

**Minutes of the Board Meeting
held on Wednesday 26 February 2025 at 6pm
(hybrid in The McGinlay Suite at the Association's offices and online)**

Present:

Michael Smith, Chairperson (MS)
Kimberley Barker (KB)
David Mulhern (DM)
Simon Gaunt (SG) (online)
John Russell (JR) (online)

In Attendance:

Nicola Logan, Chief Executive Officer (NL)
Cindy McNeill, Finance Director (CM)
Donald Weir, Technical Director (DW)
Kirsty Chalmers, Housing Director (KC)
Daud Ahmed, IT Manager (DA)
Martha Hutcheson, Corporate Services Manager (MH)

Recording: NL advised that the meeting was being recorded. No objections were raised.

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

Apologies: Apologies were received from Fiona Koroma, Helen Gracie, Patricia Gallagher, Andrew McCafferty and Paul Watson.

Declarations of Interest: None.

2.0 Minutes of Previous Board meeting

Two updates will be made to the Minutes:

- We will add clarification on the rent increase date.
- We will note that we will consider providing options next year due to the majority of tenants voting against the proposal.

2.1 Matters for Discussion Decision

NL provided an update on each of the action points.

3.0 Minutes of Sub-Committees

3.1 Finance, Audit and Corporate Services Sub-Committee

The Board **noted** the Minutes.

3.2 Housing Technical & Health & Safety Sub Committee

The Board **noted** the Minutes.

4.0 Health & Safety

See Confidential Minute.

DW also informed the Board that the Association had recently joined the Social Housing Safety Network Scotland.

5.0 Matters for Approval

5.1 EVH Salary Increase

The Board were **happy** to endorse the EVH salary increase recommendation. CM confirmed that this will be above the assumption made last year. CM confirmed that if inflation is above 4%, the deal would be re-negotiated.

6.0 Matters for Discussion

6.1 CEO Report

Managed Service Tender:

DA gave an update on the Managed Services Tender, outlining the details of the tender and confirming that a consultant had managed the tender process. The new support service will provide 24-hour support, and in particular 24-hour managed security cover. The new contract will build more resilience into our systems.

See Confidential Minute.

Housing Management System:

DA updated the Board on the need to move to a new housing management system. A Board member asked if an external review of the project plan and contingency plan would take place given the experience of the last housing management system implementation. DA confirmed that there would be a detailed project plan in place and that we would appoint an external consultant to review the process. DA confirmed that we are meeting other housing associations who have recently changed systems to learn from their experience.

See Confidential Minute.

Asset Management Strategy:

DW updated the Asset Management Strategy and the proposal to carry out an additional 20% Stock Condition survey. The Board **agreed** to the proposal to carry out the Stock Condition survey for the next year and consider future surveys thereafter.

See Confidential Minute.

E-Learning:

The Board **agreed** to purchase both SHARE and CIH e-learning modules.

Governance workshop with Linda Ewart:

NL confirmed that this workshop would be online.

6.2 Assurance Report

The Board **approved** the Assurance programme.

6.3 Business Plan & Strategy Session presentation

Due to time constraints, this item was deferred until the next Board meeting.

7.0 Performance Reports

7.1 Risk Management

The Board **noted** the risk report.

7.2 Complaints report

The Board **reviewed** the complaints report. KC advised that our Stage 2 complaints are higher than our peers and that this is an area we will continue to monitor.

7.3 Performance Report

KC provided an update on our performance, and confirmed that overall, our performance is strong. There are some areas that we continue to focus on.

There was discussion on the detail contained in the Sub-Committee Minutes and improvements that could be made to avoid duplication.

7.4 Management Accounts to 31 December 2024

CM outlined the main points from the Management Accounts and confirmed that they were in line with expectations. A Board member asked for a key to be included at the start of the document.

7.5 Treasury Report to 31 December 2024

The Board **noted** the Treasury Report.

8.0 Strategy and Policy Review

8.1 Staff Code of Conduct

The Board **approved** the Staff Code of Conduct.

8.2 Pension Salary Sacrifice

A Board member asked for clarification on the 10% in the policy. It was confirmed that this related to the Employers Pension Contribution. CM to provide an update at the next Board meeting.

The policy was **approved** by the Board.

8.3 Risk Management Strategy

The policy was **approved** by the Board.

8.4 Treasury Management Policy

The policy was **approved** by the Board.

9.0 Reports back from Meetings/Conferences Attended

Board **thanked** DM for preparing a report from the conference.

10.0 Any Other Competent Business

10.1 Insurance Tender

The Board **approved** the appointment of Zurich following the tender exercise.

10.2 The WIN project

See Confidential Minute.

10.3 Arden Mural

KC updated the Board on the proposal to use part of the £25,000 community pot for murals in Arden. KC will provide an update at the next meeting.

11.0 Date and Time of Next Meeting

Wednesday 26 March 2025 at 6pm.