



Minutes of the Board meeting held on Wednesday 23rd August 2023 in the Boardroom, Parkhead Housing Association, 40 Helenvale Street, G31 4TF

Present: John Buchanan, Adele Edwards, William Pearson, Susan McKeown, Izabela Trzcielinska, Robert Donnelly, Fatih Vursavas, Kayla Roden, Linda Pike, Liz Kennedy and Jon Cowlan.

In Attendance: Aileen McGuire, Laurie Boles, Gillian McKenzie, Matthew Reid, Graeme Aitken, Andy Duffus, Karen Edgar, Amelia Rafter (RSM), Chris Docherty (RSM)

1. **WELCOME & APOLOGIES**

Apologies were received from Jimmy Reilly and Sher McKenzie.

The Chair welcomed Amelia Rafter and Chris Docherty to the meeting.

2. **2022/23 ANNUAL ACCOUNTS**

The Director of Finance presented the Board with the annual accounts and provided the Board with the key financial highlights including –

- Turnover at £9.9m, an increase of £170k from the previous year
- Operating costs at £9.6m, an increase of over £600k from last year
- Operating surplus before interest and financing costs of £243k compared to £690k last year
- Interest and Financing costs of £591k compared to £271k last year
- Operating deficit of £344k
- Fixed assets of £79m
- Current liabilities of £3.9m
- Pension asset of £2.8m up from a pension liability last year of £1.4m
- Net assets and total reserves at £29.5m

The Director of Finance then handed over to the auditors to present the audit findings report. Amelia opened the presentation starting with the

executive summary confirming that overall the audit findings report is very clean and the audit process was smooth throughout. Amelia also confirmed that there is very little outstanding issues that need to be addressed with no audit adjustments identified.

The auditors also advised the Board that during the course of the audit the guidance relating to pension assets had changed whereas previously it was a nil value it is now showing as an asset within the accounts. The auditor also covered the risks within the audit report and the management of override controls with no real issues identified. The Board noted that the auditors had comfort with regards to the Association as a going concern based on the assumptions and budgets prepared by the Director of Finance.

The Board noted some minor recommendations from the auditor including some issues related to addresses on intercompany invoices between PHA and PDC.

Some further general discussion took place and the Board unanimously agreed to approve the accounts.

Amelia Rafter and Chris Docherty left the meeting at this point.

3. **MINUTES OF THE PREVIOUS MEETING**

The minutes were moved by Robert Donnelly and seconded by Liz Kennedy.

4 **MATTERS ARISING**

[REDACTED – PERSONAL DATA]

Drainage Issues – Liz Kennedy advised the Board that the issue was resolved.

5. **REDACTED MINUTES**

The Board approved the redacted minutes.

6. **MINUTES FOR NOTING**

The Board noted the following minutes –

1. HR Sub Committee - May 2023

2. Audit & Risk Sub Committee - May 2023

3. HR Sub Committee - April 2023

4. PLC - February 2023

5. PDC - February 2023

7. **SUB COMMITTEE SUMMARY REPORT**

The Board noted the summary report from the recent round of sub committee meetings.

8. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

9. **EXTERNAL BODIES FEEDBACK**

Izabela advised the Board that EVH Director Eamonn Connelly is stepping down from his role at EVH, and they have recruited a replacement already. John Buchanan advised the Board that he had attended the GWSF AGM as he has been elected onto the Board of GWSF after stepping away from their Board in 2016.

10. **ITEMS FOR APPROVAL**

Assurance Statement – The Corporate Services Manager presented the Board with the draft assurance statement along with the checklist and accompanying cover report. The Board noted that previously the Assurance statement had been brought to the Board for approval at their October meeting however, much like the financial audit, we were able to bring the process forward slightly in the calendar. The Board noted the process followed in preparation of drafting the Assurance Statement and noted the statement had been drafted in accordance with guidance from the Scottish Housing Regulator relating to tenant/resident safety and equalities.

The Board noted the robust process in place and following some general discussion approved the statement ahead of its submission to the SHR.

Membership – The Board approved 4 applications for membership.

Environmental Strategy / Estate Management Policy – The Housing Manager provided the Board with a report regarding the environmental strategy and the estate management policy. The environmental strategy has maintained the 4 strategic themes with 10 projects and 33 actions within those projects. This also links the work of PHA with the wider

Glasgow City Council strategy. The Board discussed some key priorities for them in this area, including the work of PDC, the community gardens, dog fouling and Whitby Wood. Kayla raised the issue of publicity around some of the green spaces PHA are involved in around the area and it was agreed that a project could be worked up to push these areas in the Spring. Some general discussion took place and the Board approved the strategy and the policy.

AGM Arrangements – The Board reviewed the paper prepared in relation to the forthcoming AGM in September. The paper confirmed a number of key governance issues ahead of the meeting including the committee members due to stand down, nominations process to the Board and confirmation of the 9 year rule affecting Board member Jimmy Reilly. The paper also confirmed that rules 62-67 had been followed. The report also included appendices, the draft annual report and a schedule of meetings for 23/24.

The Board reviewed the report in detail and approved the annual report, the schedule of meeting dates and confirmed the re-election of Jimmy Reilly to the Board of PHA in terms of the 9 year rule.

Eviction Report – The Housing Manager presented the Board with a detailed eviction report. The case is due in court in two weeks so the report had to go to Board due to a timing issue ahead of the next P&P Sub. The Board were advised that the Association does not have decree yet however the Board are asked to approve the use of decree once it has been granted.

The Board were given a detailed background with regards to this particular case including information relating to missed arrangements and direct debits that bounced. The Housing Manager also advised that a payment arrangement was rejected on the basis that it wasn't reasonable based on the arrears level. Further general discussion took place and the Board approved permission to evict the tenant should decree be granted [REDACTED – CONFIDENTIAL INFO]. The Housing Manager was also given delegated authority to negotiate should a substantial payment be made to the rent account.

Customer Service Excellence Accreditation – The Board approved the costs associated with the CSE Accreditation process.

11. ITEMS FOR DISCUSSION

Tenant Participation – The Board were provided with a detailed update regarding tenant participation activities that have taken place and will be taking place over the next few weeks.

Board Appraisals – The Board noted the process in place for the forthcoming appraisals.

12. **POLICIES FOR APPROVAL**

The Board ratified the following policies that have already been through the Sub Committee approval process -

Employee purchase of annual leave
Allocations Policy
Rent Arrears Policy

13. **AOCB**

WISH – The Board were advised that PHA are now members of Women in Social Housing.

Annual Strategy Day – The Board were advised of the forthcoming annual strategy day on 25th August 2023.

The meeting closed at 19.48

Signed: