

**MINUTE OF MEETING**  
**PARTICK HOUSING ASSOCIATION BOARD**  
**Partick South Parish Church, 259 Dumbarton Road, Glasgow G11 6AB**  
**6.30pm Tuesday 10 September 2024**

**Present:** Annette Bonar  
 Scott Crawford  
 David Downie  
 Alastair Firth  
 Alan Howie  
 Les Milne  
 Arlene Robertson  
 Janet Stitt  
 Helen Turner

**Apologies:** Paul D’Arcy  
 Sharon Flynn (and resigned from Board)  
 Jeremy Kemp  
 Lauchlan Mitchell  
 Janet Napthine  
 Jennifer Young

**Attending:** Stewart MacKenzie, Chief Executive (CEO)  
 Jacqueline McCutcheon, Corporate Services Manager (CSM)  
 James Armit, Corporate Services Officer (Minutes)

<b>Item 1</b>	<p><b>Welcome</b>          The CEO welcomed everyone to the meeting.</p> <p><b>Apologies</b>          Apologies were noted as detailed above.</p> <p><b>Declaration of Interests</b>          No interests were declared.</p>
<b>Item 2</b>	<p><b>Election of Chair</b>          The CEO invited nominations for the position of PHA Chair. Helen Turner was nominated by Alan Howie and seconded by David Downie. There were no further nominations. Helen Turner accepted the nomination, was unanimously elected as PHA Chair and chaired the remainder of the meeting.</p>

<p><b>Item 3</b></p>	<p><b>Election of Office Bearers</b>  <b>Vice Chair</b>  The Chair invited nominations for the position of PHA Vice Chair. Alan Howie was nominated by David Downie and seconded by Helen Turner. There were no further nominations. Alan Howie was unanimously elected as PHA Vice Chair.</p> <p><b>Secretary</b>  It was agreed that Stewart MacKenzie, in his capacity as Chief Executive and in accordance with the Group Standing Orders, would continue as Company Secretary for PHA and PWL.</p>	
<p><b>Item 4</b></p>	<p><b>Committee Memberships</b>  There were no suggested changes to the committee memberships. The following committee memberships were agreed.</p> <p><b>AUDIT &amp; RISK COMMITTEE</b>  <b>(6 PHA members; quorum 3)</b></p> <ul style="list-style-type: none"> <li>• Alastair Firth</li> <li>• Jeremy Kemp</li> <li>• Janet Napthine</li> <li>• Helen Turner</li> <li>• 2 x vacancies</li> </ul> <p><b>HUMAN RESOURCES COMMITTEE</b>  <b>(5 PHA members; quorum 3)</b></p> <ul style="list-style-type: none"> <li>• Annette Bonar</li> <li>• Scott Crawford</li> <li>• Arlene Robertson</li> <li>• Helen Turner</li> <li>• Jennifer Young</li> </ul> <p><b>INVESTMENT COMMITTEE</b>  <b>(6 PHA members; quorum 3; 3 PWL observers)</b></p> <ul style="list-style-type: none"> <li>• Annette Bonar</li> <li>• Paul D’Arcy</li> <li>• David Downie</li> <li>• Alan Howie</li> <li>• Les Milne</li> <li>• Lauchlan Mitchell</li> <li>• <i>William Harris (PWL Observer)</i></li> <li>• <i>Frances Manley (PWL Observer)</i></li> <li>• <i>Colin McCulloch (PWL Observer)</i></li> </ul> <p><b>HEALTH &amp; SAFETY PANEL</b>  <b>(2 PHA members; quorum 2)</b></p> <ul style="list-style-type: none"> <li>• Les Milne</li> </ul>	

	<ul style="list-style-type: none"> <li>• Jennifer Young</li> <li>• William Harris – PWL</li> </ul>	
<b>Item 5</b>	<p><b>Code of Conduct for Potential Governing Body and Governing Body Members</b></p> <p>Board members had been sent the Code of Conduct &amp; Declaration of Interest forms to complete and return to the Corporate Services Manager. All members present had signed acceptance of the Code of Conduct and updated their Declaration of Interests. For those members not in attendance a paper copy had been sent and will be signed by all members before they can attend the next PHA Board meeting.</p>	<b>CSM</b>
	The Chair thanked everyone for their attendance and the meeting closed at 6.45pm.	
	<p><b>Next PHA Board Meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 13 November 2024 at 6.15pm.</li> </ul>	