

**MINUTE OF MEETING  
PARTICK HOUSING ASSOCIATION BOARD  
HELD IN THE PHA BOARDROOM  
18 MANSFIELD STREET  
6.15pm Wednesday 25 January 2023**

- Present:** Alan Howie (Chair)  
David Downie (Vice Chair)  
Annette Bonar  
Alastair Firth  
Jeremy Kemp  
Les Milne  
Arlene Robertson
- Apologies:** Scott Crawford (unable to connect – internet issues)  
Janet Naphine  
Helen Turner  
Jennifer Young
- Attending:** Stewart MacKenzie, Chief Executive (CEO)  
Georgina Kent, Operations Director (OD)  
John McIntyre, Finance Director (FD)  
Jacqueline McCutcheon, Corporate Services Manager  
James Armit, Senior Corporate Services Assistant (Minutes)
- Observers:** Frances Manley, PWL Chair (FM) (Item 4 only)

<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> No interests were declared.</p>	
<b>Item 2 Doc 1</b>	<p><b>Approval of Previous Minutes PHA Board – 9 November 2022</b> The minute of 9 November 2022 was <b>approved</b> on a proposal by Les Milne and seconded by Arlene Robertson.</p>	
<b>Item 3 Doc 2</b>	<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 5 Dec 1</b></p>	<p><b>Rent Setting Strategy &amp; Final Budget 2023/24</b> The CEO and FD introduced this report for Members to consider and approve our rent setting strategy for 2023/24, following draft proposals approved by the PHA Board on 9 November 2022.</p> <p>As part of our budget setting and business planning processes, we have consulted with tenants on proposals to increase our rent levels for 2023/24 effective from 1 April 2023. This report provided the opportunity to review and balance the needs of the business so that it remained viable; consider tenant feedback; and approve the final 2023/24 rent setting strategy, budget and updated 30-Year Financial Business Plan.</p> <p>In November 2022, the PHA Board agreed 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. Phase 1 focused on identifying tenant priorities. Phase 2 considered an indicative 7% rent increase, subject to PHA Board approval in January 2023.</p> <p>Members discussed the report, which they felt had been well presented, acknowledging that these are unprecedented financial, economic and political times.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> feedback from our recent tenant consultation and <b>approved</b> the proposed 2023/24 rent setting strategy which includes increasing typical rents by 7%, effective from 1 April 2023.</li> <li>2. <b>Approved</b> the final 2023/24 Budget and updated 30-Year Financial Business Plan.</li> <li>3. <b>Noted</b> the contents of this report.</li> </ol>	
<p><b>Item 4 Info 1</b></p>	<p><b>Partick Works Limited Update</b> FM joined the meeting, thanked PHA Board for the opportunity to attend and provided a brief overview of PWL’s activities during 2022/23 and future direction in delivering the Group Corporate Plan objectives.</p> <p>There was a general discussion on PWL’s activities and continued positive financial results. There had been a clear focus on consolidating the core property factoring business and delivering key services to factored homeowners; managing the Mid-Market Rent portfolio and planning for growth; and monitoring/ reviewing performance across the commercial premises portfolio and sustaining tenancies during a challenging period.</p> <p>PHA Chair thanked FM for her update and commitment to PWL. The Board <b>noted</b> the content of this report.</p> <p><i>FM left the meeting after this item.</i></p>	

