

PENTLAND HOUSING ASSOCIATION BOARD OF DIRECTORS

PHA1920M3D1

Date: Wednesday, 7 August 2019

Time: 5.15pm

Location: Board Room, 37-39 Traill Street, Thurso

To: **Jim Hair, Chair**

Colin MacDonald

Andi Wakeman

Billy Dunbar

Bob Bell

Elaine Forbes

Ian McElroy

Mark Whale

Colin Earnshaw

Fred Fecitt

Gavin Powell

James Higney

Agenda Item	Approx Time for Discussion (minutes)
1. Directors Discussion a) Board Apprenticeship	5
2. Welcome and declaration of interests – relating to issues raised at this meeting	5
3. Minutes of Previous Meeting – to approve the minutes and confidential appendix of the meeting held on 19 June 2019 (PHA1920M2D1)	5
4. Matters Arising/Action Points – not elsewhere on the Agenda	10
ITEMS FOR DECISION	10
5. Internal Control Assurance Statement 31/3/19 a) Internal Controls Assurance Statement 31/3/19 Proposed Statement of Internal Financial Controls Appendix 1 (for incorporation within 31 March 2019 Financial Statements)) b) Impairment Review 31/3/19 c) PHA Financial Statements 31/3/19 – ACEO to follow	10
6. Policies – to be uploaded to MinutePad / Decision Time, Documents section when available: a) Fire Safety Policy b) G06 Board Member Recruitment c) G07 Confidentiality and Accountability d) P02 Code of Conduct for Staff, P11 Training	10
7. PHA Management Team Report a) 1/1a Procurement Policy/Report b) Application for membership	10
ITEMS FOR INFORMATION	5
8. Q1 Governance Compliance - ACEO	5
9. Q1 Performance Cover Report – ACEO a) Management Accounts 30/6/19	5
10. Action Plan Cover Report a) Staff Action Plan b) Equalities Action Plan c) Internal Action Plan – emailed separately due to size of document	10
11. Thematic Case Study – No study for discussion at this meeting	0
12. Trainee Pilot Scheme Feedback - Verbal	5
INTER-GROUP REPORTING	15
13. Audit Committee (AC) – Minutes from 17 July 2019 - to follow - ACEO	0
14. Pentland Community Enterprise (PCE), Minutes 12 June 2019. 24 July 2019 – CO - to follow	5
15. Health & Safety Minutes – Minutes from 15 May 2019	5
16. Any Other Business a) Signatories b) MinutePad / Decision Time c) Website	5
17. Confidential Item – Corporate Officer to issue confidential papers separately	
18. Future Meeting Dates - agreed on 21 March 2019 <ul style="list-style-type: none"> • Wednesday, 18 September 2019 (AGM) • Wednesday, 2 October 2019 (Rescheduled from 25 September 2019) • Wednesday, 6 November 2019 • Wednesday, 11 December 2019 • Wednesday, 29 January 2020 • Wednesday, 11 March 2020 	

Rachel Harness
Secretary

31 July 2019

Please advise any apologies as soon as possible, to Rachel on 01847 807112 or email rachel@pentlandhousing.co.uk or to Jan on 01847 892507 or emails jan@pentlandhousing.co.uk