MINUTE OF MANAGEMENT BOARD MEETING HELD ON TUESDAY, 10 FEBRUARY 2026 AT 6.30PM AT 53 BALLINDALLOCH DRIVE

PRESENT	IN ATTENDANCE
Mr A Scott	Mr P Martin (CEO)
Mr J O'Donnell	Mrs L Sichi (Deputy CEO)
Mrs M Smith	Mr J Gourlay (Finance Director)
Ms L Marshall	Mr C Boyle (Senior G&C Officer)
Mrs R Tinney	Mr R McTaggart (Observer)
Mrs A Strachan	
Ms G Hay	
Mr A Young	
Ms S Richards	

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Mrs J Donachy, Mrs M Hutchison and Ms G O'Hara.

1b. DECLARATIONS OF INTEREST

None.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

None.

2a. ADOPTION OF MINUTES MEETING (20 JANUARY 2026)

The above was proposed for approval by Mrs R Tinney and seconded by Mrs M Smith as a true record of the meeting.

2b. MATTERS ARISING FROM MEETING (20 JANUARY 2026)

None.

3a. ADOPTION OF MINUTES SPECIAL MEETING (20 JANUARY 2026)

The minute of this meeting was private and confidential and was emailed to Board members prior to the meeting. The above was proposed for approval by Mrs R Tinney and seconded by Mrs A Strachan as a true record of the meeting.

3b. MATTERS ARISING FROM SPECIAL MEETING (20 JANUARY 2026)

None.

4. PRECIS FROM BOARD TRAINING SESSION: DEVELOPMENT RISKS (27 JANUARY 2026)

The above was noted by the Board, and no questions were raised.

5a. GOVERNANCE ISSUES - THE CEO REPORT & DEVELOPMENT UPDATE

The CEO referred to the report previously circulated.

5a.1 Staffing & Operational Update

The latest absence levels were now at 3.46% at 31 January, highlighting that positive work continues in this area.

The staff Wellbeing Group have continued to meet, and this will move from monthly to quarterly meetings. At the last meeting the CEO provided the group with clarity on their remit; that they are responsible for making suggestions, but not responsible making arrangements.

Several events have taken place already, with further planned for February and March.

The Factoring Officer post has been advertised with there being a good response so far. It was confirmed that an exit interview will take place before the current Factoring Officer leaves.

The Board were reminded that a copy of the latest organisational structure was available in the Teams folder, and the Annual Staffing Plan would be covered in more detail at the Governance Sub-Committee meeting on 25 February.

5a.2 Wider Role Update

The Board were informed that further attempts have been made to communicate with GCC regarding the Bluevale Community Club and the Bluevale Hall, however there has been no response from GCC. In relation to the dilapidations, costs are expected to be less than initially thought, however final figures were yet to be confirmed.

MHA are currently awaiting relevant permissions to be granted from GCC, before work can progress with the refurbishments of the Ballindalloch Community Hall, including the relocation of Millie's Café to the Hall.

5a.3 Development & Capital Projects - including Stonework

The CEO highlighted the recent Board Development Risk Management session was very useful and that recommendations made would be shared with MHA's Development Consultant, and this would assist to establish a revised reporting format going forward.

The Board were referred to the Development Consultant's detailed update report on the new build, and advised that activity continues, with a pre-start meeting having already taken place. The contractors will host an open meeting for residents surrounding the site to provide them with information, including proposed timescales. The contractor completion date is set for 27 October 2027.

The CEO advised he will meet with some elected member early next month to give them an update on the development, plus a press release will also be worked on to keep public updated.

In relation to stoneworks, the Board were referred to the Director of Asset Management's (DoAM) comprehensive report and informed that work continues to progress well on this high-risk area. The work carried out a 134 Cardross Street is almost complete and expected to be less than initially quoted. The Board were informed that we are beginning to hear from owners who are expressing concern regarding the associated potential costs and highlighted that we wrote to all owners around 2 years ago advising them to prepare for this work.

