

**MINUTE OF MEETING
PARTICK HOUSING ASSOCIATION BOARD
HELD IN THE PHA BOARDROOM
18 MANSFIELD STREET
6.15pm Wednesday 17 August 2022**

Present: Les Milne (Acting Chair)
Annette Bonar
Scott Crawford
Alastair Firth
Jeremy Kemp
Janet Napthine
Helen Turner

Apologies: Alan Howie
David Downie
Jennifer Young

Attending: Stewart MacKenzie, Chief Executive (CEO)
Georgina Kent, Operations Director (OD)
John McIntyre, Finance Director (FD)
Steve Bruce, Finance Manager (FM)
James Armit, Senior Corporate Services Assistant (Minutes)
Jacqueline McCutcheon, Corporate Services Manager (Item 6 only – by Zoom)
Julie-Ann Cloherty, SHARE (Item 6 only – by Zoom)

<p>Item 1</p>	<p>Chair's Welcome The acting Chair, Les Milne, welcomed everyone to the meeting and thanked them for their attendance.</p> <p>Apologies Apologies were noted as detailed above.</p> <p>Declaration of Interest Les Milne declared an interest at Agenda Item 6 in relation to continuing Board membership in line with '9-year rule'.</p>	
<p>Item 2 Doc 1</p>	<p>Approval of Previous Minutes: PHA Board – 15 June 2022 The minute of 15 June 2022 was approved on a proposal by Janet Napthine and Annette Bonar.</p>	
<p>Item 3 Doc 2</p>	<p>Review of Action Tracker Items on the action tracker had been completed or were included within the agenda for this meeting.</p> <p>The Board noted the action tracker.</p>	

<p>Item 6 Dec 3</p>	<p><i>Julie-Ann Cloherty from SHARE and Jacqueline McCutcheon joined the meeting at this point (by Zoom).</i></p> <p>Board Skills Review, Training & Appraisal Update The Chair welcomed Julie-Ann to the meeting. The CEO provided context in terms of the Board appraisals process and continuing membership of those having served for over 9 years. This year, Julie-Ann from SHARE had overseen the completion of online questionnaires and one-to-one meetings with members.</p> <p>Julie-Ann thanked members for their time and participation. There was some reference in her report in relation to members' level of knowledge in certain areas such as finance, housing management, procurement, health and safety etc. SHARE will complete an individual and collective learning and development plan.</p> <p>Following a discussion, it was agreed Board membership, skills, experience and any recruitment requirements could be reviewed following PHA's AGM in September.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Considered and noted the findings of the Annual Board Appraisal exercise 2022, noted the recommendations, 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 Alan Howie, Jennifer Young and Leslie Milne who have served continuously on the PHA Board for over 9 years. 3. Noted the contents of the report. <p><i>Julie-Ann Cloherty and Jacqueline McCutcheon left the meeting at this point.</i></p>	<p>Chair/ CEO</p>
<p>Item 7 Dec 4</p>	<p>Annual Assurance Statement 2022 The CEO presented the draft of the Annual Assurance Statement 2022 for submission to the SHR. This followed on from the assurance update presented on 11 May 2022 and the Audit & Risk Committee had also considered a draft of this Annual Assurance Statement report on 9 August 2022.</p> <p>It was suggested that we included financial context by confirming compliance with our financial covenants and noting that external auditors had issued an unmodified opinion that our financial statements provided a true and fair view of the Association's affairs.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the Annual Assurance Statement 2022, as set out in Appendix 3, and delegated authority to the PHA Chair to sign on behalf of the Board. 	<p>CEO</p>

