

**Minutes of Board Meeting**  
**Held on Wednesday, 27 November 2024 at 6pm in person in**  
**the McGinlay Suite in the Association's offices and online**

**Present**

Michael Smith (MS), Chairperson  
Kimberley Barker (KB)  
Fiona Koroma (FK)  
John Russell (JR)  
Patricia Gallagher (PG)  
Simon Gaunt (SG) (online)  
Andrew McCafferty (AM)(Online)

**In attendance**

Nicola Logan, Chief Executive Officer (NL)  
Cindy McNeill, Finance Director (CM)  
Donald Weir, Technical Director (DW)  
Kirsty Wilson, Housing Director (KW)  
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 received from Board members, Helen Gracie, Paul Watson, and David Mulhern.

NL informed the Board that Emma Brown has resigned due to personal reasons.

**Declarations of Interest**

None

**2.0 For Approval**

**2.1 Shared Ownership Buy Back**

See confidential minute.

**3.0 Health & Safety**

**3.1 Health & Safety Report**

DW provided updates to the Health & Safety report.

The electrical servicing programme for both common and internal properties is fully complete for the current reporting year, as is the immersion heating annual inspection programme.

There was a short discussion on the damp & mould figures. DW gave an update on these and informed the Board that an internal audit exercise had recently been undertaken.

A Board member asked about the care home lease, KW confirmed that a revised lease was with the care home's legal team.

The Board **noted** the report

#### **4.0 Minutes of previous Board Meeting**

##### **4.1 Decisions taken between meetings**

There were no decisions between meetings.

##### **4.2 Board Meeting 30 October 2024**

NL updated Board that agenda items 8.1, 8.2 and 8.3 should state **approved** rather than **noted**.

Board **approved** the minutes subject to the above changes.

##### **4.3 Matters Arising/Actions/Decisions**

Unacceptable Behaviour Policy – KW confirmed that a significant amount of work has been carried out to ensure staff are fully supported. Use of the lone working app is now being monitored regularly.

Development – DW confirmed that the programme letter had been received. It was agreed that the Chairperson would sign this.

Dynamic Support Register – KW advised that this was not open to RSLs.

#### **5.0 Minutes of Sub-Committees and Other Meetings - *Nothing to report.***

##### **6.0 Matters for Discussion**

###### **6.1 Integrated Asset Management presentation**

DW gave a presentation on integrated asset management and the development of the Association's integrated asset management model. He outlined the five key principles for good practice and regulatory compliance. The Board discussed the classification of assets into green, amber, and red categories based on performance metrics such as tenant safety, financial performance, and demand. The current status of the Association's assets was reviewed, with a focus on understanding their value and performance to inform future investment decisions. The Board discussed future actions to improve the performance of properties, including targeted investments and maintenance strategies. The Board thanked DW for all the work he has put into developing the model.

###### **6.2 Rent consultation 2025/26**

NL discussed the rent consultation process, highlighting the change in approach this year by starting with tenant priorities. The Board discussed the new approach and the feedback from tenants, which highlighted the importance of maintaining and improving properties and key services.

The proposed 4.5% rent increase based on tenant priorities and the financial needs of the Association was **approved** for consultation.

### **6.3 Wider role report**

The Board **approved** the recommendations of the Wider role report

### **6.4 Chief Executive's Report**

NL discussed the following points from her report.

- She provided an update on the notifiable event and confirmed that it was now closed subject to the agreed conditions from the Scottish Housing Regulator
- There was discussion of the Board meeting dates, and it was agreed that, with the exception of the January meeting they would change to the last Wednesday of the month. NL will update and circulate a revised calendar which will be reviewed mid-year.
- The use of the seal was **approved** by the Board

### **7.0 Performance Reports**

#### **7.1 Quarterly Business Plan performance**

The Board **noted** the quarterly performance report.

### **8.0 Strategy and Policy Review**

#### **8.1 Entitlement, Payments and Benefits Policy**

The Board **approved** the Entitlement, Payments and Benefits policy.

### **9.0 Reports back from Meetings/Conferences Attended**

There was nothing to report.

### **10.0 Any other Competent Business**

There was no other competent business.

### **11.0 Date and Time of Next Meeting**

The next meeting is on 22 January 2025.