



Minutes of the Board meeting held on Wednesday 19th April 2023 in the Boardroom, Parkhead Housing Association, 40 Helenvale Street, G31 4TF

Present: John Buchanan, Susan McKeown, Jimmy Reilly, Sher McKenzie, Izabela Trzcielinska, Robert Donnelly, Adele Edwards, Fatih Vursavas, Kayla Roden and Jon Cowlan.

In Attendance: Aileen McGuire, Laurie Boles, Matthew Reid, Graeme Aitken, Andy Duffus, Karen Edgar, Linda Pike, Liz Kennedy

1. **WELCOME & APOLOGIES**

Apologies were received from William Pearson.

2. **MEMBERSHIP REPORT**

To allow the Board to approve the appointment of two new Board members, the Chair moved forward in the agenda to allow the Board to approve the necessary reports. First the Board considered the membership application for Linda Pike. Following some general discussion, the Board approved the membership application.

3. [REDACTED – CONTAINS PERSONAL DATA]

4. **CASUAL VACANCY REPORT**

Following approval of the shareholder application and [REDACTED – CONTAINS PERSONAL DATA] the Board were also notified that co-optee Hayley Swanson has also stood down from the Board effective immediately. This means that the Board is carrying vacancies that we are looking to fill to get back up to a full compliment.

The Board reviewed the casual vacancy report outlining the two new members that can join the meeting tonight. The report is seeking approval to re-allocated one co-opted vacancy to an elected/casual vacancy and approve the two new casual members into the meeting.

This would take the Board back up to a total of 13 members (10 elected and 3 casual) leaving to co-opted vacancies.

The Board noted that the report is recommending the approval of Councillor Linda Pike and former Board member Liz Kennedy as casual members. Following some general discussion, the Board approved these appointments.

Linda Pike and Liz Kennedy joined the meeting at this point and introduced themselves to those present at the meeting.

5. **MINUTES OF THE PREVIOUS MEETING**

The minutes were moved by Susan McKeown and Seconded by Jimmy Reilly

The Board also approved the redacted minutes from the February meeting.

6. **MATTERS ARISING**

Business Plan – The Board noted the plan in place relating to the launch of the new business plan.

Rent Consultation – The Board noted that PHA was the lowest rent increase in the city. The Board also noted that PHA has a seat on the recently established GWSF working group relating to feedback on the rent consultation process and the associated protests relating rent increases for other RSLs in Scotland.

Board Meeting Time Poll – The Board were advised that there was a clear consensus on the meeting start time of 6pm however on the issue of the meeting day there was a split so it was decided to remain on a Wednesday evening for now.

Board Training Plan – The Board noted that there is a session outstanding relating to Welfare Rights that had to be rearranged due to a lack of attendance.

7. **MINUTES FOR NOTING**

The Board noted the minutes from the various sub committees and the subsidiary boards for noting.

8. **SUB COMMITTEE SUMMARY REPORT**

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

9. **DECLARATIONS OF INTEREST**

Linda Pike – Glasgow City Council - SDFP / New Build within 5 & 30 Year Budgets

10. **EXTERNAL BODIES FEEDBACK**

The Chair provided the Board with an update on the activity of the RTO.

11. **5 & 30 YEAR BUDGETS**

The Director of Finance & ICT presented the Board with detailed information relating to the 5 and 30 year budgets. The Board noted that the annual budgeting process around November/December time was one of the most difficult budget processes for some time and the Director of Finance & ICT confirmed that this carried over into the work to pull together the 5 and 30 year projections.

The Board reviewed the covering report that outlines the importance of the strategic financial planning and how the scenarios presented are used to demonstrate our financial governance to the Regulator and our commercial lenders.

The Board reviewed section 3 of the report which outlined some budget assumptions for the financial plans looking closely at the percentages used throughout the lifetime of the plan across various headings including rent increases, inflation and salary increases. The Board also took time to review the development plans that have been built into the plan including Belvidere Bowling Club, Sorby Street and Westmuir Street.

In terms of the financial results, The Director of Finance advised the Board that for the first time in a while PHA will be reporting a deficit however the Board noted that this is only for this year with surpluses reported going forward. The Board noted that one of the component replacement programmes has also been moved back a few months to help from a budget point of view.

