MEAL BOARD MEETING

17 September 2026

MINUTE

Present:	**A Moodie (Chair)**
In Attendance:	**A Groat; C Hanlon; G Kitchener; A Moore; C Tait**
	C Ironside; K Miller; A Fraser (Staff)
	F Hurrell (Minutes)
Absent:	**N Munro**

The meeting commenced at 5.06 pm and was held in person.

Action

Ainan Groat (A Groat) joined the MEAL Board to replace R Elliott as one of the MEHA Board representatives.

1 Apologies for Absence

E Slater

2 Declarations of Interest

A Moodie: Employee of Link Housing Association (Curb)
A Groat: Employee of the City of Edinburgh Council, MEHA Board Member
A Moore: Employee of Prospect Community Housing
C Hanlon: Employee of Link Group
C Tait: Tenant of MEHA
G Kitchener: Tenant of the Association, MEHA Board Member

3 Minutes of the Board Meeting held on 18 June 2026

The minutes of the Board meeting held on 18 June 2026 were approved as a true record.

Proposed by: C Tait Seconded by: C Hanlon

4 Matters Arising

There were no matters arising.

5 Board Actions

The Committee noted the record of actions.

6 Items for Discussion

6 (i) Board Effectiveness Training Session

A Moodie and C Hanlon reported on an external governance training session arranged by Manor Estates, which they had found informative. They summarised the key points and asked members to review the slides circulated with the meeting papers in advance of further discussion at the November meeting.

The following areas were identified for consideration:

- Effective questioning;
- Balancing support with constructive challenge;
- Clarifying what the Board requires from staff;
- Shaping Board papers to support effective scrutiny; and
- Seeking clarification in advance of meetings where appropriate.

It was agreed that this item would be added to the November agenda. **FH**

7 Items for Noting

7 (i) Allocations Report

A Fraser presented the report which outlined the reasons why there had been higher-than-usual level of voids during 2025/26. The review found that 56% of departing tenants had moved out of the area. The void level had since returned to the expected rate of 4%, indicating that 2025/26 had been an exceptional year.

In response to members' questions, A Fraser confirmed that the survey had not identified concerns about the area or affordability as significant reasons for leaving. Many departing tenants had held their tenancies for a considerable period. Members considered the findings positive and noted the importance of continuing to maintain the properties in good condition.

Members noted the report.

7 (ii) Rent Increase Timetable

A Fraser presented the timetable for the forthcoming rent increase. Proposals on the level of increase will be presented to members in November 2026.

Members noted the report.

7 (iii) Finance Update

K Miller presented the Management Accounts and reported underspends in cyclical repairs and voids compared with the previous year. She confirmed that the prior-year profit had been transferred to MEHA through Gift Aid.

Members noted the Management Accounts.

7 (iv) Key Performance Indicator Report

A Fraser presented the Housing Management KPIs. He explained that most arrears related to one tenancy, which had progressed to tribunal. The estimated timescale for hearing tribunal cases is approximately six months.

C Ironside provided an update on Property Services. Board approval had been obtained for an additional Technical Inspector, and a member of the Property Services team had been promoted to supervise the work of the Administration staff. Recruitment was also under way for the vacant Contract Co-ordinator post.

In response to A Moodie's request for an update on the repairs contractor, C Ironside confirmed that the necessary back-office information was being received for reporting and record-keeping purposes.

C Ironside also confirmed that five new health and safety policies were in place and would be supported by procedures. One EICR remained outstanding but had been scheduled with the contractor, and gas safety compliance was 100%.

Members noted the KPI Report.

7 (v) 90-Day Plan

C Ironside presented the 90-Day Plan and Members noted the progress made.

7 (vi) Annual Assurance Statement

C Ironside reported that detailed reviews of Regulatory Standards 2 and 4 had been completed during the year. In line with the ongoing review programme, two further standards would be reviewed in the following year. Tenant and resident safety would remain a key focus.

Members noted MEHA's Annual Assurance Statement.

7 (vii) SMT Reports: June and August 2026

In response to A Groat's query regarding the new pet permission arrangements, A Fraser confirmed that only a small number of requests had been received.

Members noted the SMT Reports for June and August 2026.

8 Any Other Competent Business

K Miller advised new members A Groat and C Hanlon would need to register with Companies House and confirmed that she would contact them to make the necessary arrangements. **KM**

C Ironside will confirm the date of E Slater's resignation. **CI**

9 Date and Time of Next Meeting

Thursday 12th November 2026 at 5.00 pm

The meeting closed at 5.53 pm.