

**MINUTES OF THE BOARD MEETING HELD ON 17<sup>th</sup> FEBRUARY 2025 AT  
6.30PM**

This meeting was a hybrid meeting via Teams.

**Present in office:**

Karen McMillan, Chair

Elaine Templeton, Member

Emmanuel Dufegha, Member

**Present via Teams:**

Tina Russell, Member

Clare Hayes, Member

**In Attendance in Office:**

Fiona McTaggart, Chief Executive (CE)

Tracy Fraser, Head of Housing (HoH)

Lorna Colville, Head of Finance & IT (HoF&IT)

Craig Reid, Head of Assets & Development (HoA&D)

Sandra Marshall, Corporate Services Officer (CSO)

Chair welcomed Claire Hayes to her first board meeting and also thanked her for joining Audit Committee.

**1.0 APOLOGIES**

Apologies received from Michelle Hart, Sandra Loney, Ian Johnstone. Mairi Maclean is on Special Leave.

**2.0 MINUTES OF MEETING HELD ON 27.1.25**

Minutes of meeting held on 27<sup>th</sup> January 2025 were agreed as a true reflection..  
Proposed by Elaine Templeton, seconded by Emmanuel Dufegha

**Board Approved.**

**3.1 MATTERS ARISING**

No matters arising.

**4.0 – ITEMS FOR APPROVAL**

**4.1 Consultation feedback for Rent and Service Charges**

HoH provided detailed feedback on the consultation for the Rent & Service charges confirming the different ways in which tenants could respond.

In reporting the feedback, the summary of information is broken down to show feedback provided on basis of characteristics e.g. tenants in receipt of benefits or full rent payers, ethnicities represented by responses etc.

The majority of respondents opted for the 4.5% increase.

Question from Board if agreeing to 4.5% increase would lead to any delays in maintenance needing done? **No**, the 4.5% is the minimum required for us to carry out the maintenance plans for 2025/26.

Question from board member re green food caddy delivered with no communication as to how and when to use it and an issue with bins at her area in general not being emptied. HOH advised that these were provided by Renfrewshire Council direct to tenants. The Association is not responsible for these, however, we have had a query from another tenant regarding the food caddy so we are looking into this and have approached Renfrewshire Council and will provide guidance to all tenants.

**Discussion points:**

1. Two options were consulted: 4.5% and 5% increases
2. Service charges were discussed, with 149 of the responders being in favour of the proposed charges.
3. Bulk uplift charges were a point of contention, with discussions on how to manage and potentially reduce costs.
4. Future rent consultation to go to the Board in Nov, with actual consultation to go out in January. Results provided to Board meeting in February, which will still be an earlier meeting.

**Action notes:**

HoH to liaise with Renfrewshire Council for clarification re green food caddy, bins, & charges from Council.

Following discussion the Board agreed to approve 4.5% rent increase for 2025/26.

Board also approved the Service Charges for 2025/26 based on the levels approved for consultation

Board approved the future rent consultation plans from 2025

**For redaction:**

HoH left the meeting at 7.10pm

**4.2 Consultation feedback on Planned & Cyclical Maintenance.**

HoA&D provided feedback for the Planned & Cyclical Maintenance. On the whole positive feedback ( 78.7%). The information booklet gave detailed information regarding costs of kitchens and bathrooms and we have done a huge amount of work on bathrooms in recent years.

Discussion points:

1. Discussion on the challenges of procurement and cost management.
2. 20% stock condition survey

Action Notes:

After discussion the Board agreed to approve the draft planned maintenance programme without amendment.

For redaction:

#### **4.3 Management Accounts Q3**

HOF&IT presented the management accounts, highlighting underspend due to delays in planned maintenance and additional income earned in interest income with increased cash balances. HoA&D confirmed we will be purchasing 2 properties in Argyle Street, in really good condition, under ROTS scheme.

Discussion points:

1. Repairs and maintenance costs were discussed, with a focus on managing reactive repairs and void costs

Action Notes:

Following discussion Board noted the content of this report.

For redaction:

Item 4.4 will be discussed as the last item of the meeting.

#### **4.5 Strategic Map Draft**

CE wanted to confirm that the Board felt that the strategic map was a true reflection of the strategy day the board has last year.

Discussion points:

Action Notes:

Board agreed with the Strategy Map.

We will arrange to get pop up banners around the office.  
Board to be invited to away day in June – CSO to add onto Calendar of events and issue to Board.

For redaction:

**Board Approved.**

## **5.0 ITEMS FOR DISCUSSION**

### **5.1 Tenant Safety Report**

HoA&D provided update on the Tenant Safety scorecard. Performance remains stable, with a focus on fire risk assessments and compliance. Board member wanted to confirm the number of cases of mould. H0A&D confirmed number, and said that we take a pro-active approach, provide guidance and have no concerns in this area.

**Board Noted.**

Discussion points:

1. Damp and Mould issues were discussed, with plans to address and report on the in future. We only have 7 cases abut at this time of year we may end up with mor

Action Notes:

Following discussion Board noted the report and the quarterly appendix.

For redaction:

## **6.0 ITEMS FOR INFORMATION**

None.

### **7.0 AOCB**

a) HoF&IT confirmed the next date for the Audit Committee meeting is 10<sup>th</sup> March at 6.30pm (Revised to 17<sup>th</sup> March 25 to better suit the consultant attending)

b) HoF&IT confirmed that the next PSPS meeting will be 24<sup>th</sup> Feb at 5.45pm

- c) EVH -Salary negotiations – a multi-year deal was proposed, with increases tied to CPI+ additional percentages, with a fixed floor and ceiling for renegotiation.
- d) Ian Johnstone has requested Special Leave for 3 months
- e) CSO reminded everyone about the Finance training on 24<sup>th</sup> Feb at 6.30pm
- f) EVH Annual conference – May 16<sup>th</sup> -18<sup>th</sup> at Dunblane Hydro. Let Sandra M know if you want to attend.
- g) GWSF Summer re-generation conference – Friday 20<sup>th</sup> June. Let Sandra M know if you want to attend.
- h) HoF&IT has confirmed that we now have agreed the renewed 5-year lease and service charges agreement with Countrywide for the ground floor.
- i) CSO confirmed that when looking at the meeting schedule, the May and August meetings both have really heavy Agenda's and has asked for board to consider bringing back the June meeting.

#### Discussion Points:

1. Lease for ground floor with Countrywide

#### Action Notes:

1. CSO to contact Sandra L re new PSPS date and time
2. Board agreed to the EVH recommendation for salaries 2025, 2026 & 2027. CSO to send signed agreement to EVH.
3. Board approved Ian Johnstone's request for 3 months Special Leave
4. CSO to e-mail everyone to confirm attendance at Finance training on 24<sup>th</sup> Feb
5. Board agreed to have a June meeting again – so the date would be Monday 30<sup>th</sup> June. CSO to update Calendar of Events and issue to Board.

#### For redaction:

HoF&IT left the meeting 19.55

#### **4.4 Presentation on The Year Ahead**

A comprehensive plan for the year ahead was outlined by CE, including strategic goals, project management, and succession planning and making sure the Board are happy with what we are planning to do. Presentation has been added to the portal.

Discussion points:

1. The importance of Value for Money and Effective Project Management

Action Notes:

Following discussion Board agreed to continue with the HR sub to address staffing and training needs.

Board also agreed to amend titles of our Heads of Department to Director

For redaction:

### **8.0 Date of Next Meeting**

Date of next meeting will be 31st March 2025.

**Meeting ended at 8:25pm.**