



Minutes of the Board meeting held on Wednesday 5th October 2022 in the Boardroom, Parkhead Housing Association, 40 Helenvale Street, G31 4TF

Present: Kimberley Barker, Sher McKenzie, William Pearson, Fatih Vursavas, Robert Donnelly, James Reilly, Susan McKeown, Adele Edwards, Izabela Trzcielinska, John Buchanan

In Attendance: Aileen McGuire, Laurie Boles, Matthew Reid

As this was the first meeting since the AGM the Corporate Services Manager commenced the meeting.

1. **WELCOME & APOLOGIES**

Apologies were received from Jon Cowlan and Hayley Swanson.

2. **ELECTION OF OFFICE BEARERS**

As this was the first meeting following the Annual General Meeting the Board were required to appoint their office bearers for the forthcoming year.

The Corporate Services Manager sought nominations for the role of Chair. Susan McKeown nominated John Buchanan and this was seconded by Jimmy Reilly. As there were no other nominations John Buchanan was confirmed as Chair.

John Buchanan nominated Susan McKeown as Vice Chair and this was seconded by Jimmy Reilly. As there were no other nominations Susan McKeown was confirmed as Vice Chair.

The Chair asked everyone present to introduce themselves to the two new Board members present.

2.1. **SUB COMMITTEE REMIT AND MEMBERSHIP**

The Board approved the remit and membership composition of the

Association's Sub Committee.

2.3. **CONFIRMATION OF CO-OPTEEES**

The Board re-confirmed the co-option of Kimberley Barker and Hayley Swanson for the forthcoming year.

3. **MINUTES OF PREVIOUS MEETING**

Following a slight amendment the minutes were moved by Izabela and seconded by Susan McKeown.

3.1. **MATTERS ARISING**

Whitby Street – The Board were provided with an update regarding the development project at Whitby Street. The Board noted that the application for funding relating to the site.

AGM – The Board noted the update relating to the AGM.

SHR Engagement – The Board were delighted to hear that the SHR are satisfied with the work of PHA regarding their action plan and as such PHA are fully compliant with the Regulatory Standards.

Café – The Board were advised of the Community Living Room project that will be taking place in the café space between now and the end of March 2023.

3.2 **REDACTED MINUTES**

The Board approved the redacted minutes.

3.3 **MINUTES FOR NOTING**

The Board noted the minutes for noting.

4. **SUB COMMITTEE SUMMARY REPORT**

The Board noted the update from the recent round of PHA Sub Committee meetings.

5. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

6. **EXTERNAL BODIES FEEDBACK**

The Chair provided the Board with a brief update on the work of the RTO including plans to expand its membership base. The Board were advised

that there will be more information to follow.

7. **ITEMS FOR APPROVAL**

Annual Assurance Statement – The Corporate Services Manager presented information to the Board relating to the Association’s Assurance process for 2022. The Board were advised of the process followed by the Association this year which included –

- The development of a new, detailed checklist covering the various requirements and highlighting the type of evidence that demonstrates compliance.
- A library of sample evidence was added to Decision Time that mirrors the structure of the checklist.
- A Board resolution was created within Decision Time. This had instructions for Board members and made use of a voting tool where Board members can confirm they have scrutinised the evidence.

The Board were also advised that as another layer of assurance the Internal Auditor carried out a full compliance audit on governance and the regulatory standards and found no material issues. The Board reviewed the information provided and confirmed that they found the process very comprehensive. Following some general discussion the Board approved the Assurance Statement ahead of its submission to the SHR.

Membership Report – The Board approved the applications for membership.

Staff Expenses Policy – The Board ratified the policy that had been previously approved at the HR Sub Committee.

PDR Policy - The Board ratified the policy that had been previously approved at the HR Sub Committee.

Replacement of Housing and Finance System – The Director of Finance and ICT presented the Board with a paper relating to the replacement of the Housing and Finance system. The Board were advised that this is a major component of the Association’s digital strategy. The Board reviewed in detail the procurement methodology for appointing the new system and the types of key requirements and additional features that PHA specified in the brief.

The Board also noted that the Association reviewed a number of other products on the market however Homemaster was always the front runner due to its functionality and integration between the Housing and Finance systems.

The Board took time to review the timeline for the implementation project and the Associated costs. The Board also noted that PHA had negotiated a 5 year price freeze. The Board noted that the total cost will result in an increase of [REDACTED] but the improvements the Association will make in terms of process will be huge. The Board also noted an additional [REDACTED] for access to an archive system for 3 years.

The Board reviewed some further information provided as appendices and following some questions agreed to approve the project costs and plan as outlined within the paperwork.

8. **AOCB**

Website Project – The Board were provided with an update regarding the website project, noting that the full launch will take place on Monday 17th October.

Whatsapp Group – The Board were advised that a Whatsapp group has been created for Board members. The Board noted that nothing confidential will be posted on this chat, it will just be a means of informal communication.

The meeting closed at 20.05