

Present: Ron Neave (Chair), Kath Mands (Vice-Chair), Denis Brown, Paul Crichton, Darren Keddie and Alan Fraser.

In Attendance: Barry Moore (CE), Marjorie Sloan (CSD and Secretary) and Clare Talbot (CSO).

24/08/01 Apologies

Kevin Braidwood, Vicki Cutler and Ian Byers.

The Chair welcomed everyone to the meeting.

24/08/02 Declarations of Conflicting Interests

No Member declared a conflicting interest.

Asset Management & Development Committee Reports (AM&DC)

24/08/03 AM&DC Chair's Report to Board

AM&DC Meeting 31 July 2024

The Chair of the AM&DC provided an update on the meeting which took place on 31 July 2024. The Chair referred to the progress to date on planned maintenance, which was evident on the recent Tour of Schemes.

The Chair mentioned the development report in respect of Oak Gardens stating AM&DC were delighted with the progress to date.

Board **noted** the AM&DC Report.

Board **agreed** that the £150,000 identified for External Insulation works is utilised on other objectives that will benefit a greater number of tenants immediately.

Board **agreed** that the potential Angus Street development be taken forward in conjunction with Campion Homes as opposed to Aberkell Developments.

Audit, Finance & Risk Management Committee Reports (AF&RMC)

24/08/04 AF&RMC Chair's Report to Board

The Chair of the AF&RMC provided an update on the meeting which took place on 14 August 2024.

Board **noted** the AF&RMC Report.

Board **approved** the Report and Financial Statements and asked the Chair of the Board and the Chair of AF&RMC to sign the Report.

Board **approved** the Letter of Representation and asked the Chair of the Board and the Chair of AF&RMC to sign the Letter.

Board **noted** the Audit Summary Report.

Board **approved** the Audited Financial Statements Return and asked the Chair and Vice Chair to sign the Return and the Corporate Services Director to submit the Return to the SHR.

Board **noted** the Treasury and Investment Management Activity in the quarter as set out at s2.15 of 24/08/10, Management Accounts to 30 June 2024.

Board **approved** the Financial Regulations.

Board **approved** the Risk Management Policy.

Board **agreed** to engage with Spence & Partners to explore whether exiting the LGPS would be advantageous to the Association and staff effected.

Board Reports

24/08/05 Minute of Board Meeting 29 May 2024 and Tracker

The Chair talked through the minutes of the meeting held on 29 May 2024 and asked for comments. There were no amendments.

Approved. Proposed Kath Mands, **Seconded** Alan Fraser.

The CSD stated there were no updates on the tracker.

24/08/06 Matters Arising

There were no matters arising.

24/08/07 Chair's Actions / Decisions between meetings

The CE presented the report and confirmed there had been no Chair's Actions since the previous Board Meeting on 29 May 2024; the Chair confirmed this to be the case.

Board **noted** the report.

24/08/08 **Confidential** Chief Executive's 2024 Annual Appraisal

The Chair confirmed that all Board Members had received a copy of the CE's Annual Appraisal and asked for comments. There were no comments, and the CE thanked the Board Members for their continued support.

Board **noted** the report.

24/08/09 **Confidential** Sale of 5 Finavon Place

The CE presented the report. An employee of the Association was interested in buying a property belonging to the Association. They made an offer on the property. The property went to a closing date. The highest offer was accepted. This was not the offer from the employee and the employee was therefore unsuccessful.

Since the report was finalised, the highest bidder has dropped out. The employee had already committed to another property and was therefore no longer interested

Board **noted** the report.

24/08/10 **Confidential** Review of Senior Positions in Housing Services

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

24/08/11 AGM Arrangements and Board Election

The CSD presented the report confirming the details for the forthcoming AGM which was to be held on Wednesday 18 September 2024 in Dryburgh Gardens, Retirement Housing Complex. The CSD reported that it would be a hybrid event allowing Members to attend virtually as well as in person.

The CSD talked through the current Board Membership and vacancies and highlighted that there were three Members who have reached their third anniversary. This year, Ian Byers, Paul Crichton and Alan Fraser will have reached their Third Anniversary AGM and are therefore required to stand down. All three had intimated that they are willing to put themselves forward for re-election.

The CSD advised there will be a Board Meeting after the AGM at 14.00 when, in accordance with Rule 59.5 the election of the new Office Bearers and Committee Members will take place. The CSD confirmed she will be sending an email to the Office Bearers.

The CSD confirmed in writing, as per Rule 68, that Rules 62 to 67 had been followed. The CSD explained that these rules relate to the use of the seal, the keeping of the Register of Members, display of the Association's name and keeping of books.

Board **noted** the AGM Arrangements and Board Election.

24/08/12 Internal Management Plan 2024/25: Quarter 1

The CE presented the report and provided a comprehensive and detailed update on the Internal Management Plan.

The CE reported the Association aims to recruit a further two Board Members and informed Members of a Member's intention to resign, at a date to be discussed, following 6 years of serving on the Board. The CE requested should any Members have recommendations with regard to anyone who would be interested in joining the Board, then pass on their details and we will make contact with them.

The CE reported that there was still no confirmation on the adaptations grant for the current financial year and it is still unknown as to when this will be confirmed.

The CE confirmed recruitment for the Tenant Involvement Officer post will take place in the coming weeks.

It was noted that the Internal Management Plan was very comprehensive.

Board **noted** the Internal Management Plan: Quarter 1.

24/08/13 Operational Performance Report KPIs 2024/25: Quarter 1

The CE presented the report and provided a comprehensive and detailed update on the Operational Performance Report KPIs 2024/25: Quarter 1.

As previously reported, the CE reiterated that the IMP and KPIs combined provided the Board with a comprehensive understanding of how the Association was progressing and performing. The CE reported that, as agreed by Board in May 2024, there are now 99 KPIs.

The CE provided a comprehensive and detailed overview and update on the new KPIs as highlighted in the appendix. The CE provided a more detailed update in respect of the following KPIs: acquisitions and disposals, income management, voids, customer services, health and safety and planned maintenance.

Board Members discussed the Board Member attendance rates.

Board **noted** the Operational Performance Report: Key Performance Indicators for Quarter 1 2024/25.

24/08/14 SHR Communication and Correspondence

The CE talked through the report highlighting the communications received during the Quarter.

Board **noted** the SHR Communication and Correspondence.

24/08/15 Risk Management Tables: Quarter 1

The CE confirmed that in accordance with the Board's decision in May 2022, the August Board Meeting is when the full Risk Management Tables will be presented to the Board. The CE reported that updates to the Risk Management Tables were highlighted in blue.

The CE concluded that the Risk Management Tables form part of the evidence to support the accuracy of, and add validity to, the Association's Annual Assurance Statement.

The Board asked what continuity plan was in place should the Association not be able to operate from the office. The CE responded stating the Association has the infrastructure to work from home, as well as from the retirement complexes. All servers are backed up and backed up on the Cloud.

The CSD stated that checks take place annually and confirmed that the main server was renewed last year and the backup server was repaired earlier in the week.

Board **approved** the full Risk Management Tables in respect of the 10 Serious and Significant Risks, Corporate Governance, Finance, Human Resources, Information Technology, Housing Services and Property Services.

24/08/16 Health and Safety Quarterly Report: Quarter 1

The CE talked through the report highlighting the five areas covered: Asbestos, Electrical, Gas, Legionella and Lifts.

The CE highlighted there were 6 Asbestos Surveys, and 2 asbestos removals carried out.

The CE provided an update on the Five-Year Electrical Safety Checks stating that the end of Q1 showed that 98.77% of the housing stock had five-year electrical inspection certificates.

The CE provided an update on Gas Safety Checks declaring that 100% of properties had an up-to-date Landlord's Gas Safety Certificate.

The CE highlighted that legionella testing had been carried out as detailed in the appendices.

The CE highlighted that Lift testing and maintenance had been carried out as detailed in the appendices.

The Board asked about asbestos in relation to planned maintenance. The CE stated that the Asbestos Register is referred to when any planned maintenance is scheduled. The CE confirmed all contractors have access to the register and this is checked prior to any planned maintenance being carried out.

The Board referred to the damp and mould and enquired whether this would be included in the ARC reporting. The CSD confirmed that the Regulator is currently looking to include ARC indicators on damp and mould.

The Board queried the annual tree inspection / works and asked if this could be included in the Health and Safety Report once a year. The CE confirmed that a stand-alone report would be formulated and presented to Board at the most pertinent time of the year.

As discussed at the recent Tour of Schemes, the Board referred to fly-tipping and asked if it was still the intention to have 'skip days'. The CE stated that 'skip days' will be considered as part of the policy on estate management.

Board **noted** the Health and Safety Quarterly Report: Quarter 1.

24/08/17 Rent Arrears Report: Quarter 1

The CE presented the report highlighting the excellent progress made by the Income Team. He talked through paragraphs 2.1.1 and 2.1.2 which showed figures before and after Universal Credit payments have been taken into account. The CE provided a comprehensive overview of the legal action for rent arrears.

The CE concluded stating the Association's arrears performance is in the top quartile. The CE informed Members that the ARC indicators will be released later this week; reflecting the Association's overall performance.

Board **noted** the Rent Arrears Report: Quarter 1 Report.

24/08/18 Former Tenant Arrears Write-Offs: Quarter 1

The CE presented the report, providing an overview of the six cases reported in Q1. The CE highlighted that the write-offs were relatively low and with the work being carried out by the Income Team the figures continued to reduce. Board **approved** the Former Tenant Arrears Write-Offs: Quarter 1 Report.

24/08/19 Voids Reasons for Termination of Tenancies: Quarter 1

The CE presented the report highlighting that it provided the data from previous years in order to make comparisons and show progress. The CE highlighted paragraph 2.1.1 and the Appendix which provided further details on terminations.

The CE assured the Board that all aspects associated with termination of tenancies are monitored on a daily basis so that we continue to effectively manage the void and allocation process.

Board **noted** the Voids Reasons for Termination of Tenancies: Quarter 1 Report.

24/08/20 Void Rent Loss Report: Quarter 1

The CE provided a comprehensive update which confirmed the continued progress and performance figures. The CE emphasised that the Association's Void Rent loss figures were low and the average re-let time of 21 days was a very ambitious and very demanding target. As previously reported, the CE reiterated the correlation between the figures in respect of the ending of tenancies and reletting of properties.

The CE declared the Void Action Plan will help to address the issues.

Board **noted** the Void Rent Loss Report: Quarter 1.

24/08/21 Tenant Allowances Report: Quarter 1

The CE presented the report highlighting that there had been four tenant allowances approved in Quarter 1. The CE provided a comprehensive update on each case.

Board **noted** the Tenant Allowances Report: Quarter 1.

24/08/22 Procurement Quarterly Report: Quarter 1

The CSD presented the report highlighting that there had been four tenders over £50k awarded within the reporting period. Two of the tenders were awarded to Andrew Shepherd Construction in April 2024 in respect of External Fabric Works Contract and the refurbishment of a property in June 2024.

A further two tenders were awarded to Summit Facilities Services in April 2024 in relation to Electrical Testing Contract and Fire Damage Reinstatement of a property.

Board **noted** the Procurement Quarterly Report: Quarter 1.

24/08/23 Value for Money Annual Report

The CSD presented the report, highlighting that the report updated the figures and commentary as reported in August 2023.

The CSD talked through the appendices which provided the explanatory information and statistics.

Board **noted** the Value for Money Annual Report.

24/08/24 Acquisitions and Disposals

The CSD talked through the report. The CSD confirmed that since the last report in May 2024 the Association had purchased 4 properties. Grant is not yet confirmed for two further properties purchased since 1 April 2024. This is due to the Strategic Housing Investment Programme (SHIP) being over committed following the reduction in grant allocation by the Scottish Government. The CSD confirmed that a further three properties were pending acquisition. The CSD stated there were a number of other potential purchases being considered, but no offers have been made or accepted at this time. The CSC confirmed that two disposals are in progress.

The CE referred to the email sent to Members on 23 August 2024 in relation to the Affordable Housing Grant, reiterating that without increased grant allocation there will be no additional grant this financial year or next financial year for acquisitions.

The CE confirmed medical adaptations are still going ahead, however we still have not received confirmation in respect of grant.

The CE asked for Board approval to continue acquiring properties, however because of the situation with lack of confirmation on grant to restrict acquisitions to those blocks with 1 or 2 properties which the Association currently does not own and those blocks where the Association intends on carrying out planned maintenance work. With regard to owners wishing to sell to the Association but remain as a tenant, to acquire such properties only if they come with the immediately aforementioned.

Board requested that gross rent information be added to this report.

The CE and CSD will update Members via quarterly reports.

Board **noted** the Acquisitions and Disposals Report.

Board **Approved** the continuation of acquisitions in accordance with the circumstances detailed by the CE and recorded in this minute.

24/08/25 CGPR: Board Role Descriptions

The CSD presented the report.

The CSD highlighted the role descriptions for Board Members, the Chair, the Vice Chair and the Secretary were approved in 2021, based on SFHA Model Role Descriptions which were produced by Linda Ewart. These have now been updated.

The CSD covered the minor differences for each role in the appendices.

Board **approved** the role descriptions for the Board Members, the Chair, the Vice Chair and the Secretary.

24/08/26 Board Training Report

The CSO presented the report.

The CSD informed Members of the Early Bird Rate should anyone be interested in attending the upcoming Finance Conference, to inform the CSO of their intentions asap.

Board **noted** the Board Training update.

24/08/27 Share Membership Register

The CSO presented the report stating there were no updates to the Share Membership Register.

Board **approved** the Share Membership Register: Update Report.

24/08/28 AOB

The CE provided an update in relation to the Affordable Housing Grant as per the email circulated to Members on 23 August 2024. The CE provided comprehensive details of the statistics and the

ABERTAY HOUSING ASSOCIATION LIMITED

Minutes of the Board Meeting

Wednesday 28 August 2024 17:00

impact and implications on the development of Angus Street and Clepington Road stating that unless the Scottish Government reverse their decision and reinstate the £196m grant, this effectively puts an end to Angus Street and Clepington Road this financial year and possibly the next financial year.

The CE proposed the Association consider proceeding with planning, building warrant and acquiring the land. Discussions ensued on the risks associated with acquiring the land. The Board agreed the Association will work to obtain full planning and building warrant and that a report will be presented to Board detailing the risks and the financial implications in respect of acquiring the land.

Meeting closed at 19.20hrs.