

Partick Works Limited (PWL) Board Remit

1. Role and Membership

- 1.1 Partick Housing Association's Board has overall responsibility for ensuring that the PHA Group is adequately resourced and effectively managed to meet its objectives and fulfil its obligations. In accordance with its remit, PHA's Rules and the Group Standing Orders, the PHA Board has established Partick Works Limited (PWL) as its subsidiary to undertake certain activities.
- 1.2 This remit sets out those areas and activities for which PWL has been established. It also identifies those areas where authority is reserved to the PHA Board. In the event of any doubt about the extent of the PWL Board's responsibility, the matter should be referred to the PHA Board.
- 1.3 PWL will appoint persons to its Board, but any such appointment is subject to ratification by the PHA Board. The PHA Board also has the right to appoint and remove PWL Board members but will only exercise that right in the circumstances set out in the Independence Agreement between PWL and PHA.

PWL will appoint a Chair at its first Board meeting following the AGM. The Chair cannot be a PHA Board member or member of any other subsidiary within the PHA Group and their appointment must be approved by the PHA Board.
- 1.4 PWL will meet at least four times per year. Other than in circumstances where PHA has exercised its powers to appoint and remove Board members under the Independence Agreement, the Subsidiary Board will generally have five members. The quorum will be three.
- 1.5 Once approved, the minutes of PWL meetings will be presented to the next meeting of the PHA Board for noting. Any matter on which the approval of PHA Board is required will be the subject of a separate paper that will be prepared and circulated with the Board papers.
- 1.6 The Chair of the PWL Board will present a report to the PHA Board at least once a year that describes the activities of PWL over the year, highlights matters of significance and sets out future plans.
- 1.7 PWL will be advised and supported by Leadership Team members, who will liaise with the PWL Chair over the preparation of the agenda, minutes and papers.

2. Key Responsibilities

- 2.1 The Chief Executive is responsible for providing advice to PWL, for ensuring that PWL's affairs are managed appropriately with reference to the approved budget and that all legal and regulatory requirements are met.
- 2.2 PWL is responsible for:

Finance

- 2.2.1 Ensuring that proper accounts are prepared and provided to PHA, and that appropriate and accurate financial records are maintained.
- 2.2.3 Ensuring that it complies with all accounting standards and relevant statutory and regulatory requirements.
- 2.2.4 Considering annual external audit reports and internal audit reports and recommendations and ensuring appropriate action is taken and recommendations are implemented.
- 2.2.5 Reviewing and noting PWL's management accounts, annual accounts and other financial reports and statements and approve them as appropriate to ensure the ongoing financial health of PWL.

Group Policies

- 2.2.6 Compliance with key PHA Group Policies and other Group Policies to be determined from time to time by PHA including:
- Group Standing Orders;
 - Scheme of Delegation;
 - Group Financial Regulations;
 - Procurement;
 - Treasury Management;
 - Entitlements, Payments, Expenses & Benefits;
 - Health & Safety;
 - Privacy;
 - Equality;
 - Comments, Compliments & Complaints;
 - Whistleblowing;
 - Insurance; and
 - Asset Management.

PWL Operational Policies

2.2.7 Delivery of PWL operational policy decisions (in accordance with relevant PHA Group Policies where relevant) including:

- Factoring Strategy;
- Property Factoring Arrears Policy;
- Arrears Policy: Mid Market Rent & Market Rent Properties;
- Allocation Policy: Mid Market Rent & Market Rent Properties;
- Rent Setting Policy: Mid Market Rent & Market Rent Properties;
- Commercial Properties Allocation Policy;
- Commercial Properties Rent Setting Policy; and
- Commercial Properties Arrears Policy.

Activities

2.2.8 Delivery of the following Activities:

- Delivery of the Subsidiary's approved annual Business Plan, management accounts and compliance with agreed Budget;
- Property factoring and residential letting services and all associated activities including debt recovery;
- Marketing and management of the commercial property portfolio and all associated activities;
- Non-charitable activities consistent with PHA's Corporate Plan and objectives e.g. business development opportunities; and
- Board member performance review and personal development.

Risk

2.2.9 Implementing PHA's approved corporate risk management policy to ensure effective and appropriate assessment, management and mitigation of corporate risks for which the Subsidiary is responsible.

3. Monitoring and Review

3.1 This remit was approved by the PHA Board on 27 August 2025 and cannot be amended without their approval. In undertaking that review, the PHA Board will seek the views of the Audit & Risk Committee and PWL Board. It will be reviewed by the PHA Board not later than 31 August 2028.