



**Minutes of the Board meeting held on Wednesday 11<sup>th</sup> October 2023 in the Boardroom, Parkhead Housing Association, 40 Helenvale Street, G31 4TF**

**Present:** John Buchanan, Adele Edwards, Sandra Cole, Isla Dundas, Susan McKeown, Izabela Trzcielinska, Fatih Vursavas, Kayla Roden, Linda Pike, Liz Kennedy, Jon Cowlan, Jimmy Reilly and Sher McKenzie.

**In Attendance:** Aileen McGuire, Gillian McKenzie, Matthew Reid, Graeme Aitken, Andy Duffus

1. **WELCOME & APOLOGIES**

The Board welcomed Sandra Cole and Isla Dundas to their first meeting.

Apologies were received from William Pearson

2. **CASUAL VACANCY REPORT**

The Board approved the casual appointments of Linda Pike, Liz Kennedy and Kayla Roden.

3. **ELECTION OF OFFICE BEARERS**

For the position of Chair Liz Kennedy nominated Susan McKeown and this nomination was seconded by Adele Edwards. As there were no other nominations Susan McKeown was duly elected Chair of Parkhead Housing Association.

For the position of Vice Chair Liz Kennedy nominated Izabela Trzcielinska and this nomination was seconded by Adele Edwards. There was also a nomination for Adele Edwards from Susan McKeown. This nomination was seconded by Izabela Trzcielinska.

After a vote of Board members present Izabela Trzcielinska was elected Vice Chair of Parkhead Housing Association.

4. **CONFIRMATION OF SUB COMMITTEE REMITS / MEMBERSHIP**

The Board reviewed the remits for the various sub committees presented to them within the papers and approved them for the forthcoming year. The Board also agreed that to ensure continuity the membership of the sub committees would remain the same for the coming year. New Board members Sandra and Isla would be allocated sub committees in due course.

5. **GOVERNANCE DOCUMENTS**

The Board approved the following governance related documents for the forthcoming year –

- Scheme of Delegated Authority
- Standing Orders
- Role Description – Chair
- Role Description – Vice Chair
- Role Description – GBM
- Role Description – Code of Conduct
- Board Member Legal Declaration

6. **MINUTES OF PREVIOUS MEETING**

The minutes were moved by John Buchanan and seconded by Adele Edwards.

7. **MATTERS ARISING**

**Eviction Report** – The Director of Operations provided the Board with an update relating to the eviction report from the last Board meeting.

8. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

9. **REDACTED MINUTES**

The Board approved the redacted minutes.

10. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

11. **EXTERNAL BODIES FEEDBACK**

John Buchanan provided the Board with an update relating to the GWSF Board.

12. **ITEMS FOR APPROVAL**

**Commercial Property, 11-15 Whitby Street** – The Director of Development & Corporate Services provided the Board with an update relating to the above commercial unit, formerly used as the base for PDC. The unit is currently vacant and the Association have been approached with a proposal to use one side as a hairdresser and the other side as a takeaway outlet.

The Board were advised that the unit requires an extract unit at the front and to go through the change of use process with Glasgow City Council. Izabela raised the issue of parking at that particular area and if the introduction of these commercials would impede residents from parking at Whitby Street. The Board were advised that whoever took on the lease would be encouraged to highlighted the parking nearby out with Whitby Street including Jeanfield Street and Springfield Road.

Further general discussion took place and the Board agreed to the approach outlined in the report.

13. **ITEMS FOR DISCUSSION**

**Board Appraisals** – The Corporate Services Manager presented the Board with the outcome from the recent round of Board appraisals. The Board noted the methodology adopted by PHA this year which included 1 to 1 interviews for newer Board members and a pro forma for longer standing Board members. All Board members were provided with the option of a 1 to 1 interview.

The Board reviewed the priorities listed in the report in terms of training and noted that this is already underway with two members of the Board enrolled on the Share Chair's Training programme.

Further general discussion took place and the Board noted the report including the ongoing effectiveness of those Board members with 9 or

more years service, namely;

- Jimmy Reilly
- John Buchanan
- Susan McKeown

The Board also noted that this rule could also affect Liz Kennedy but her time on the Board is separated by a brief break.

The Chair thanked Board members for their contribution to the appraisal process.

**Board Away Day** – The Board noted the reported prepared as a result of the strategic away day held in August.

**ARC Benchmarking Report** – The Director of Operations presented the Board with an ARC benchmarking report that would form the basis of the Charter return that would be issued to all tenants. The Board noted a number of highlighted areas, in particular figures from the recent tenant satisfaction survey. Some particular highlights from the survey included –

- An increase of overall tenant satisfaction from 79.6% to 90.5%
- Satisfaction in the quality of your home increasing from 73.5% to 87.8%
- Satisfaction with neighbourhood management increasing from 69.5% to 84.2%

The Board noted that a more detailed report on the satisfaction survey would be forthcoming at a future Board meeting.

The Board also noted a number of key indicators from the ARC within the return including excellent performance within the year end arrears figure and the days to let figure which is continuing to fall.

Further general discussion took place and the Board thanked Graeme for his report.

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**Half Day Closure** – As a thank you to the staff the CEO made a request to the Board for a half day closure and a staff lunch. The Board approved the request.

**Elba Lane Fire** – The Board were notified of a fire at the former Elba Lane Nursery and the work in place to secure and then demolish the site.

**Volunteer Fair** – The Board were advised of a volunteer fair taking place at Parkhead Schoolhouse.

**Homemaster** – The Board were advised that the Association is now live on the new Housing Management and Finance Software Homemaster.

**Parkhead Cross Safety** – Kayla Roden raised the issue of traffic safety at Parkhead Cross due to a recent crash. It was agreed that this would be looked into.

The meeting closed at 19.48

Signed: