

ABERTAY HOUSING ASSOCIATION LIMITED

Minutes of the Board Meeting

Wednesday 26 November 2025 17:00

Present: Ron Neave (Chair), Kath Mands (Vice-Chair), Ian Byers, Alan Fraser, Callum Main and Graeme Watson. Jennifer McAughtrie attended via VC.

In Attendance: Barry Moore (CE) and Marjorie Sloan (CSD and Secretary). Peter Freer, Allia C&C, was in attendance for Agenda Item 25/11/12 Loan Finance.

25/11/01 Apologies: Kevin Braidwood and Paul Crichton.

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.

25/11/02 Declarations of Conflicting Interests

No Member declared a conflicting interest.

25/11/12 Loan Finance

The Chair brought this item forward.

Peter gave a presentation on the Treasury Review undertaken to assist with the refinance of two facilities maturing in 2026 and 2028. Peter explained that since one of these facilities has a fixed rate considerably below current market rates, the average rate will increase on refinancing.

The Association's current lenders are both very active in the market and have expressed a willingness to lend more to the Association. However, to ensure the Association gets best value, he recommended taking the opportunity to the market.

The Association currently has excess security with both current lenders and he recommended undertaking a security review and reducing that excess as part of this process.

He advised that the interest cover covenant adjusting for MRI is not currently market standard and he recommended investigating negotiating adjustment of this covenant as part of the review. Should this be successful, he would recommend continuing to track the position should this covenant still be in place as a sensitivity.

Allia has scored the debt risk of the current portfolio and judged it to be within the acceptable range for Housing Associations. Once the refinancing is complete, the position would improve as that risk is reduced.

There was discussion on the proportion of the debt which is fixed / variable and the length of time fixes should be entered into in current market conditions.

Board **agreed** to work with Allia C&C to go to market for the funding required to ensure the most cost-effective long-term solution including negotiating the EBITDA-MRI interest cover covenant and considering security release from current lenders.

Peter Freer left the meeting.

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Asset Management & Development Committee Reports (AM&DC)

25/11/03 AM&DC Chair's Report to Board

AM&DC Meeting 29 October 2025

The Chair of the AM&DC provided an update on the AM&DC Meeting held on 29 October 2025. The Chair noted that she had been appointed as Chair of the AM&DC for 2025/26. It had been agreed to leave the appointment of Vice-Chair to the next meeting.

The Chair of the AM&DC highlighted the excellent progress made to date on the Planned Maintenance Programme, noting its varied and extensive nature. The Chair noted that the programme relied on rent increases to allow the Association to invest in the future of homes.

The Chair of the AM&DC noted the current position on medical adaptations and the advantages in undertaking these to keep tenants in their homes for longer.

The Chair of the AM&DC discussed the voids costs and rental income and the need to work to keep void costs down.

The Chair of the AM&DC briefly referenced progress on developments, acknowledging that a more detailed update would be provided by the CE.

The Chair of the AM&DC highlighted the policies presented for approval at the meeting.

The CE commented on the advantages in having paused the Mossiel development as costs have remained around the same, but grant levels have increased.

Board **noted** the AM&DC Chair's Report to the Board.

Board **approved** progressing the Mossiel development

Board **approved** the following policies:

- Electrical Safety Inspection Policy
- Properties Purchased through Mortgage to rent Scheme Policy

Audit, Finance & Risk Management Committee Reports (AF&RMC)

25/11/04 AF&RMC Chair's Report to Board

AF&RMC Meeting 13 August 2025

In the absence of the Chair of the AF&RMC, the Corporate Services Director provided an update on the AF&RMC Meeting held on 12 November 2025.

The CSD explained the update to the Factoring Internal Audit Report was in relation to the year end arrears figure. In the original report it included an element of unbilled arrears which would be invoiced in May. This has now been adjusted.

Board **noted** the AF&RMC Report to the Board.

Board **noted** the Treasury and Investment Management Activity in the quarter as set out as s2.15 of 25/11/08, Management Accounts to September 2025.

Board **noted** the Treasury Management Mid-Year Report as set out at item 25/11/10.

Board **approved** the Treasury Management Policy.

