

ABERTAY HOUSING ASSOCIATION LIMITED

Minutes of the Board Meeting

Wednesday 22 October 2025 17:00

Present: Ron Neave (Chair), Kath Mands (Vice-Chair), Paul Crichton, Alan Fraser, Graeme Watson.
The following joined via Video Conferencing: Kevin Braidwood, Jennifer McAughtrie.

In Attendance: Barry Moore (CE), Marjorie Sloan (CSD and Secretary), Clare Talbot (CSO). Linda Ewart attended via Video Conferencing up to agenda item 25/10/06.

25/10/01 Apologies

Apologies were received from Ian Byers and Callum Main. In accordance with Rule 44.3 of the Association's Rules Darren Keddie had been granted 'special leave of absence'.

The Chair welcomed everyone to the meeting. He welcomed Linda who would be present at the meeting until Agenda Item 25/10/06.

25/10/02 Declarations of Conflicting Interests

No Member declared a conflicting interest.

25/10/03 Minute of Board Meeting 17 September 2025 and Tracker

The Chair talked through the minutes of the meeting held on 17 September 2025 and asked for comments.

Approved. Proposed Kath Mands, **Seconded** Paul Crichton.

The CE talked through the tracker. Most items will be addressed at the November 2025 Board Meeting.

25/10/04 Matters Arising

Following the Board meeting on 17 September 2025, Callum Main expressed a desire to join the Audit Finance and Risk Management Committee (AF&RMC).

Board **approved** Callum Main joining the AF&RMC.

The CE provided an update on the Oak Gardens development. Six properties were handed over on 29 September 2025 with the remaining four being handed over on 7 October 2025. All but one have now been let. Meetings are being held later in the month to conclude the final account, with a report to the Board to follow.

25/10/05 Chair's Actions / Decisions between meetings

The CE presented the report and confirmed there had been no Chair's Actions since the previous Board Meeting on 17 September 2025; the Chair confirmed this to be the case.

Board **noted** the report.

25/10/06 Confidential Board Appraisals: Board Feedback Report 2023 – Presented by Linda Ewart

Linda thanked all Board Members for their input at the individual appraisals. Linda stressed that whilst each appraisal had been confidential in nature the report highlighted the overall assessment of the Board and governance of the Association.

Linda provided a comprehensive review of the Board Members' Appraisals findings, highlighting that overall, it reflected that the governance of the Association was good and strong. Linda reported that where appropriate, nine year reviews were carried out. All Board Members demonstrated effective contribution to the Association.

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Linda reported that the Association had faced a number of challenges during the year. The way the Association addressed these evidenced resilience, reasoned decision-making and effective oversight and provided confidence to the Board that the Association was well positioned.

Linda highlighted that the Board Members felt that difficult decisions which had to be made in the past were now bearing fruit.

The Sub-Committees were felt to be very valuable and recognised and made use of Members' experience, with collective responsibility being understood. Members had confidence that there was effective leadership.

Linda concluded that governance was very good, and the report reflected this.

The Board asked Linda, given her experience assisting other RSLs with appraisals, whether there was any sector theme emerging. Linda highlighted succession planning and the need to maintain a wider perspective / big picture awareness.

Board **noted** the report.

Linda left the meeting.

25/10/07 2025 Annual Assurance Statement

The CE presented the report. The CE talked through Appendix 1 which highlighted all of the Board, Audit, Finance and Risk Management Committee and Asset Management and Development Committee Reports which were presented to the Board and the respective Sub-Committees throughout the year.

The CE also talked through Appendix 2 which was the External Auditor, Alexander Sloan's, Audit Summary Report relating to governance matters and highlighted the Financial Statements for the year ended 31 March 2025.

The CE provided an overview of the Internal Audits which were carried out since the submission of last year's Annual Assurance Statement, emphasising the findings of Substantial Assurance, the highest assurance that can be given.

The CSD provided a comprehensive overview of the Annual Assurance Statement Evidence and Action Plan Framework. The CSD highlighted documents attached to the framework and viewed documents as requested by the Board.

The Board asked about the security of the Annual Assurance Statement Evidence and Action Plan Framework. The CSD advised it is saved in a folder that could only be accessed by the CE, CSD and CSO and cannot be amended without a password.

The CE discussed the content of the draft statement.

Board **approved** the Association's 2025 Annual Assurance Statement and authorised the Chair to sign the Statement on behalf of the Board and the Association.

25/10/08 QAPM Reactive and Voids Maintenance Contract: Contract Extension Period

The Reactive and Voids Maintenance Contract was subject to Regulated Procurement in 2021. QAPM submitted the most economically advantageous tender and were awarded the contract for an initial term of four years with a possible extension for two further years. Following a review of performance and tenant satisfaction, the contract has been extended for two years for the period 1 October 2025 – 30 September 2027.

Board **noted** the reactive and Voids Maintenance Contract extension.

25/10/09 QAPM Apprentices

The Board had agreed at their meeting on 17 September 2025 to meet 50% of the costs of two apprentices to be employed by QAPM, one joiner and one decorator. They will work exclusively on the Association's contract and will assist with reactive repairs, void repairs, acquisitions (buy backs) and planned maintenance.

The CE provided an update to the associated costs, following the appointment of the individuals. The apprentices have now been employed by QAPM and the costs associated with their apprenticeships are as detailed in the report, as updated by the CE.

Board Members were unanimous in their support of this particular objective, commenting that investing in youth now is an investment in the future.

Board **noted** the QAPM Apprentices report.

25/10/10 Credit Cards

The CSD advised that during the CSO's absence there would be a requirement for an additional credit card. It was proposed to set up an additional credit card for this period in the name of [REDACTED].

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

25/10/11 HRPR: Remote Working Policy

The CE talked through the report. The CE explained the Policy is based on an EVH Model Policy which has not been updated since the Remote Working Policy was last approved. Thus only minimal terminology changes are proposed.

Board **approved** the updated Remote Working Policy.

25/10/12 Board Training Updates

The CSD advised that three Board Members, the CSD and the CE had attended the SFHA Governance Conference in September. One Board Member, the CE, CSD and FO will be attending the SFHA Finance Conference in November 2025. The CSD advised that should any Members wish to attend training detailed in the planner to get in touch with the CSO.

Board **noted** the report.

25/10/13 Share Membership Register

The CSD presented the report stating there were ten members to be removed from the share membership register and four new applications to become a new share member.

Board **approved** the changes to the Share Membership Register as set out at s2.3 and 2.4

25/10/14 AOB

The CSO will consult Board Members on dates for a Board Evening Event before the November Board Meeting, their Christmas event, two away days in Quarter 4 2025/26 and a Tour of Schemes in June 2026.

Meeting closed at 18.20hrs.