<p><b>Item 6</b> <b>Dec 2</b></p>	<p><b>CEO Report</b> The CEO summarised by exception key elements from within the report, which included updates on Governance; Procurement, Human Resources, ICT, New Housing Supply, Health &amp; Safety and Wider Role Funding.</p> <p>In terms of governance, there was reference to the notifiable events; Board membership and succession planning; leases; equalities data collection; and mould and dampness.</p> <p>The Board considered recent activity relating to Gas Servicing &amp; Maintenance Contract; Gas Audit Contract; Close Cleaning, Communal Widow Cleaning, Backcourt Maintenance and Waste Management Contracts; and Planned Maintenance Framework – Kitchens, Bathrooms, Windows &amp; Heating Contracts.</p> <p>The ICT update highlighted that progress had been made in procuring a new integrated housing and finance system to replace our current system. Stage 2 of the procurement exercise had closed on 13 January 2023, with Home Master emerging as the preferred bidder. A system demonstration day had taken place on 19 January 2023 and the next step would be agree an implementation plan and sign contracts.</p> <p>For new housing supply:</p> <ul style="list-style-type: none"> <li>• there was discussion about completion of the St Peters development, independent legal advice and proposals to close off the associated notifiable event; and</li> <li>• it was noted that work at Bearsden Road had started on site on 16 January 2023 and was scheduled to complete in August 2024.</li> </ul> <p>It was noted that the Fire Safety Working Group would reconvene to review progress and close off any action points.</p> <p>The Board welcomed the important recent work in accessing significant funding from other sources and working with others to benefit our tenants, residents and communities during the cost-of-living crisis.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> in principle that PHA should enter into an updated lease with Crossreach in relation to the property at 19 Broomhill Gate, with the Chief Executive using delegated authority to sign the lease on behalf of PHA.</li> <li>2. <b>Noted</b> and ratified the procurement updated and that PHA had entered into contracts for those activities set out in Appendix 2.</li> <li>3. <b>Noted</b> that the development project at St Peters had been completed. <b>Agreed</b> in principle with the recommendation of the Investment Committee that, having taken independent legal advice, there was little prospect of recovering any funds through CBC's administrators or any realistic options for cost recovery from other sources, and as</li> </ol>	<p><b>FD/</b> <b>CEO</b></p> <p><b>CEO</b></p> <p><b>ID</b></p>
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	<p>such PHA will not raise time-consuming and expensive legal proceedings where on balance the likelihood of a successful outcome for PHA was extremely uncertain.</p> <p>4. <b>Noted</b> the content of this report.</p>	
<p><b>Item 7 Dec 3</b></p>	<p><b>Policy Reviews</b></p> <p>The CEO introduced this report with details of policies 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>1. <b>Approved</b> the updated draft Arrears Management Policy set out in Appendix 1.</li> <li>2. <b>Approved</b> the updated draft Tenancy Sustainment Policy set out in Appendix 2.</li> <li>3. <b>Approved</b> the updated draft Decant Policy set out in Appendix 3.</li> <li>4. <b>Approved</b> the updated draft Customer Allowances Policy set out in Appendix 4.</li> <li>5. <b>Approved</b> the updated draft Mortgage to Rent Policy set out in Appendix 5.</li> </ol>	
<p><b>Item 8 Dec 4</b></p>	<p><b>PHA Write Offs 2022/23 Quarter 3</b></p> <p>The OD introduced this report.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> the proposed PHA write-offs for Quarter 3 of 2022/23 detailed within the report totalling £4,424.33.</li> </ol>	
<p><b>Item 9 Info 2</b></p>	<p><b>PHA Performance Review 2022/23 Quarter 3</b></p> <p>The OD presented this report, reviewing performance against a series of indicators for 2022/23 Quarter 3.</p> <p>Generally arrears and void performance had remained positive. There had been a small number of repairs where performance was slightly outwith target for property services, but we have been addressing these closely with our contractor. As previously reported, we had changed contractor in recent months which had presented some challenges including issues across the construction sector in accessing labour and materials at times.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the contents of the report.</li> </ol>	

<p><b>Item 10 Info 3</b></p>	<p><b>PHA Management Accounts 2022/23 Quarter 3</b> The FD introduced this report outlining PHA's Management Accounts for 2022/23 Quarter 3, which showed financial performance against budget.</p> <p>Management Accounts had been restated to reflect the completion and handover dates for our new St Peters development. Following discussion at Investment Committee, £300k in planned component replacements will be carried forward from 2022/23 to 2023/24.</p> <p>The Management Accounts for Quarter 3 showed an overall surplus of £1,163k, which was £970k higher than budget. The accounts also reported net current assets of £360k and net assets at £44.9m.</p> <p>In terms of the draft income and expenditure account and statement of financial position of PWL, there was a surplus of £102k for the period to 31 December 2022 after making a gift aid payment to PHA of £191k. The statement of financial position showed net current assets of £142k and net assets of £2.8m.</p> <p>Members sought clarification on the increased level of spend on legal fees relating to housing management cases. It was explained there had been two complicated and prolonged succession cases, which had involved significant legal input and court involvement but had now been resolved in PHA's favour.</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 3, as set out in Appendix 1.</li> <li><b>2. Noted</b> the financial position of PWL at 31 December 2022, as set out in Appendix 2.</li> <li><b>3. Noted</b> that a Gift Aid payment of £191,407 has been made from Partick Works Limited (PWL) to Partick Housing Association Limited (PHA).</li> </ol>	
<p><b>Item 11 Info 4</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 PWL Board minute of 3 August 2022, as set out in Appendix 1.</li> <li><b>2. Noted</b> the content of the Health &amp; Safety Panel minute of 14 September 2022, as set out in Appendix 2.</li> <li><b>3. Noted</b> the content of the Investment Committee minute of 18 October 2022, as set out in Appendix 3.</li> </ol>	
	<p>The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.05pm.</p>	
	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• PHA Board – Wednesday 22 March 2023 at 6.15pm (PHA Board Room, 18 Mansfield Street).</li> </ul>	