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Board Reports

25/11/05 Minute of Board Meeting 22 October 2025 and Tracker

The Chair reviewed the minutes of the meeting held on 22 October 2025 and invited comments. No amendments were noted.

Approved. Proposed by Graeme Watson, **Seconded** by Kath Mands.

The CE provided a detailed update on the tracker.

25/11/06 Matters Arising

There were no matters arising.

25/11/07 Chair's Actions / Decisions between meetings

The CE presented the report, confirming that there had been one Chair's Action since the Board Meeting held on 27 August 2025. The CE advised that the Chair had signed a contract with a Housing Management System provider, the value of which was above the staff authorisation level for this type of expenditure.

Board **approved / ratified** the Chair's Action in detailed in the Report.

25/11/08 Draft Budget for 2026/27 and 30 Year Financial Plan

The CSD gave a comprehensive and detailed brief on the budget. The CSD highlighted that decisions relating to the following three reports 25/11/09-11 may affect the budget, and that any impact would be incorporated in the updated report to be presented at the Board Meeting on 25 February 2026.

The CSD explained the assumptions that had been made including on rent increase and salary increase for 2026/27.

The CSD talked through the general economic assumptions which are based on the most recent DTP Business Plan assumptions. The CSD talked through factors specific to the Association and confirmed how the developments had been reflected in the budget.

The CSD reported that a decision would be required at this meeting in relation to the Retirement Housing service charge. The CSD gave a comprehensive overview of the charges including the changes in staff costs. The proposed increase of £0.93 would lead to a service charge of £87.10 per month for 2026/27 to cover costs.

The CSD gave a detailed overview of the 30 Year Planned Maintenance Programme highlighting that the figures had been comprehensively reviewed and although overall, the required planned maintenance can be incorporated within the Plan, the timing of replacements raised issues. The Planned Maintenance Programme Report at 25/11/09 provides further detail.

The CSD gave a comprehensive explanation of the Association's loan structure, referring to item 25/11/12. The CSD confirmed that all covenants were being comfortably met and talked through the sensitivity analysis.

There followed a detailed and comprehensive discussion by Board on the budget. It was noted that there were unprecedented significant ongoing and increasing financial challenges for the Association, particularly in relation to our primary responsibilities to the tenants in respect of planned maintenance.

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Members asked where we would be in terms of the loan finance position in February when the budget was approved. The CSD advised that work would still be in progress, but it was expected there would be adequate provision in the budget.

Board **noted** the Draft Budget for 2026/27 and 30 Year Financial Plan and asked staff to update it in accordance with decisions made for the Board Meeting on 25 February 2026.

Board **agreed** the owners' charges increase by 4.8% or the same level as rents to be agreed by the Board on 21 January 2026.

Board **agreed** the proposed retirement service charge of £87.10 per month, an increase of 1.1% as set out at s2.1.2.4.

25/11/09 Confidential Draft Planned Maintenance Budget and Programme – 2026/27

The CE presented the report. The CE gave a comprehensive overview of the appendices. The CE reported that the decisions in relation to what works are carried out is driven by the allocated budget, which was presented by the CSD, and would be affected by the rent increase to be agreed in January 2026.

The CE informed the Board that the strategy and principle of investing in planned maintenance to drive down and reduce reactive repair costs was working.

Given that the level of expenditure was dependent on rent increase decisions, Board asked whether any amounts which may have to be delayed were covered in the 30 Year Financial Plan. The CSD advised that anything above 4.8% was included in future years.

Board **approved** the Planned Maintenance Budget and Programme for 2026/27 subject to the decisions made on the rent increase in January 2026.

25/11/10 Annual Rent Review

The CE presented the report. The CE highlighted that the Association has a legal obligation to consult with tenants and to provide them with one month's notice of its intention to increase the rent and therefore we must progress with the consultation in December 2025.

The CE advised that the proposal was to consult on increases of 7.5% or 8.5%. The CE talked through the rationale in relation to the proposed rent increases and the impact this may have on tenants.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The CE advised the affordability related both to tenants and to the Association. Tenants recognise the value of the work which is being carried out. He stated that everything which had been outlined gave

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the rationale for 7.5%-8.5% and urged members not to head in a different direction. If we start from the premise that we are not doing what we should do, there is a danger in a lower rent increase.

