MINUTE OF MANAGEMENT BOARD MEETING HELD ON TUESDAY, 13 OCTOBER 2026 AT 6.30PM AT 53 BALLINDALLOCH DRIVE

PRESENT	**IN ATTENDANCE**
Mrs R Tinney (Chair)	Mr P Martin (CEO)
Mr A Young	Mrs L Sichi (Deputy CEO)
Mrs A Strachan	Ms L Smith (G&A Manager)
Mrs L Marshall	Miss H McDonald (Observer)
Mrs M Smith	
Miss S Richards	
Mr D Lapsley	
Ms O Duah	
Ms G O'Hara *	
Mr J O'Donnell *	
*(Online attendance)	

The Chair opened the meeting by welcoming Miss H McDonald as an observer.

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Mrs M Hutchison, Mr A Scott and Mrs J Donachy.

1b. DECLARATIONS OF INTEREST

None.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

None.

2a. ADOPTION OF MINUTES FROM BOARD MEETING (08.09.26)

The above was proposed for approval by Mr A Young and seconded by Miss S Richards as a true record of the meeting.

2b. MATTERS ARISING FROM MEETING (08.09.26)

None

2c. MINUTES FROM SPECIAL BOARD MEETING (17.09.26)

The CEO advised members that a minute was circulated previously to provide an extract to confirm that the Board have approved the standard security and the loan agreement before drawdown of the loan is possible. This was then signed by the Chair.

The CEO advised that we are now in the advanced stages of the Loan and confirmation of the drawdown will be some time next year.

2d. MATTERS ARISING FROM MEETING (17.09.26)

None

3a. MINUTE OF HEALTH & SAFETY SUB COMMITTEE (07.09.26)

The CEO advised members that the minute was circulated as a note.
The minute, if a true record, will be adopted at the next H&S Sub Committee meeting.

The Board noted the contents of the minute.

3b. MINUTE OF GOVERNANCE SUB COMMITTEE (07.09.26)

The CEO advised members that the minute was circulated as a note.
The minute, if a true record, will be adopted at the next Governance Sub Committee meeting.

The Board noted the contents of the minute.

The CEO further advised that a Private & Confidential minute had been circulated to all members. This will be raised at the end of the meeting.

3c. NOTE FROM STAFF / BOARD DEVELOPMENT DAY (18.09.26)

The CEO referred to the above and briefly summarised the content of the report and the feedback received. The training delivered by the Suzy Lamplugh Trust was well received by both Staff and Board members in attendance. The CEO noted that several procedural issues had been raised and confirmed that staff would receive further feedback.

The Board members who were in attendance that day, confirmed that they enjoyed the training.

A Board Member enquired as to whether there had been any follow up, yet, to the issues raised at the Development Day. The CEO confirmed that an action plan is now in place, with Departments Heads raising directly with their respective teams.

The CEO also drew attention to the Works Programme scheduled for the Community Hall and the positive feedback received.

The report was noted by the Board.

4. CEO UPDATE – THE CEO's REPORT

The CEO referred to the report previously circulated.

4a.1 Staffing & Operational Update

The CEO advised Board members that there had been no staff movements since the last report, the most recent appointments had proved to be an excellent addition to the staff team. The Board members were reminded that the latest staffing structure is available within the Board Teams files, which includes the names of all staff members.

The CEO advised Board that the Annual Appraisals are now due for all Staff Members and are anticipated to take place over the next 6 weeks. A report will be prepared, once all appraisals are complete and submitted to the Governance Sub Committee.

The Flexible Working Policy has now been in place since the beginning of September. As anticipated there have been some questions raised during the early stages of implementation, however, it seems to be well received by staff. A Quarterly Report will be submitted to Board members, to monitor the progress, with the first report expected to be available for December 2026.