Health and Safety consultants ACS carried out a review of how MHA responded to the stonework failures, plus internal auditors, TC Alexander Sloan, also reviewed how this was managed from a governance perspective.

Copies of both reports were presented to the Board, and in follow up to this an Action Plan has been developed, which will be monitored by the Audit and Risk Sub-Committee and Stonework Working Group.

The Board acknowledged the success of the stonework programme so far and that the work from the DoAM and his team has been very good.

5a.4 Governance and Compliance

The Board were referred to the KPI dashboards which covers performance across maintenance and housing activities and confirmed that performance remains good, with no concerns which require to be highlighted. The CEO explained that he has informed members of the Leadership Team to provide more details against any areas of underperformance in future reports.

The Board were reminded that the Risk Register is available in the Teams folder for review and were advised there had been no updates required to the Risk Register.

5a.5 Estates Management

The Board were informed the winter programme was coming to an end and the Estates Team would begin preparations for summer programme.

5a.6 Business Plan Awayday

The CEO highlighted that the Business Planning Day on 7 March was productive and noted the DoAM's input and presentation were very helpful. He confirmed we now require considering future planned investment programmes. The Board unanimously agreed it was a useful day, and that input from Ms L Ewart (Governance Consultant) and Mr P McNeil (Finance Consultant) was also valuable.

5b. <u>FINANCIAL REPORT 31 DECEMBER 2025</u>

The Director of Finance (DoF) presented the above for period 31 December 2025.

He summarised that there was an overall surplus of £583.7k, ahead of budget. This is due to a variety of reasons, including income being ahead of budget by £118.5k, as well as most categories of expenditure being less than budgeted for, as broken down in the provided report.

Net assets were £16.659m and cash at bank amounted to £7.5m, an increased by £312k from the start of the financial year. It was confirmed that covenants were fully compliant with all lender's conditions, and there were no governance issues arising.

The DoF confirmed we keep monitoring all expenditure. In relation to dilapidations costs they were £97k under budget and he hoped this would remain the case after we get the outcome of Bluevale hall dilapidation costs.

The DoF referred to the Board's previous approval to invest £2.1m with CAF Bank's Flagstone platform and confirmed the monies have now been invested.

DECISION: The Board noted the report and the above was proposed for approval by Mr A Young, seconded by Mrs R Tinney and unanimously agreed by the Board.

5c. COMPLIANCE REPORT

The Deputy CEO referred to the report previously circulated

5c.1 Notifiable Events Update

It was highlighted that there have been 12 NEs reported to the SHR over the year so far, and 9 had been closed, as detailed in the report. The 3 remaining NEs were noted as two Health and Safety Issues, one at Culloden Street and the other at 21 Eastercraigs. The third was for the disposal of two properties at Cumbernauld Road. All NEs have already been reported to the Board previously, with details and the current position confirmed in the report.

The Board noted the report and the important work that continued in relation to the NEs.

5c.2 KPI & PI Update

The Board reviewed the contents of the performance report and noted that 79% of KPIs have been achieved to date.

The Board noted the report and that they had no areas of concern in relation to performance.

5c.3 SHR Compliance Update

The Board reviewed and noted the latest updated information from the SHR.

5c.4 GDPR, FOI, Complaints & Compliments

There had been 3 Subject Access Requests and 8 FOI requests responded to over the course of the year so far. In relation to Scottish Public Service Ombudsman (SPSO) complaints, there were 21 stage one and 4 stage two complaints. MHA has received 22 compliments to date. The Board were informed that going forward more details of complaints and compliments would be made available in the Teams portal every quarter for their review/information.

5d. INTERNAL CODE OF GOVERNANCE REVIEW

The Deputy CEO presented the tracked-changes version of above to the Board and highlighted it is largely based on MHA's Model Rules, with some practical updates made, as detailed in the review/report. It was pointed out that the new Stonework Working Group had been included, and the Housing and Wider Role and Maintenance & Development sub-committees had both been removed, as per the Board previously agreeing to disband these sub-committees. The Board were also reminded that changes to delegated authority had previously been agreed, regarding the CEO having authorisation to approve acquisitions, and this was also reflected in the review. The Board were informed that a clean copy of the review was available in their Teams folder.

