

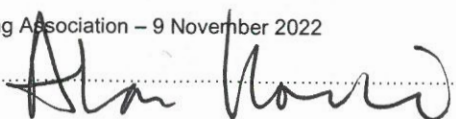
**MINUTE OF MEETING  
PARTICK HOUSING ASSOCIATION BOARD  
HELD IN THE PHA BOARDROOM  
18 MANSFIELD STREET  
6.15pm Wednesday 9 November 2022**

**Present:** Alan Howie (Chair)  
Annette Bonar  
Alastair Firth  
Jeremy Kemp  
Les Milne (joined at agenda item 3)  
Janet Naphine  
Arlene Robertson  
Helen Turner  
Jennifer Young

**Apologies:** David Downie  
Scott Crawford (no apologies received)

**Attending:** Stewart MacKenzie, Chief Executive (CEO)  
John Duncan, Investment Director (ID)  
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

<b>Item 1</b>	<p><b>Chair's Welcome</b> The Chair welcomed everyone to the meeting and thanked them for their attendance.</p> <p><b>Apologies</b> Apologies were noted as detailed above.</p> <p><b>Declaration of Interest</b> All PHA staff present and Jennifer Young (Chair of EVH's Joint Negotiating Committee) declared an interest in Item 5, Section 3.1 relating to the EVH Pay Award 2023 and would leave the meeting at this part of the agenda.</p>	
<b>Item 2 Doc 1</b>	<p><b>Approval of Previous Minutes PHA Board – 17 August 2022</b> The minute of 17 August 2022 was <b>approved</b> on a proposal by Alastair Firth and seconded by Jeremy Kemp.</p> <p><b>PHA Board – 6 September 2022 (post AGM)</b> The minute of 6 September 2022 was <b>approved</b> on a proposal by Janet Naphine and Arlene Robertson.</p>	



25/11/23

<p><b>Item 3</b> <b>Doc 2</b></p>	<p><b>Review of Action Tracker</b> Items on the action tracker had been completed or were covered later within the agenda for this meeting.</p> <p>The Board <b>noted</b> the action tracker.</p>	
<p><b>Item 4</b> <b>Doc 1</b></p>	<p><b>Rent Setting Strategy 2023/24</b> The CEO introduced this report for Members to consider and approve our rent setting strategy for 2023/24, which we will consult tenants on. It will be effective from 1 April 2023, but subject to the Scottish Government's rent cap/ freeze provisions and PHA Board approval in January 2023.</p> <p>The FD, OD and ID noted the importance of reviewing rents so that they were affordable, but we needed to continue to deliver key priorities and ensure our financial viability in the face of significant costs pressures impacting directly on PHA. Different rent increase scenarios of around 5%, 7.5% and 10.6% were discussed and the likely impacts. Any rent increase less than the costs that we are incurring would mean difficult decisions on what we could do and agreeing what we could not as a priority for the business is for us to balance our commitments and remain viable.</p> <p>It was noted that all social landlords are currently having to work through a similar process. We remain in close contact with GWSF, which represents many fellow RSLs, who have been seeking clarification from the Scottish Government on any proposed rent restrictions from 1 April 2023 onwards.</p> <p>There was detailed discussion about how best to engage with tenants and seek their views, while acknowledging the uncertainty caused by the Scottish Government's recent intervention through introducing temporary rent cap/ freeze provisions that will be reviewed on or before 17 January 2023. Clarification was also awaited from the Treasury on proposals for index linking or increasing pensions, benefits, etc.</p> <p>It was agreed to adopt a two-stage approach to tenant consultation on 2023/24 rents. Part 1, before the festive period, would include contacting all affected tenants explaining seeking their views on rent affordability and value for money as well as asking them to rank their priorities as we might need to stop or curtail activities. There will be a paper and on-line questionnaire, and we will also arrange face-to-face consultation sessions. No specific rent increase figure will be proposed during this first stage of the consultation.</p> <p>Part 2, after the Scottish Government confirms any proposed rent cap provisions on or before 17 January 2023, would include consulting tenants on our proposed level of rent increase before finalising our plans and reporting to the PHA Board for approval on 25 January 2023.</p>	