4a.2 Wider Role Update

The CEO referred to the Works Programme in place for the refurbishment of the Community Hall and hoped that Board found the presentation at the Development Day useful. The CEO advised that drawings and illustrations have been uploaded to the Board Team file also. The successful contractor appointed for the works is BSL Interiors. It is anticipated that works will begin within the next few weeks, as soon as a Building Warrant is received. The duration of the works is expected to take no longer than 12 weeks.

A Board Member enquired if there had been any consultation with the residents in the properties above the office. The CEO assured Board that meetings with all residents had been carried out and they will continue to update on progress throughout the duration of the works.

The CEO advised that there had been speculation that the Bluevale Community Club were looking to obtain a new lease agreement at the Bluevale Centre at the beginning of next month. MHA have not yet received confirmation of this yet.

4a.3 Estates Management

The CEO advised that we are now moving into the Autumn / Winter Programme of Estate Management. The Estates team will assist with clearing out void properties, when appropriate, which will help reduce our costs.

4a.4 Development & Capital Projects

The Board were referred to the Development Consultant's update report which covers all development matters in greater detail.

The CEO advised, that the SHR as part of their engagement plan, requires a quarterly report on the progression with the Stonework programme.

The Leadership Team are to meet with the SHR later this month, therefore, will discuss this in more detail.

4a.5 Governance and Compliance

The CEO advised members that progress is being made in reviewing the format of the Balanced Scorecard with a view to introduce a revised reporting format from January 2027. It is hoped that this change will provide a more detailed analysis of performance and improve the assurance information provided. The KPI information provided, under item 4d, is now presented using a RAG format, which allows board members to review performance more easily.

The CEO reminded Board Members that the latest Risk regsiter is available to view within the relevant teams file. This is a live document and as any risks emerge this will be amended accordingly.

The CEO drew attention to the discussions held at the AGM on 17 September 2026 in particular how we currently communicate with tenants and residents. There are currently mixed views on the delivery of Communication, as we move into a more Digitally formatted delivery. Therefore, it is important that the Associaiton seek feedback from tenants and reisdents as to their preferred method. We will review this taking into account the Communications strategy which was adopted recently.

It is planned that a report will be submitted at the November Board meeting, which will include feedback and a review of our current communications, including the distribution of the Messenger.

The CEO advised that following the recent discussions in relation to the People Strategy, it was highlighted that it was important that staff continue to provide Board Members with support to allow them to carry out their role effectively. He further advised that over the coming months, he will arrange 1-1 meetings with Board members, in order to receive feedback and identify any areas in which additional support would be beneficial. Once complete, this will be presented to the Board, to allow further discussions on any areas of improvement.

Finally, in relation to the Christmas Party Event on 27 November, the CEO asked Board Members to confirm their availability and respond to Pauline Munro as soon as possible. (Might want to leave out menu choices as minutes go on website)

4b. <u>DEVELOPMENT REPORT</u>

The CEO referred Board Members to the comprehensive development report, and appendices, provided by Ms G Sheriff, Development Consultant.

The report provided an update of the position regarding grant draw down to date versus the grant planning date, as per the programme agreement letter.

The CEO advised that the latest position around development, particularly the school site, is very positive and that works are running to schedule, with

no overruns. The condition of the ex-janitor's house remains stable , and the stabilising works commenced on 21 September 2026.

A Board member raised concerns about the change in the Clerk of Works, which was highlighted within the report. The CEO advised that this was raised at recent meetings with the Architect where the architect made it clear that the associations interests are their top priority and expressed their disappointment and concern as to the service received from the previous COW. He did, however, advise that he was satisfied with the newly appointed COW.

The CEO also drew attention to the feasibility studies at Armadale Place and Viewpark Avenue. These sites have been selected as potential for social housing developments.

Following discussions Board noted the contents of the Development report.

4c. ASSET MANAGEMENT UPDATE

The CEO referred to the circulated report and drew the Board's attention to the list of Acquisitions and disposals.

The report advised that works outstanding on the balconies at Culloden Street, including the non-urgent works, were now concluded.

The CEO advised that as this was a Notifiable Event, asked for Boards permission to now close this event with the regulator.