A Member asked whether we would deliver the current years Planned Maintenance Programme. The CE advised that this was on course and referred Members to the report to the AM&DC.

Board **agreed** that the Association consults with tenants on two options:

- (a) A rent rise of 7.5% to assist in carrying out the objectives set in our Business Plan; focusing on energy efficiency aspects, and kitchen and bathroom replacement programmes; or
- (b) A rise of 8.5% to carry out all of (a) above, but with an increase in our planned maintenance programme of around £106,000.

Board **noted** that the results of the consultation with tenants will be reported to them on 21 January 2026 when the final decision on the rent increase must be made.

25/11/11 Confidential Annual Staff Salary Review

Board **noted** the contents of Annual Staff Salary Review Report with a view that a further report would be presented to the Board on 21 January 2026.

25/11/13 Internal Management Plan 2025/26: Quarter 2

The CE presented the report, providing a comprehensive and detailed update on the Internal Management Plan.

The CE advised that due to the work required throughout the organization for the transfer to a new Housing Management system Objective 30 - Action 38, Objective 41 – Action 51 and Objective 43 – Action 53 will be carried over to 2026/27.

The CSD confirmed that the Housing Management System implementation was planned for June 2026.

Board **noted** the progress detailed in the Internal Management Plan: Quarter 2 2025/26.

25/11/14 Operational Performance Report KPIs 2025/26: Quarter 2

The CE presented the report, providing a comprehensive and detailed update on the Operational Performance Report KPIs for Quarter 2 of 2025/26.

As previously reported, the CE reiterated that the IMP and KPIs together offer the Board a thorough and integrated overview of the Association's progress and performance.

Board **noted** the Operational Performance Report: Key Performance Indicators for Quarter 2 2025/26.

25/11/15 SHR Communication and Correspondence

The CE presented the report, highlighting communications during the quarter. Particular reference was made to the update of the Notifiable Event in relation to Oak Gardens.

Board **noted** the content of the communication and correspondence with the Scottish Housing Regulator.

25/11/16 Risk Management Tables: Quarter 2

The CE talked through the report and provided an update on the Ten Most Serious and Significant Risks. The CE reported that updates to the Risk Management Tables were highlighted in blue text.

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The CE talked through the changes stating there are robust procedures in place to manage and mitigate all risks identified within the Risk Management Tables.

The CE noted that the Risk Management Tables contribute to support the accuracy and robustness of the Association's Annual Assurance Statement.

Each Risk Management Table was discussed in detail by the CE.

Board **approved** the 10 Serious and Significant Risks.

25/11/17 Health and Safety Quarterly Report: Quarter 2

The CE talked through the report highlighting the five areas covered: Asbestos, Electrical, Gas, Legionella and Lifts.

The CE highlighted that in Q2, 4 asbestos surveys, and 2 asbestos removals were carried out. He advised that these numbers were reducing as the years went on.

The CE provided an update on the Five-Year Electrical Safety Checks stating that the end of Q2 showed that 99.7% of the housing stock had five-year electrical inspection certificates.

The CE provided an update on Gas Safety Checks declaring that 100% of properties had an up-to-date Landlord's Gas Safety Certificate and no properties had passed their annual anniversary date.

The CE highlighted that all legionella testing had been carried out as detailed in the appendices

The CE reported that all lift testing and maintenance had been completed, as outlined in the appendices. The CE further advised that, commencing this year, two insurance inspections will be carried out annually on an ongoing basis.

Board **noted** the Association's performance in respect of its health and safety obligations detailed in the report.

25/11/18a Fire Safety and Prevention: Fire Risk Assessments – Head Office

The CE talked through the report. He gave an overview of the recommendations as reported and highlighted the progress being made.

Board **noted** the overview of fire safety and prevention compliance in respect of the Fire Risk Assessment carried out on the Association's Head Office, with a view to a further report being provided to the Board in February 2026.