	<p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Agreed</b> to engage tenants on proposed rent increase scenarios for 2023/24 in a two-stage process pending further clarification from the Scottish Government on any proposed rent restrictions from 1 April 2023 onwards. Part 1 consultation will focus on identifying tenant priorities and Part 2 will consider our proposed level of rent increase before reporting back to the PHA Board for approval in January 2023.</li> <li>2. <b>Noted</b> that consultation feedback and the final recommended rent increase for 2023/24 will be presented to the Board in January 2023 along with PHA's finalised 2023/24 budget for approval.</li> <li>3. <b>Noted</b> the contents of this report.</li> </ol>	
<p><b>Item 5 Dec 2</b></p>	<p><b>CEO Report</b></p> <p>The CEO summarised the key elements within the report, including updates on Governance; Equalities Data Collection; Human Resources Update; New Housing Supply Update; Health &amp; Safety; Risk and Charitable Donations.</p> <p><i>All PHA staff present and Jennifer Young (Chair of EVH's Joint Negotiating Committee) having declared an interest in Item 5, Section 3.1 relating to the EVH Pay Award 2023, left the meeting at this part of the agenda.</i></p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> and ratified that PHA has entered into a lease with SAMH in relation to eight flats at 37A Dowanhill Street within our St Peters Development, with the Chief Executive using delegated authority to sign the lease on behalf of PHA.</li> <li>2. <b>Considered</b> the updated Financial Limits Review, set out in Appendix 3, and <b>agreed</b> to update the Group Standing Orders and Group Financial Regulations to incorporate the proposed updated financial limits.</li> <li>3. <b>Approved</b> the updated Risk Appetite Statement, set out in Appendix 4.</li> <li>4. <b>Agreed</b> to make a charitable donation of £500 under Rule 79.2 to Glasgow City Mission which runs the Glasgow Overnight Welcome Centre for homeless people, including accommodation, food, and assistance to those in the greatest housing need during the winter period.</li> <li>5. <b>Noted</b> the content of this report.</li> </ol>	

<p><b>Item 6 Dec 3</b></p>	<p><b>Policy Reviews</b> The CEO introduced this report with attached 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.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>Approved</b> the updated draft Repairs &amp; Maintenance Policy set out in Appendix 1.</li> <li><b>Approved</b> the updated draft Gas Servicing Policy set out in Appendix 2.</li> <li><b>Approved</b> the updated draft Void Management Policy set out in Appendix 3.</li> <li><b>Approved</b> the updated draft Pest Control &amp; Management Policy set out in Appendix 4.</li> <li><b>Approved</b> the new Freedom of Information Policy set out in Appendix 5.</li> <li><b>Approved</b> the new Environmental Information Requests Policy set out in Appendix 6.</li> </ol>	
<p><b>Item 7 Dec 4</b></p>	<p><b>PHA Write Offs 2022/23 Quarter 2</b> The OD introduced this report.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>Approved</b> the proposed PHA write-offs for Quarter 2 of 2022/23 detailed within the report totalling £5,481.62.</li> </ol>	
<p><b>Item 8 Info 1</b></p>	<p><b>PHA Performance Review 2022/23 Quarter 2</b> The OD presented this report, reviewing performance against a series of indicators for 2022/23 Quarter 2.</p> <p>Generally arrears and void performance had remained positive. There were a small number of cases where performance was slightly outwith target for property services, but we have been working closely with our contractor to address this. As previously reported, we have changed contractor in recent months and on occasions there have been challenges across the construction sector in terms of accessing labour and materials at times.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>Noted</b> the contents of the report.</li> </ol>	

<p><b>Item 9 Info 2</b></p>	<p><b>PHA Management Accounts 2022/23 Quarter 2</b> The FD introduced this report outlining PHA's Management Accounts for 2022/23 Quarter 2, which showed financial performance against budget.</p> <p>The Management Accounts for the quarter to 30 September 2022 showed an overall surplus of £693k, which was £451k higher than budget. The accounts also reported net current liabilities of £95k and net assets at £44.47m.</p> <p>The FD clarified points in relation to delayed planned component replacement spend in the current financial year to date and our loan and treasury management arrangements.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>1. Considered and noted</b> the PHA Management Accounts for 2022/23 Quarter 2, as set out in Appendix 1.</li> <li><b>2. Noted</b> the financial position of PWL at 30 September 2022, as set out in Appendix 2.</li> </ol>	
<p><b>Item 10 Info 3</b></p>	<p><b>Committee Minutes</b> The Board:</p> <ol style="list-style-type: none"> <li><b>1. Noted</b> the content of the Health &amp; Safety Panel minute of 15 June 2022, as set out in Appendix 1.</li> <li><b>2. Noted</b> the content of the Audit &amp; Risk Committee minute of 9 August 2022, as set out in Appendix 2.</li> <li><b>3. Noted</b> the content of the Investment Committee minute of 30 August 2022, as set out in Appendix 3.</li> </ol>	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.35pm.</p>	
	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>● PHA Board – Wednesday 25 January 2023 at 6.15pm (PHA Board Room, 18 Mansfield Street).</li> </ul>	