	2. Noted the contents of the report.	
Item 8 Dec 5	<p>Policy Reviews</p> <p>The CEO introduced this report with attached governance and policy documents scheduled for routine review. Full documents were included within the Board pack. It was noted that changes were minor, with revisions explained and shown as tracked changes for ease of reference. Those financial limits prescribed within the Group Standing Orders and Group Financial Regulations would be reviewed, updated and approved by the Audit & Risk Committee.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Approved the updated draft Group Standing Orders set out in Appendix 1. 2. Approved the updated draft Group Financial Regulations set out in Appendix 2. 3. Approved the updated draft Board/Committee Remits set out in Appendix 3. 4. Approved the updated PHA-PWL Independence Agreement set out in Appendix 4. 5. Approved the updated Board Members Whistleblowing Policy set out in Appendix 5. 6. Noted the contents of the report. 	CEO/ FD
Item 9 Info 1	<p>CEO Report</p> <p>The CEO summarised the main headlines within the report, including updates on Service Delivery; Governance; Procurement; New Housing Supply; Health & Safety; Gifts & Hospitality Register; and SHN's Annual Performance Overview.</p> <p>There was a discussion on the project at Bearsden Road, with Members seeking additional financial information in relation to the costs. We had now started to receive handovers on a phased basis at St Peters as Building Control had inspected and issued habitation certificates. We will invite Board members to visit the site in due course.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1. Noted that rule 62 to 67 has been followed and that members have been notified of the Annual General meeting scheduled to take place on 6 September 2022. 2. Approved the award of PHA's All Trades Day-To-Day Repairs Contract to Everwarm Limited from 5 August 2022 for a two-year period, with the option to extend on a variable basis for a further 3 x 12 months, for an estimated contract value of circa £700,000 (exclusive of VAT). 3. Agreed in principle that the project at 380 Bearsden Road in Annesland should proceed to Gateway 3 stage (tender acceptance), noting that the site is already owned by PHA. Delegated authority to the Investment Committee for PHA to enter a Design & Build 	CEO

	<p>Contract with CCG (Scotland) to construct 46 new homes at 380 Bearsden Road in Anniesland.</p> <p>4. Noted the Gifts & Hospitality Register set out in Appendix 2.</p> <p>5. Noted the contents of the report.</p>	CEO
Item 10 Info 2	<p>PHA Performance Review 2022/23 Quarter 1</p> <p>The OD presented this report, reviewing performance against a number of indicators for 2022/23 Quarter 1. Performance on managing rental income remained strong; relet time was outwith target but improving; and repairs was improving, although there had been challenges around changes in contractor that had been discussed previously.</p> <p>The Board:</p> <p>1. Noted the contents of the report.</p>	
Item 11 Info 3	<p>PHA Management Accounts 2022/23 Quarter 1</p> <p>The FD introduced this report outlining PHA's Management Accounts for 2022/23 Quarter 1, which showed financial performance against budget.</p> <p>The Management Accounts for the quarter to 30 June 2022 showed an overall surplus of £394k, which was £281k higher than budget. The accounts also reported net current liabilities of £229k and net assets at £44.2m. Following discussion, Members asked for an additional row in the income and expenditure account to show 'operating profit'.</p> <p>The Board:</p> <p>1. Considered and noted the PHA Management Accounts for 2022/22 Quarter 1, as set out in Appendix 1.</p> <p>2. Noted the financial position of PWL at 30 June 2022, as set out in Appendix 2.</p>	
Item 12 Info 4	<p>Committee Minutes</p> <p>The Board:</p> <p>1. Noted the contents of the Health & Safety Panel minute of 9 March 2022, as set out in Appendix 1.</p> <p>2. Noted the contents of the Audit & Risk Committee minute of 3 May 2022, as set out in Appendix 2.</p> <p>3. Noted the contents of the PWL Board minute of 25 May 2022, as set out in Appendix 3.</p>	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.30pm.</p>	

Next Meeting/s

- Annual General Meeting (AGM) – Tuesday 6 September 2022 at 6.00pm (Partick South Parish Church, 259 Dumbarton Road).
- PHA Board post-AGM – Tuesday 6 September 2022 at 6.15pm (Partick South Parish Church, 259 Dumbarton Road).
- PHA Board – Wednesday 9 November 2022 at 6.15pm (PHA Board Room, 18 Mansfield Street).