



Parkhead Housing Association

Minutes of the Board meeting held on Wednesday 22nd June 2022 in the Boardroom, Parkhead Housing Association, 40 Helenvale Street, G31 4TF

Present: Liz Kennedy, Fatih Vursavas, Jon Cowlan, Robert Donnelly, Susan McKeown, John Ferguson, John Buchanan, James Reilly, Adele Edwards and Hayley Swanson.

In Attendance: Aileen McGuire, Laurie Boles, Graeme Aitken, Andy Duffus and Matthew Reid

1. **WELCOME & APOLOGIES**

Apologies were received from Margarita Fernandez, Debbie Brogan, Izabela Trzcielinska, Tim McGraw, and Kimberley Barker.

2. **MINUTES OF THE PREVIOUS MEETING**

The minutes were moved by Liz Kennedy and seconded by John Ferguson following a slight amendment.

3. **MATTERS ARISING**

Whitby Street Consultation – The Director of Operations provided the Board with a verbal update on the recent Whitby Street consultation event. The Board were advised that a number of local people were in attendance at the event both down at Whitby Street then back at the Schoolhouse afterwards. The Board were advised that a number actions were agreed going forward including developing the group as an RTO/Scrutiny Panel going forward.

The Director of Development & Corporate Services also advised the Board that the Association is continue to explore the possibility of developing the site at Whitby Street. This has included an application to vacant and derelict land funding to the value of £982k towards the project. The Development team is hopeful to hear within the next month on a decision with this funding. This funding should hopefully unlock additional support from the council to develop the site.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5. **EXTERNAL BODIES FEEDBACK**

The Board reviewed updates relating to the Shettleston Area Partnership and the RTO.

7. **ITEMS FOR APPROVAL**

Disaster Recovery Plan – The Director of Finance & ICT presented the Board with the updated Disaster Recovery Plan. Changes to the plan were marked in red and the Board were advised that the changes were non-material. The Board were also advised that as things progress there will be further updates to the document. Susan McKeown advised that the contact number within the plan was her work number rather than personal number and this would need to be changed. Following some further general discussion about the document the Board agreed to approve the disaster recovery plan. It was noted that this policy had been discussed in detail at the last Audit & Risk Sub Committee.

Anti-Fraud Policy – The Board were advised that this policy is a new policy following recommendations from a recent internal audit process. The Board reviewed the policy and information provided by the Director of Finance & ICT and agreed to approve the policy. It was noted that this policy had been discussed in detail at the last Audit & Risk Sub Committee.

Audit Policy – The Director of Finance & ICT presented the Board with the Audit Policy. Again this policy had been reviewed in detail at the recent Audit & Risk Sub Committee. The Board noted that the policy covers both internal and external audit processes. The Board discussed and approved the policy. Following the approval the Board noted that the new Internal Auditors are settling in well.

Financial Procedures – The Board noted that this procedure document was reviewed at the last Audit & Risk Sub Committee. This has been updated to reflect the work of the finance section. The Board noted the updates and approved the document.

PHA Governance Guide – The Corporate Services Manager presented the Board with the Governance Guide. This was a direct recommendation from the review process with [REDACTED – PERSONAL DATA]. The document is seen as a snapshot of the Association and its primary purpose will be used to issue to new Board members as part of the induction

process. The document contains a lot of useful, contextual information for Board members. The Board discussed the document and agreed to approve.

Absence Management Policy – The Director of Development & Corporate Services presented the Board with the updated Absence Management Policy. This is following an EVH review of all HR related policies. The Board were advised that one significant change from the EVH model was relating to the absence management triggers. It was felt internally that the EVH approach was a bit draconian and the approach developed at SMT level was more realistic and easier to apply. This process tightens things up but also allows the Association to have a degree of flexibility when it comes to absence triggers.

Adele Edwards asked the question to ensure that the wording around how the Association is contacting the GP of employees. It was advised that this would be carried out solely by HR, whereas the role of the Line Manager is to raise this with the HR department. It was agreed that this paragraph should be made clearer to reflect this process.

Further general discussion took place and it was agreed to approve the policy.

Management Accounts – The Director of Finance & ICT presented the Board with an updated set of year end Management Accounts. Overall within the Management accounts the Association has performed well and has worked close to budget. The Accounts have been subject to some changes following their review previously including some updates to the pension liability and some changes following a review of outstanding insurance claims. The Board were also advised that some changes had occurred following some additional information around medical adaptations and the funding sources for the Pantry. Following some general discussion the Board approved the report.

Membership – The Board approved the application within the report.

8. **ITEMS FOR NOTING**

Organisational Culture / Business Planning Update – The CEO provided the Board with an update on the culture and business planning process. The Board were provided with an overview of the process that has taken place right up to the recent full staff and Board away day. The Board were also advised on the next steps in terms of taking the business planning steps going forward. The Board were also advised that the feedback from staff has been positive and the feedback from Oasis was really encouraging. Oasis have now advised that the Association is in a

position now to take the culture work forward on its own. The Board were encouraged that the atmosphere amongst the staff team appears to be improving which is great to see.

Digital Strategy – The Director of Finance & ICT provided the Board with an update on the digital strategy.

9, **AOCB**

Estate Issues – Adele raised an issue relating to the littering issue within the Parkhead area. The Board discussed the issue of bins within the public areas but also bins within the backcourt areas.

AGM Date – It was agreed to hold the AGM on Thursday 22nd September during the day at the Congregational Church.

The meeting closed at 7.45pm