

**MINUTE OF MEETING  
PARTICK HOUSING ASSOCIATION BOARD  
HELD IN THE PHA BOARDROOM  
18 MANSFIELD STREET  
6.15pm Wednesday 22 March 2023**

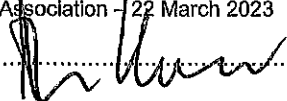
**Present:** Alan Howie (Chair)  
Annette Bonar (arrived at 6.25pm)  
Scott Crawford  
Les Milne  
Arlene Robertson  
Helen Turner  
Jennifer Young

**Apologies:** David Downie  
Alastair Firth  
Jeremy Kemp  
Janet Napthine

**Attending:** Stewart MacKenzie, Chief Executive (CEO)  
John Duncan, Investment Director (ID)  
Georgina Kent, Operations Director (OD)  
John McIntyre, Finance Director (FD)  
Jacqueline McCutcheon, Corporate Services Manager (CSM)  
James Armit, Corporate Services Officer (CSO) (Minutes)

<p><b>Item 1</b></p>	<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>	
<p><b>Item 2</b> <b>Doc 1</b></p>	<p><b>Approval of Previous Minutes</b> <b>PHA Board – 25 January 2023</b> The minute of 25 January 2023 was <b>approved</b> on a proposal by Les Milne and seconded by Arlene Robertson.</p>	
<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>Dec 1</b></p>	<p><b>CEO Report</b> The CEO summarised by exception key elements from within the report, which included updates on Governance; Human Resources, Health &amp; Safety, New Housing Supply and Glasgow's Draft Local Housing Strategy 2023–2028.</p> <p>In terms of governance, there was reference to the notifiable events; Board membership and succession planning. There was a further discussion on Board recruitment, 9 new applications had been received with interviews scheduled over the next few weeks.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>Agreed</b> that PHA's approach to equality data collection remains anonymous and follows SFHA's National Guidance on Collecting Equality Data.</li> <li><b>Noted</b> the content of this report.</li> </ol>	
<p><b>Item 5</b> <b>Dec 2</b></p>	<p><b>ICT Update</b> The FD and CEO introduced this report for Members to update them on the progress with procurement of a new integrated housing and finance IT system.</p> <p>On 10 March 2023, the Chief Executive used delegated authority to sign a letter of intent appointing Designer Software Ltd to implement their Homemaster IT system. On 14 March 2023, by the Chief Executive used delegated authority to sign the contract with Designer Software Ltd electronically. It was confirmed by the FD the overall cost for the new system over the 5-year contract period would be £370k.</p> <p>It was agreed, a brief update will be provided at Board meetings going forward to keep members updated with the progress on the implementation of the new system.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li><b>Noted</b> the procurement activity to date regarding the procurement of an integrated housing and finance IT system.</li> <li><b>Noted</b> and ratified the award of the contract to Designer Software Ltd in respect of their Homemaster IT system. The Chief Executive has used delegated authority to accept the tender for £370k (excluding VAT) over the 5-year period of the contract and negotiate with Designer Software Ltd to progress the implementation of the Homemaster system.</li> <li><b>Noted</b> the content of this report.</li> </ol>	<p><b>FD</b></p>
<p><b>Item 6</b> <b>Dec 3</b></p>	<p><b>Policy Reviews</b> 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>Following discussion and some minor revisions, the Board:</p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> the updated draft Electrical Inspections Policy set out in Appendix 1.</li> <li>2. <b>Approved</b> the updated draft Rechargeable Repairs Policy set out in Appendix 2.</li> <li>3. <b>Approved</b> the updated draft Alterations &amp; Improvements Policy set out in Appendix 3.</li> </ol>	<b>CEO</b>
<b>Item 7 Info 1</b>	<p><b>Customer Advisory Panel Report</b> The CSM introduced this report to the Board to provide an update from the Customer Advisory Panel, which recently reviewed PHA's Communications and Engagement.</p> <p>Following discussion, the Board thanked the Customer Advisory Panel for their report and input over the past year and proposed a joint meeting with Board and Panel members. It was also suggested that a further article be included in the next PHA newsletter to promote Panel and shareholder membership amongst interested tenants.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the content of this report.</li> </ol>	<b>CSM</b>
<b>Item 8 Info 2</b>	<p><b>Treasury Strategy Annual Update</b> The FD presented this report to the Board to provide an update on our treasury management activity, provide projections for cash flows and borrowing activity as well as summarise assumptions regarding interest rates and inflation.</p> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the content of this report.</li> </ol>	
<b>Item 9 Info 3</b>	<p><b>Committee Minutes</b> The Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the content of the Audit &amp; Risk Committee minute of 1 November 2022, as set out in Appendix 1.</li> <li>2. <b>Noted</b> the content of the PWL Board minute of 30 November 2022, as set out in Appendix 2.</li> </ol>	
	The Chair thanked everyone for their attendance and contributions. The meeting closed at 8.05pm.	
	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• PHA Board – Wednesday 10 May 2023 at 6.15pm (PHA Board Room, 18 Mansfield Street).</li> </ul>	