MINUTE OF THE BOARD MEETING

29 April 2026

Present	**I Crawford (Chair)**
	MEMBERS
	R Elliott; L Fordyce; A Groat; G Kitchener; J McFadyen; W Raeburn; S White (Virtually)
	C Ironside (Secretary)
In Attendance	**K Miller**
	Z Purdie; E Mullen (prospective Board Members)
	J Dewar from JWD Asset & Compliance Limited for items 9 (i) and 9 (ii)
Minutes	**F Hurrell (Staff)**

The meeting commenced at 5.30 pm and was held in-person and virtually.

ACTION

1 Chair's Opening Remarks

The Chair opened the meeting and introduced Z Purdie and E Mullen as prospective Board Members.

P Rowsby has indicated that he wishes to step down as Vice-Chair at the AGM. The Chair thanked P Rowsby for all his help. R Elliot has agreed to put his name forward for formal election after the AGM to become Vice-Chair.

The Chair reported that he, along with some other Board Members had attended the event at South Queensferry on the 17th of April to mark the handover of Phase 2. The Chair thanked staff for organising the event which created an opportunity to meet the new tenants and to hand over a community benefits cheque to South Queensferry Care Community Group.

2 Apologies for Absence:

P Rowsby

A Clark

3 Declarations of Interest

R Elliott	Former employee of RBS and RBS shareholders
L Fordyce	Employee of Warmworks
G Kitchener	Tenant of Manor Estates Housing Association
J McFadyen	Employee of NatWest
S White	Employee of Viewpoint Housing

4 Risk Management No issues to report

Health & Safety No issues to report

GDPR Six minor breaches were recorded and processed in line with our procedures since the previous meeting. All breaches were as a result of emails being sent to the wrong person. A reminder will be given to staff to check email recipients. **CI**

5 Minutes of the Board meeting 25th February 2026

The minutes were approved as a true and accurate record of the meeting.

Proposed: G Kitchener; Seconded: L Fordyce

6 Matters Arising

None

7 Board Actions

7 (i) Board Actions from the February 2026 Meeting

The Board Actions Report was noted by members.

7 (ii) Regulatory Standards Update from February 2026 Meeting

The Regulatory Standards report was received and noted by members without comment.

8 Minutes of Committee or Subsidiary Meetings

None

9 Matters for Approval / Decision

9 (iii) Impairment Review

K Miller presented the annual review that assesses the need to decrease the value of MEHA housing stock to reflect any impairment and asked the Board to approve our plan not to impair the value of the properties this year.

A copy of the report will be sent to our Auditors.

The Board approved the Impairment Review report. **KM**

Proposed: J McFadyen; Seconded: G Kitchener

9 (iv) Five Year Financial Plan

K Miller presented the Scottish Housing Regulator (SHR) return, which has been reviewed by the Audit Chair, and asked for the Board to approve it so it can be submitted to the Regulator tomorrow. **CI**

The error in the stock numbers found by the Audit Chair has been corrected in the version to be authorised on the SHR portal.

J McFadyen and W Raeburn raised a query over the low inflation figures used. K Miller clarified that this is representative of a point in time and that SMT will continue to review the situation on a monthly basis through the Management Accounts. If required, a request to increase the budget will be brought to the Board.

The Board approved the report.

Proposed: G Kitchener; Seconded: R Elliot

9 (v) Hoarding Policy

C Ironside presented the new policy on behalf of the Housing Director and highlighted the involvement of tenant consultation in its preparation. C Ironside explained that hoarding has been an emerging issue impacting safety checks within properties.

The Board approved the adoption of the Hoarding Policy.

Proposed: A Groat; Seconded: G Kitchener

10 Matters for Information

10 (i) KPIs

C Ironside presented the report on behalf of Property Services.

Following discussion regarding targets that are consistently not met such as Arrears, it was concluded that these targets should be made more realistic. C Ironside explained that the arrears target for the new financial year had already been increased from 1.9 to 2.1%

Members noted the report.

10 (ii) Complaints Monitoring

J McFadyen questioned the value of some of the information in the report and whether it is necessary to include it. Further discussion took place on the narrative in the report and it was agreed that more detail on the outcomes will be provided in the future. **NS&FH**

Members noted the report.

10 (iii) Staffing Report

C Ironside presented the report noting the large turnover in key roles and noting the effect it has had on the Association. It was suggested that where the timescales were very different, that separate graphs would be more useful. **CI/FH**

Members noted the report.

10 (iv) Allocations

Members noted the report.

10 (v) GDPR Annual Report

Members noted the report.

10 (vi) Finance and ICT Update

Members noted the report.

10 (vii) Board Review and Training

Members noted the report.

11 Operational Reports

11 (i) SMT Report

Members noted the report.

12 Any Other Competent Business

Members were asked to sign the annual Health and Safety Policy Statement

Date and time of next meeting:

- **Wednesday 27th May 2026 at 5.30pm**

The meeting closed at: 7.20 pm