DECISION: The Board considered the review and accompanying report, and it was proposed for approval by Mr A Young, seconded by Mr J O'Donnell, and unanimously agreed by the Board.

5e. REVIEW OF ENTITLEMENTS, PAYMENTS & BENEFITS POLICY

The Board were informed that the SFHA have updated their Model Policy, written by Governance expert Linda Ewart. It was pointed out that there were no significant changes from the previous policy. Notable changes were explained to the Board and included updates in procurement legislation, plus in relation to an allocation made to a person connected to MHA staff/Board, this would no longer require to be authorised by the Board. Our new approach

was sector-wide practice and because of there being a potential GDPR issue if Board members were involved in the process. A Board member queried how transparent MHA may appear, given it would only be staff authorising such an allocation, and it was explained that Board members should not have access to the potentially sensitive information, like medical information, under GDPR. It was also highlighted that to provide additional assurance, a rigorous review of these allocations would be carried out by the Director of Housing and Community Initiatives before being granted/approved.

It was also explained that MHA have kept some rules which differ from the SFHA Model Policy in terms of employment.

Additionally, it was stressed that the SFHA Model Policy had been updated to reflect inflation in relation to gifts and hospitality. Specifically, the Model Policy permitted gifts/hospitality to be received without having to be registered if they are under £70, whereas MHA's Policy stated only £25. The Board were asked to consider if they wished to leave it as £25 or adopt the SFHA Model Policy amount and increase to £70.

DECISION: After consideration and discussion, the Board approved the policy and to adopt the increased gifts and hospitality amount of £70, as detailed in SFHA's Model Policy. This was proposed for approval by Mrs A Strachan, seconded by Mrs R Tinney and unanimously agreed by the Board.

5f. **APPOINTED MEMBER REPORT**

The Deputy CEO reminded the Board that this matter was discussed at January's meeting, and they requested more information for consideration. The report was presented and it was explained that MHA's Model Rules have a clause to permit an Appointed Board or sub-committee member and the reasons to appoint a member might include addressing a certain skillset.

The Board discussed the skillset and/or type of experience they may want to attract in an Appointed member, as well as the process MHA would follow, should they wish to pursue an Appointed member. Clarity was sought on whether an Appointment member would be paid, and it was confirmed they would not be. It was noted that a specialist on Risk Management might be beneficial to the Board.

DECISION: The Board recognised that an Appointed member with expert knowledge or experience could bring an additional level of scrutiny to particular areas that the Board oversees, however this was not something the Board wished to approve without full consideration. They therefore agreed to establish a small panel made up of the CEO, Chair, Vice Chair and one other Board member to comprehensively explore the matter, before making a final recommendation to the Board for consideration. Ms S Richardson volunteered to make up the final member of the panel. This was proposed for approval by Mrs R Tinney and seconded by Mrs A Strachan.

5g. **FEEDBACK REPORT: DEVELOPMENT DAY 23 JANURAY 20026**

The Board noted the above update from the joint staff and Board development day.

DECISION: The Board unanimously approved the note as accurate, and the Deputy CEO confirmed she would create action points from this.

6. USE OF SEAL (APPROVAL)

The CEO referred to the report provided and highlighted the addition of 3 members.

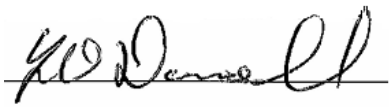
DECISION: The above was proposed for approval by Mr A Young and seconded by Mrs R Tinney.

7. A.O.C.B

None.

8. DATE OF NEXT BOARD MEETING

The next Board meeting was confirmed as 10 March 2026 at 6.30pm.



Vice Chair
10/03/26