With reference to the recent Notifiable event, regarding the gate at 81 Corsock Street and similar gates within the area, repair works were instructed with all repairs completed 3 July 2026. Monthly inspection continue and no further defects have been discovered.

The CEO drew attention to the comprehensive update on the stoneworks programme previously issued.

ACTION – Advise SHR to close the NE in relation to the Balconies at Culloden Street

Board noted the contents of the report.

4d. ANNUAL RETURN ON THE CHARTER KPI REPORT

The CEO presented the report drawing attention to some key areas, including Average time to complete Emergency Repairs and the current position with overall arrears. The Director of H&CI provides a narrative in terms of the arrears position monthly. This provides an insight into patterns, particularly at certain months of the year, where arrears increase, i.e. Christmas time, new school year etc.

With reference to Damp & Mould and the most recent legislation changes and the responsibilities now placed on all social housing providers; the CEO advised Board that the Director of Asset Management will attend a future

meeting to discuss Damp & Mould as a specific item and to update on the most recent legislation changes and how this affects our own policies.

The CEO advised that a significant number of damp & mould cases are due to a lack of ventilation within the property. MHA has purchased a fan system which is installed within the properties.

A Board Member raised concerns as to the effectiveness of these fans and highlighted previous issues faced in the initial installation. The CEO assured board that he will raise these issues with the team to ensure all fans are being installed correctly.

Board noted the contents of the report

ACTION – Director of Asset Management to attend Board meeting to update on Damp & Mould.

5 GOVERNANCE & COMPLIANCE ISSUES

5a. FINANCIAL REPORT 31 AUG 2026

Financial Management Report

The CEO presented the report on behalf of the Director of Finance. Financial performance as at 31 August 2026 shows a surplus of £119.9k which is £16.7k behind budget. This includes a loss on disposal of properties of £80.7k, excluding this the surplus would be £200.6k.

Although the income is behind budget by £29k, this is not an area of concern, and all but 3 categories of expenditure are less than budget. These were broken down later in the report.

The Net assets total £16.45m as at 31 August 2026.

Cash at bank as at 31 August 2026 amounts to £6.8m and has decreased by £483k since the beginning of the financial year.

The Covenants are fully compliant with all lender's conditions and there are no governance issues arising in the month.

5b. NOTIFIABLE EVENTS (NE) UPDATE

The above report confirmed the status of the 5 reported NEs. The Board were informed that two have been closed and two new NEs had been submitted, one of which was submitted as a late paper to Board regarding loose material that fell from the front elevation at 110 Roebank Street to 110 Roebank Street Following a resident reporting

Loose material had fallen from the building. Due to miscommunication of the actual location, it was not inspected until Thursday 1 October.

The loose material had fallen from the building and was found to be lying in the front garden area of the building. To date there has been no report of the

material hitting any person and it is therefore assumed that no one was present when the material fell. It appears that the damage to the stonework had been caused by an external engineer installing a fibre optic cable to a privately owned flat on the third floor. The owner who has had the works carried out, has been contacted by MPS to alert their Contractor to the damage caused and to make good. Should the owner not complete the works then MPS will complete the necessary stone repair to ensue no further deterioration to the building fabric. MPS will write out to owners of 110 Roebank Street to remind them that they must gain permission to complete any works to the building fabric.

Following Discussion Board noted the contents of the report

5c. SHR COMPLIANCE UPDATE

The Board reviewed and noted the above report.

5d. GDPR, FOI, COMPLAINTS & COMPLIMENTS

The Board reviewed the above information and noted the content of the report

5e. USE OF SEAL

The Deputy CEO referred to the above report and advised Board that the Seal was used for 14 new member certificates.

DECISION: The above was proposed for approval by Mr A Young and seconded by Miss S Richards.

6a. APPROVAL OF ANNUAL ASSURANCE STATEMENT

The CEO advised board that the Statement is presented to the Scottish Housing Regulator no later than 31 October 2026. Two copies are uploaded onto the portal, one with and one without the Chairs signature.

