed for Partick Housing Association (PHA) to enter into an updated lease with Partick Works Limited (PWL) in relation to Mid-Market Rent flats at 1, 2 & 3 Broomhill Gate, as set out in Appendix 3, and to notify the Scottish Housing Regulator (SHR) accordingly. Delegated authority to a PHA Board member to sign the lease on behalf of PHA and the Chief Executive to sign the lease on behalf of PWL in his capacity as PWL company secretary.</p> <p>4. Noted the contents of this report.</p>	<p>Chair/ CEO</p> <p>Chair/ CEO</p> <p>Chair/ CEO</p>
<p>Item 8 Info 3</p>	<p>St Peters Development Update The ID presented this report to the Board, providing an update on the St Peters Development.</p> <p>It was noted at the project progress meeting on 6 April 2022, the Hadden Group produced the key dates for handover with a programme to completion that indicated 27 July 2022 as the new completion date. It was confirmed we have expressed our dissatisfaction and disappointment with this date to the Hadden Group and will work closely with them in order to attempt to bring the completion date forward, a further update will be provided at the next Board meeting.</p> <p>It was suggested that when the contractors were off site and work completed, there would be the opportunity to arrange a site visit for interested Board Members.</p> <p>The Board: 1. Noted the contents of this report.</p>	<p>ID</p>
<p>Item 9 Info 4</p>	<p>CEO Report The CEO summarised the main headlines within the report, including updates on Service Delivery; Health & Safety; New Housing Supply; Governance Matters; Procurement and Staffing Update.</p> <p>The Board: 1. Noted the contents of this report.</p>	
<p>Item 10 Info 5</p>	<p>Committee Minutes The Board: 1. Noted the contents of the PWL Board minute of 16 February 2022, as set out in Appendix 1.</p>	

	The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.25pm.	
	Next Meeting <ul style="list-style-type: none"> • PHA Board meeting: Wednesday 17 August 2022 at 6.15pm. 	