25/11/18b Fire Safety and Prevention: Fire Risk Assessments – Housing Schemes

The CE talked through the report. He gave an overview of the recommendations as reported and highlighted the progress being made. He gave a comprehensive overview of the results of the assessments and progress towards achieving the recommendations and ensuring compliance with the principles of fire safety and prevention.

The CE provided a detailed comparison of the number of FRAs carried out over the previous five years and it was noted that the number of recommendations had decreased significantly over this period of time, particularly in respect of Priority 1 recommendations.

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The CE commented that the quarterly inspections carried out by staff assisted greatly in ensuring fire safety and prevention and also contributed to the significant reduction in the number of recommendations.

Board **noted** the update on fire safety and prevention compliance in respect of the Fire Risk Assessments carried out on the Association's Housing Schemes, with a view to a further report being provided to Board in February 2026.

25/11/19 Rent Arrears Report: Quarter 2 2025/26

The CE presented the report highlighting the excellent progress made by the Income Team. It was noted that the direction of travel was extremely positive.

Board **noted** the excellent performance associated with the current rent arrears throughout Quarter 2 2025/26.

25/11/20 Former Tenant Arrears Write-Offs: Quarter 2 2025/26

The CE presented the report, providing an overview of the cases in Q2. The CE highlighted the write-off of a significant rechargeable repair relating to a property returned in very bad condition and noted that the AM&DC had seen photos of the property.

Board **approved** the write-off of the former tenant arrears detailed in the report.

25/11/21 Voids Reasons for Termination of Tenancies Quarter 2 2025/26

The CE presented the report, noting that there was a total of 49 terminations recorded in Quarter 2. The CE referred to historical data included in the report, which allows for year-on-year comparisons. He advised that following a request from a Member, voids as a percentage of total stock had been added to the historical data.

The CE commented that as previously discussed with Members, at a Board Away Day and the Staff Away Day in 2026/27 we would be analysing the previous five years data not just on voids, but in respect of all strategic and operational objectives.

Board **noted** the Voids Reasons for Termination of Tenancies: Quarter 2 2025/26.

25/11/22 Void Rent Loss Report: Quarter 2 2025/26

The CE provided a comprehensive update, confirming continued positive progress and strong performance across key areas. The CE highlighted that void rent loss remained well within acceptable levels and noted that the average re-let time of 21 days continues to be a highly ambitious and challenging target.

Board **noted** the performance and financial implications associated with void rent loss in respect of Quarter 2 2025/26.

25/11/23 Tenant Allowances Report

The CE presented the report highlighting that there had been two tenant allowances approved in Quarter 2. The CE provided a comprehensive update on each case.

Board **noted** the two tenant allowances paid to tenants in Quarter 2 2025/26

25/11/24 Acquisitions and Disposals

The CSD presented the report and provided an update on acquisitions and disposals since the last report. The CSD confirmed that grant for eight properties which had been claimed at the time of the previous report had been received. The remainder of the grant for a further seven properties will be claimed on 27 November 2025 subject to the completion of a purchase on that date. There is potential

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for further grant funding to be applied for and this will be progressed in conjunction with Dundee City Council and the Scottish Government.

The CSD advised that six properties had been purchased since the last report and three were in progress.

Board **noted** the current position on acquisitions and disposals.

25/11/25 Procurement Quarterly Report: Quarter 2

The CSD presented the report, highlighting that one contract exceeding £50,000 had been awarded during the reporting period.

Board **noted** the Procurement Quarterly Report: Quarter 2 2025/26

25/11/26 Share Membership Register: Update Report

The CSD presented the report stating there were eleven members to be removed from the Share Membership Register.

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

25/11/27 Board Training Report

The CSO presented the report and advised that bookings have been confirmed that Members had attended the SFHA Governance Conference and SFHA Finance Conference. The CSD requested that any Members wishing to attend the Housing Management Conference in March should let her know. Board **noted** the Board Training update.

25/11/28 AOCB

The CE advised that the CSO would consult Members in the coming days in relation to dates for:

- A Board Christmas meal in January
- Board Away Days in Q4 and Q1
- A Tour of Schemes in June or July 2026.

Meeting closed at 19:30.