The process for the Annual Assurance Statement (AAS) is developed using the SHR framework.

The CEO advised members that any updates to the evidence bank are reported to the Governance sub-committee in terms of assurance. The minutes are available to view within the relevant teams folder.

The CEO confirmed our AAS shows that we comply with the seven regulatory requirements. One area of concern was that EICR requirements as one was missed during the course of the year. The CEO assured the board that an internal audit was carried out to ensure that systems are now in place to ensure that this will not happen again.

It was stressed to Board members that by submitting this AAS, it confirms all members are assured in terms of our regulatory compliance with the Scottish Housing Regulator (SHR).

The development of the AAS statement framework was explained; highlighting the regulatory requirements that we also identified areas where we are weaker, for instance the EICR that has been missed.

We are working with our IT consultant on how to produce a breakdown of all the evidence that is gathered.

The Board were asked to approve the AAS for submission to the SHR. The above was proposed for approval by Mrs A Strachan, seconded by Mr A. Young, and unanimously agreed by the Board. The Board also commented on the high level of evidence collected to support the AAS.

6b. REVIEW OF CUSTOMER FIRST STRATEGY

The CEO referred to the report on the above and asked Board to review the progress made in delivering the Customer First Strategy and the areas where further improvement is required.

The CEO advised that we are currently working on providing updates on the feedback we receive through communications with tenants and residents.

We are currently looking to update the current website with a view to incorporate better communications with tenants etc, including the possibility of introducing a "Chat" or WhatsApp function.

The CEO assured the board that internal audits are carried out by an external consultant

ACTION – Provide Report on Updates

DECISION: Mr A Young proposed and seconded A Strachan

6c. REVIEW OF LEGIONELLA MANAGEMENT POLICY

The CEO advised Board that ACS currently provide a service to review of all H&S policies and provide all updates and in view of this, the Board agreed that, going forward, there is no requirement to bring the actual policies for Board approval as we have already approved the ACS Procedure Manual which is available on MHA's website.

Following discussions the board approved the updates to the policy.

DECISION:, Mr A Young proposed and was seconded by Mr D Lapsley to approve the revised Legionella Policy

6d. REVIEW OF LIFT SAFETY POLICY

As with the Legionella Management Policy, ACS provide an update to these policies.

DECISION:, Mr A Young proposed and was seconded by Mr D Lapsley to approve the revised Lift Safety Policy

6e. REVIEW OF SUSTAINABILITY POLICY

The CEO drew the Boards attention to the updates provided

DECISION:, Mr A Young proposed and was seconded by Mr D Lapsley to approve the revised Policy

6f. MEMBERSHIP OF COMMITTEES / BOARD

The Deputy CEO advised that following the AGM we elect the members of the sub committees. The four office bearers are required to sit on all sub-committees.

A narrative was provided for each of the Committees, including the current membership.

The Deputy CEO then asked for members who would be interested in joining each of the sub committees.

Full details of the Committee Membership is available within the Board Teams Folder.

The induction process for the newly appointed board members will be arranged over the coming weeks. This will also include a tour of the stock. A Buddy system is also in place for the new members, with Mrs M Hutchison paired with Mr D Lapsley and Mrs M Smith paired with Mrs O Duah.

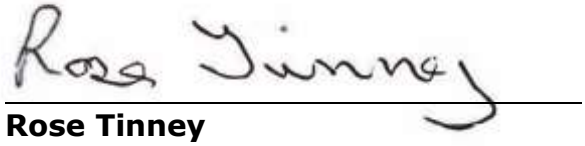
7. A.O.C.B

The CEO referred to the Private & Confidential report previously circulated.

Ms L Smith (G&A Manager) and Miss H McDonald (Observer) left the meeting.

8. DATE OF NEXT BOARD MEETING

10 November 2026 at 6.30 pm



Rose Tinney
Chair