

Present: Ron Neave (Chair), Kath Mands (Vice-Chair), Paul Crichton, Darren Keddie, Denis Brown, and Alan Fraser.

The following joined via Video Conferencing: Ian Byers, Vicki Cutler.

In Attendance: Barry Moore (CE), Marjorie Sloan (CSD and Secretary), Clare Talbot (TIO).

The Chair welcomed everybody to the meeting.

24/01/01 Apologies

There were apologies from Kevin Braidwood and Roz Clark (CSO).

24/01/02 Declarations of Conflicting Interests

As owners of a factored property, the Chair and Denis Brown declared a conflict of interest in relation to the Annual Rent Review, as the decision on the rent increase had a consequence on owners' charges and stated that this would not affect their decisions as they would make a decision based on what is in the best interests of the Association.

As a tenant, the Vice-Chair declared a conflict of interest in relation to the Annual Rent Review and stated that this would not affect her decision as she would make a decision based on what is in the best interests of the Association.

24/01/03 Minute of Board Meeting 29 November 2023 and Tracker

The minutes were **approved**. Proposed by Kath Mands and Seconded by Darren Keddie.

The CSD talked through the tracker highlighting that all items were detailed on previous tracker and are continuing items.

24/01/04 Matters Arising

The CE stated the matters arising would be more appropriate for discussion at the next quarterly Board Meeting.

24/01/05 Confidential Chair's Actions / Decisions between meetings

There had been one Chair's Action since the Board Meeting on 29 November 2023 relating to the awarding of the Gas Central Heating and Air Source Heat Pump Service and Maintenance Contract, which is in excess of £500,000 and therefore in excess of the CE's authority within the Association's Scheme of Delegated Authorities.

The CE presented the report. The CE provided a detailed and comprehensive overview of the Appendix highlighting the 5 tenders submitted. The successful contractor WRB Gas has been awarded a four year contract with a possible extension for a further two years. They and the unsuccessful contractors were notified on Friday 8 December 2023. The contract will commence on 1 April 2024 and the prices will be effective from that date.

The CE reported WRB will create a dedicated team for the Association in their Call Centre, who will attend monthly meetings with the Association. A Board Member asked if Management are satisfied with WRB's ability to handle the air source heat pump aspect of the contract. The CE provided a detailed overview of WRB's credentials and their ability to meet the requirements.

The Board **ratified** the Chair's Action.

24/01/06 Annual Rent Review – for approval

The CE presented the report. The CE provided details of the results of the survey and the statistics on the returns. A total of 107 (73%) responders agreed to the rent increase of 7.7%. A total of 27 (18%) of responders agreed to the rent increase of 8.5%. This includes 2 who also agreed to a rent increase of 7.7%. The remainder of responders 14 (9%) either favoured no increase or an increase below 7.7% and some gave their reasons for not agreeing. These responses will be analysed and responded to.

The Board discussed the costings associated with the installation of new boilers, bathrooms and kitchens. The CE provided the current costs and covered in detail the fluctuation in CPI and how these impacts on cost of materials and labour both now and in the future.

There followed discussion on the options with Members providing their justifications as to their preferences. Members recognised and were very conscious of the potential significant hardship on some tenants if 8.5% was approved.

The CSD advised DCC had agreed 3.5% rent increase, a discussion followed on the comparisons with other Associations, referring to the SHN table as well as the SFHA statistics.

The Chair expressed his view that they felt the 7.7% was the right increase for the Association and Members agreed, as 7.7% is incorporated within the Business Plan and also echoes the voice of the tenants.

Board **approved** an Annual Rent increase of 7.7% effective from 1 April 2024.

24/01/07 Confidential Annual Staff Salary Review – for approval

The CE confirmed that since the November 2023 Board Meeting all Members had been provided with a further Draft Report with additional information, so that they could consider it at the Board Evening Event on 19 January 2024. The CE informed Members that all the information was relevant to the Board making a decision, for, as was discussed at the November 2023 Board Meeting, it is not one particular piece of information that should dictate the decision. In making a decision which complies with Regulatory Standard 3, and in particular Regulation Guidance 3.6, it is an exercise for the Board to take based on the facts and circumstances pertinent to the Association; as it is for other Associations to make a decision based on the particular facts and circumstances to their Associations.

The CE informed Members that any decision has to be both affordable and justifiable and that both affordability and justification is within the content of the report.

The CE left the meeting.

Due to the importance of this decision Members referred to and discussed each of the paragraphs in the report at length and had an extensive debate on all the facts and circumstances pertinent to the Association.

There was an extensive constructive discussion which led an amicable and non-contentious divide between Members.

[REDACTED]

The Chair asked the CE to return to the meeting and updated him on the decision.

Board **agreed** a staff salary increase of 6.7% which will take effect from 1 April 2024.

The CSD and CSO returned to the meeting.

Board **approved** the Annual Staff Salary increase 6.7% which will take effect from 1 April 2024.

24/01/08 Confidential Credit Cards – for approval

The CSD reported that the current credit card held by [REDACTED] will be cancelled on 31 Jan 2024 and it was proposed to apply for a replacement card in the name of [REDACTED]. The card will have the same credit limit of £1,000.

Board **approved** the credit card in the name of [REDACTED].

24/01/09 AOB

A goodwill gesture was presented to a Board Member in way of thanks for taking Board Members along to the recent networking event, when the taxis ordered failed to arrive.

The CSD provided CIH membership grades and their benefits in response to a recent request from a Board Member to attend training through CIH. It was **agreed** an individual membership would be appropriate for this event. The Board Member will confirm their availability to attend the event.

Meeting concluded at 18.25hrs.