

**Minutes of the Board Meeting  
held on Wednesday 24 September 2025 at 6pm  
(hybrid in The McGinlay Suite at the Association's offices and online)**

**Present:**

Michael Smith, Chairperson (MS)  
Kimberley Barker (KB)  
Patricia Gallagher (PG)  
Helen Gracie (HG)  
Fiona Koroma (FK)  
John Russell (JR)  
Simon Gaunt (SG) (online)  
David Mulhern (DM) (online - part meeting)

**In Attendance:**

Nicola Logan, Chief Executive Officer (NL)  
Kirsty Chalmers, Customer Service Director (KC)  
Donald Weir, Assets Director (DW)  
Martha Hutcheson, Corporate Services Manager (MH)  
Bruce Ogilvie (BO) - part meeting

**1.0 Election Of Office Bearers**

The following Board members were elected as Office Bearers:

**Chairperson - Michael Smith**  
**Vice Chairperson - Kimberley Barker**  
**Secretary - Fiona Koroma**  
**Treasurer - Patricia Gallagher**

**2.0 Apologies and Declarations of Interest**  
(including agenda item to which this refers)

**Apologies:** Apologies were received from Board member Andrew McCafferty, and Finance Director, Cindy McNeill.

**Declarations of Interest:** None.

### 3.0 Minutes of Previous Board meeting

The following amendments to the Minutes are **noted**:

Note SIG members in attendance.  
Item 5.3 - add entrance doors.

The Minutes were **approved** by the Board subject to the above changes.

**Proposed** Kimberley Barker      **Seconded** Michael Smith

### 4.0 Health & Safety

#### 4.1 Fire Safety Q & A

**See Confidential Minute**

Bruce Ogilvie agreed to update the policy and prepare the appendix.

The Board **approved** the policy subject to the agreed changes.

### 5.0 CEO Report

#### Recent Departures and Interim Arrangements

NL updated on recent staffing changes.

**See Confidential Minute**

The Board **asked** for their condolences to be passed on to Janet Millin.

#### Board Strategy Session

Due to a reduction in the number of Board members able to attend the Strategy Session it was agreed that we would postpone the session until January. The Board **accepted** that there would be a cancellation fee. It was proposed that the Strategy Session is held in the office and that A. Smith is asked to facilitate the session.

#### CIH Awards

NL advised the Board that the Service Improvement group (SIG) have been nominated for an award. MH and Laura Strang will attend the awards ceremony along with the SIG members.

#### Positive Stories

NL updated the Board on the various events that had taken place and the completion of the mural. She also reported that the AGM had been well attended with positive comments on the work of the Association. A Board member commented that she had heard many positive comments and believes that there is a sense of community returning to the areas.

## **Membership of EVH**

KB confirmed that she is happy to be the Association's representative at EVH meetings.

## **6.0 Matters for Approval/Noting**

### **6.1 Presentation - Revised Budget for the year to 31 March 2026**

#### **Budget Revisions and Financial Planning:**

NL presented the half-year budget revision. She confirmed that this is carried out at this time each year to update on opening balances, incorporate new items of income and expenditure, and reallocate expenditure where required.

#### **Budget Adjustments and Income Updates:**

NL outlined the incorporation of unexpected income, as an amount received from a procurement framework. NL discussed the budget amendments contained in the report.

#### **Salary and Staffing Cost Savings:**

A review of salary provisions following restructuring and temporary staff changes resulted in a £60,000 saving. NL explained the impact of new staff increments and the importance of monitoring staffing costs in future budget cycles.

#### **Depreciation and Surplus Calculations:**

NL confirmed that the depreciation calculation had been updated resulting in a higher depreciation charge and a reduced surplus. She clarified that these changes do not affect cash flow, and that surpluses are typically higher than budgeted.

#### **Major Repairs and Planned Maintenance:**

Updates were provided on projected major repairs expenditure. DW addressed the projected reduction in expenditure which was largely due to access issues. The team is tracking costs and programming maintenance to improve long-term asset management.

The Board **approved** the revised Budget.

### **6.2 Presentation 2026/27 Rent Consultation**

#### **Rent Consultation and Options for Service Improvements:**

NL led a discussion on upcoming rent consultation. Prior to the rent consultation options being considered at the October Board meeting, NL wanted to provide a summary of the main factors that will impact on the rent increase for the coming year.

### **Rent Comparisons and Affordability:**

NL presented data showing that the Association's rents, although higher than the Scottish average, are comparable to those of neighbouring associations.

### **Business Plan Assumptions**

NL outlined the current Business Plan assumptions for the rent increase. There was also discussion on the impact of the EVH salary agreement current level of CPI.

### **Impact of the Restructure and Repairs Expenditure:**

The presentation covered the impact of the staff restructure and the implementation of the new Housing Management System. Initial observations on the restructure were that there is greater deal of collaboration between the Customer Service and Asset teams and as a result there are more innovative approaches to dealing with certain repairs issues. This will lead to increased expenditure initially but should ultimately deliver improved quality and long-term value for money. The staff team will continue to monitor outcomes against the cost benefit analysis, although there was acknowledgement that improved customer satisfaction was the key objective.

### **Consultation Options and Tenant Feedback:**

NL outlined the areas the Board could consider if the Association wanted to provide more than one rent option for consultation. After some discussion and clarification on the SIG's preference last year, it was **agreed** that there would be only one option for the 2026/27 consultation.

NL explained that the September CPI will be published on 22 October 2025. The rent consultation papers will therefore be issued a few days later to allow time for the financial projections to be updated to reflect any changes in CPI.

Board **approved** consultation on one option.

Board **noted** the presentation.

## **6.3 SHAPS 2025 Financial Assessment**

The Board **noted** the SHAPS Financial Assessment.

## **7.0 Policies and procedures**

### **7.1 Service Improvement Group Terms of Reference**

KC reviewed the terms of reference for the Service Improvement Group, addressing questions about membership limits, equality and diversity training, and involvement in assurance processes.

#### **Membership and Training:**

The group agreed to maintain a membership cap of twelve, with flexibility for interested members. Equality and diversity training will be incorporated into

the training plan, with reviews every three years and onboarding for new members.

**Assurance Process Involvement:**

KC advised against involving the Group in the assurance process due to workload, but suggested content-focused engagement and support from Board members for future assurance activities.

**7.2 Risk Management Presentation**

Due to time constraints, it was **agreed** to delay this agenda item. It was **agreed** that NL will record the Risk Management presentation and circulate a link to the Board.

**8.0 Report Back from Meetings/Conferences attended.**

Nothing to report.

**9.0 Any Other Competent Business**

NL requested that the Audit, Risk and Assurance Sub-Committee meeting on 5 November 2025 be rearranged for a later date as the Assurance Review and draft Statement will be presented to the October Board meeting.

The Board **approved** the request.

**Staffing Sub Committee**

NL will review the date of the next Staffing Sub-Committee. PG would not be able to attend on a Wednesday evening.

**10.0 Date and Time of Next Meeting**

Wednesday 29 October 2025 at 6pm.