The Board were also advised that despite a healthy cash position, from a covenant point of view it is the in-year activity that is focussed on when making any determination of possible breaches.

The Board also took time to review the turnover, surplus/deficit and cash at back over the next 5 years. The table also provided the Board with information relating to the financial covenants over the period. The Board also reviewed a range of scenarios against a variety of models to show the impact this can have across a number of headings.

Further general discussion took place and the Board agreed to approve the 5 and 30 year budgets and agreed that the Director of Finance could submit the 5 year budgets to the Regulator and the 30 years to the commercial lenders.

12. **EVH NOMINATION**

The Board reviewed the report and homologated the nomination of Izabela as our representative with EVH and also her nomination to the EVH Executive Committee with the AGM and elections taking place in May.

13. **VALUE FOR MONEY STATEMENT**

The Director of Operations presented the Board with the value for money statement. The Board were advised that the statement was produced following a series of recommendations from the governance review process. The Board reviewed the key value for money objectives and how the Association aims to meet these objectives.

Further general discussion took place and the Board agreed to approve the statement.

14. **STRATEGIC DEVELOPMENT FUNDING PLAN**

The Board reviewed the SDFP presented by the Director of Development and Corporate Services. The Board noted that this plan is required to be submitted to GCC every year. The Board discussed that the banding for the submission has been changed slightly with Band A outlining anything the Association has funding for already, Band B covering anything PHA is seeking funding for in this financial year. Band C contained information on projects such as Sorby Street, Elba Lane, Whitby Street and 179/207 Westmuir Street with all these projects at different stages. The rest of the plan consisted of sites that the Association is interested in and would like to put markers on.

The Board reviewed the information and following some general discussion agreed to approve the plan.

15. **PDC BUSINESS PLAN**

The Board noted that the PDC Business Plan had been through a rigorous process at the PDC Board and was given a high amount of scrutiny at a recent meeting. The Board reviewed the information and following some general discussion agreed to approve the plan.

17. **EVICTON REPORTS**

The Board noted that normally an eviction report would be taken to the P&P Sub Committee but due to a timing issue these reports have been brought to the Board for approval. Before discussing both cases and for the benefit of our new Board members, the Housing Manager advised that the number of actual evictions carried out by the Association is extremely low. The Board was also advised that even if the Board was to approve the eviction tonight, there is still the possibility of the eviction not taking place if the tenant engages with PHA.

The Board reviewed the first case presented by the Housing Manager stating the level of arrears and the household composition. The Housing Manager provided the Board with a detailed overview of the timeline to date with no payment to the rent account since August 2022. The Board enquired regarding the circumstances of this particular tenant and it was confirmed that the individual was working and not in receipt of any benefits. The Board discussed the case further and agreed to approve this eviction with delegated authority given to the Housing Manager to negotiate a payment arrangement if possible.

The Board then moved onto the second case with 2 adults in this particular household and a much longer tenancy that has been in and out of court on multiple occasions since 2017. The household was in receipt of benefits but the Board noted that the entitlement to benefits ended in October 2022 due to the tenant entering employment. The Board commented that there seems to be a trend of tenants who are in receipt of benefits but then move into employment and subsequently fall behind on their rent.

The Board discussed the case further and agreed to approve this eviction with delegated authority given to the Housing Manager to negotiate a payment arrangement if possible.

18. **GIFTS REGISTER**

The Board noted the gifts register for 2022.

19. **BOARD / SENIOR STAFF AWAY DAY**

The Board reviewed the options paper relating to the Board and senior staff away day. Following some general discussion it was agreed that the Board would return to the same venue as last time and would explore availability for Fridays in late August, early September. It was also agreed that the Board and staff would facilitate the event in house with the topics of the event to be discussed in more detail at a later date.

20. **POLICIES FOR APPROVAL**

The Board approved the following policies following their scrutiny and approval at Sub Committee level –

- Compensation to tenants
- Compensation for Alterations
- Procurement
- Financial Procedures

21 **AOCB**

There was no AOCB

The meeting closed at 19.40