APPROVED

MINUTE OF THE BOARD MEETING

26th August 2026

Present	**I Crawford (Chair)**
	MEMBERS
	R Elliott; L Fordyce; A Groat; G Kitchener; J McFadyen; S White (virtual); P Rowsby, E Mullen; Z Purdie
In Attendance	**C Ironside (Secretary)**
	K Miller, N Munro, N Stobie (staff)
	F Hurrell (Minutes)

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 made the following points:

- He carried out two site visits in August to Sutherland Street and Tressillian Gardens, accompanied by staff. Some issues were raised by tenants, largely around communications, garden maintenance and estates. An Action Plan has been produced to address the issues including a newsletter for all tenants at Sutherland Street.

- Following the resignations of two Audit Committee members, any expressions of interest from Board Members in joining the Audit Committee will be welcomed after the AGM.

- Congratulations to E Mullen on achieving her ACCA qualification.

2 Apologies for Absence:

None

3 Declarations of Interest

R Elliott	Former employee of RBS and RBS shareholders; member of SHAPS Employer Committee
L Fordyce	Employee of Warmworks
G Kitchener	Tenant of Manor Estates Housing Association
J McFadyen	NatWest Shareholder
S White	Employee of Viewpoint Housing
E Mullen	Employee of Prospect Community Housing
Z Purdie	Employee of Trust Housing
A Groat	Employee of Edinburgh City Council

4 Risk Management No issues to report

Health & Safety No new issues to report

GDPR Since the previous meeting, one potential breach and 11 GDPR breaches relating to the distribution of factoring invoices were recorded and managed in accordance with our policy.

5 Minutes of the Board meeting 24th June 2026

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

Proposed: P Rowsby; Seconded: G Kitchener

6 Matters Arising

None

7 Board Actions

7 (i) Board Actions from the June 2026 Meeting

The following updates were provided:

- A Health and Safety update will be given at the Board Meeting October 2026.
- A revised Asset Management Strategy will be prepared for January 2027.
- A Tenant Participation strategy will be included in the Strategic Planning Day.

The Board Actions Report was noted by members.

7 (ii) Regulatory Standards Update from June 2026 Meeting

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

8 Minutes of Committee or Subsidiary Meetings

The minutes of the Audit Committee 17 June were noted by Members.

The minutes of the MEAL Board Minute 18 June were noted by Members.

9 Matters for Approval / Decision

9 (i) Confirmation of Association of Register 2025/26

C Ironside introduced the report noting that this is a standard report which is presented to the Board annually and confirmed that we are compliant with Rule 62-67.

Members approved the Confirmation of Association of Register 2025/26.

Proposed: R Elliott; Seconded: L Fordyce

9 (ii) Annual Assurance Statement (Regulatory Self-Assessment)

The draft Annual Assurance Statement was presented to the Board by C Ironside for Board approval so it can be submitted to the Regulator.

A detailed review has taken place this year of Regulatory Standard 2 and 4 and in accordance with our ongoing plan, two further standards will be reviewed next year.

A Groat suggested the action plan should include our tenant participation strategy. **CI**

Z Purdie queried if we could be more explicit and re-word the Assurance Statement to *"we comply with the regulatory requirements with the exception of…"*. **CI**

Subject to above amendment the Board approved the Annual Assurance Statement which will be signed by I Crawford (Chair) at the AGM.

Proposed: R Elliott; Seconded: G Kitchener

9 (iii) Risk Register

C Ironside presented the revised Risk Register which has been developed with the help of Board Member J McFayden. J McFayden explained the changes and the creation of a separate issues log.

Members received the revised register positively and following discussion suggested the following amendments:

- To note whether it is an internal or external risk **CI**
- Reconsider the risk level for contractor failure
- Include climate emergency
- Include AI

The Risk Register and Issues Log will be presented to the Board twice a year.

Subject to the suggested amendments above, Members approved the Risk Register. Members thanked J McFadyden for her work on this register.

Proposed: P Rowsby; Seconded: L Fordyce

9 (iv) Property Services Staffing Review

N Munro spoke to his report and explained that the Association has experienced challenges in providing adequate technical resources across the portfolio with only two Technical Inspectors in post. The proposed recruitment would strengthen service delivery and increase staff presence within neighbourhoods.

Following a query from E Mullen, N Munro explained that the spend to cover the cost of recruitment would come from savings in other areas of the Budget in the current year.

Members welcomed the report and approved the recommendation.

Proposed: P Rowsby; Seconded: R Elliot

9 (v) Health and Safety Policies

N Munro presented five new Health and Safety Policies *(Damp and Mould; Water Hygiene Safety Policy; Gas Safety Policy; Electrical Safety Policy; Fire Safety Management Policy)* and explained that these will be supported by detailed procedures which will be drafted in due course. **NM**

Members welcomed the policies and approved the recommendations.

Proposed: P Rowsby; Seconded: Z Purdie

10 Matters for Information

10 (i) Annual Treasury Management Review

K Miller presented the Treasury Management Review and noted that the Policy will be reviewed by Allia C&C before it goes to the Audit Committee for approval.

Members noted the annual review.

10 (ii) KPIs

N Stobie and N Munro presented the KPIs. Following comments from Members about high target setting it was explained that these are set internally.

We plan to revise the KPI reporting to reflect the ARC (Annual Return on Charter) and report other indicators by exception.

Members noted the report.

10 (iii) Complaints Monitoring Q1

N Stobie and N Munro presented the quarterly complaints report which included more explanatory narrative and highlighted that the bulk of the complaints relate to landscaping. There has been a downward trend in the escalation of complaints to stage 2.

Members noted the report.

10 (iv) Finance Update Q1

K Miller spoke to her report and advised that one void property had been sold following an internal review. The disposal fell below the threshold for notification to SHR.

Members noted the report.

10 (v) MEAL Accounts

K Miller presented the audited accounts and stated MEAL made a profit of £48,783 which will be transferred as gift aid in 2026/27.

Members noted the subsidiary's audited accounts.

10 (vi) Entitlements, Benefits and Payments Record 2025/6

Members noted the report.

10 (vii) Constitutional Compliance Checklist

C Ironside presented the report and confirmed that we are compliant.

Members noted the report.

11 Operational Reports

11 (i) SMT Report

N Stobie explained that Edinburgh Council have lifted the suspension on housing allocations and will revert back to allocating 80% of properties to homeless individuals from 04 October 2026.

K Miller noted the appointment of D Duncan as our new Corporate Services Manager.

Members noted the report.

12 Any Other Competent Business

Board Members are invited to a Strategic Planning session on the 8th of September.

Date and time of next meetings:

- **Wednesday 28th October at 5.30 pm**

The meeting closed at: 7.05 pm