



Meeting:
Date and Time:
Venue:

Board Meeting
Tuesday 18th February 2025 @ 6.00pm
Cardenden Office/Virtual

IN ATTENDANCE

Nick Clark – NC (In Person)
Colin McInnes – CMcl (In Person)
Dave Roberts – DR (In Person)
Maryjane Elder – ME (In Person - Minutes)
Tommy Braid – TB (In Person)

PRESENT

John Flynn – JF (In Person) – Chair
Tam Allan – TA (In Person)
Andrew McDaniel – AMcD (In Person)
Tom Dougan – TD (In Person)
Amanda Hay – AH (In Person)
Laura Millar - LM (Virtual)

1.	Welcome & Apologies for Absence Apologies received from Bill Banks
2.	Declaration of Interest in any Agenda Items None
3.	Approval of urgent business items for consideration under A.O.C.B. Salary Increase under CEO report
4.	Approval of Minutes of Previous Meeting – 19/11/2024 Minutes of previous meeting were approved
5.	Matters Arising It was agreed to discuss nominations to be heard for the role of Vice chair being Vice Chair, this is missing from the agenda. A McD has volunteered to become Vice Chair. TA and JF approved
6.	Health & Safety HSCM - Health & Safety Control Manual has been reviewed by EVH, CST – Corporate Support Team are identifying training needs for staff and Board. More details to follow. LSM - Landlords Safety Manual updated training to come back to Board for consideration. The board noted the verbal update provided

For Approval

7.	<p>Q3 Management Accounts to 31 December 2024</p> <p>DR – Positive set of accounts. Hitting loan covenants. No issues in the management accounts. Discussed in detail at the FARM Committee meeting.</p> <p>The Board approved the Q3 management accounts</p>
8.	<p>Draft Budget for year ended 31st March 2026</p> <ul style="list-style-type: none">○ Budget was discussed at the FARM Committee meeting. One adjustment from the budget presented to FARM – there is an increased provision for potential redundancy. Assumed rent increase for 2025.○ TA asked for an update on the progress of work at 4 Whitehall Crescent.○ TB - excluding drainage. Drainage meeting to be held next week. F3 surveyor will be present at the meeting. Full survey of all drains to be carried out.○ Tenancy Support – none of the additional funds were used this year.○ Reactive maintenance increased by approximately 10%. Spending more on each Void property.○ Salary increase proposed by EVH. <p>Planned maintenance:</p> <ul style="list-style-type: none">○ DR - Trying to fast track information on bathrooms/kitchens needing replacement. To catch up on the last 10 years, we would need to replace 150 bathrooms and 50 kitchens next year. Currently we are pushing for 20 bathrooms to be done before the end of this financial year.○ LM – Do we have a list of which property needs what and when?○ NC – F3 data created so that we can input to Home Master and export what properties need improvements. DR – Within the next 6 months, we shall have a definitive answer regarding components from F3 which will help with next year's budget.○ TD – There will be other demands on needs versus expectations to be able to deal with Net Zero.○ NC - Hopeful that the Government will provide grants towards Net Zero, hope to have more information after the next Net Zero meeting being held in March. <p>The Board approved the Budget for the year ended 31 March 2026</p>
9.	<p>Rent Review for year ended 31 March 2026</p> <p>Discussed the rent increase on the recommendation of 4.6%. Consultation was provided to all tenants with the results attached.</p> <p>The service charge for flats with shared common stairs is included within the rent charge, it is not an additional increase.</p> <p>4.6% 5% and 5.6% figures were presented at consultation.</p> <p>Looking to maintain provision for tenants facing hardship and have allocated £38k to our tenancy support budget.</p> <p>The other Fife bases RSLs – Registered Social Landlords are proposing increases ranging from 5% to 7%.</p> <p>104 responses highest participation received. The housing team will contact all tenants who responded.</p> <p>The Board congratulated the housing team on the response rate received.</p> <p>The Board approved the rent increase of 4.6%</p>

10.	<p>EVH Employee Salary Increase</p> <p>Yr1 - 4.0% increase</p> <p>Yr2 - October CPI plus 1.5% with a CPI 1% floor and 4% ceiling</p> <p>Yr3 - October CPI plus 1.5% with a CPI 1% floor and 4% ceiling</p> <p>These figures were presented by EVH with our return vote to be with them by 11th March. The 4% figure aligns with our budget for 25/26.</p> <p>The Board approved the salary increase proposal from EVH</p>
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11.	<p>Finance, Audit and Risk Management Committee Membership</p> <p>It was proposed at the last FARM meeting that we have at least 4 named committee members. Non-nominated Board members would still be welcome to attend at any stage.</p> <p>Tam Allen agreed to be named as the 4th Board member and will join TD, AMcD and JF.</p>
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Manager Reports

12.	<p>CEO Report</p> <p>Discussion saved confidentially.</p> <p>The Board noted the content of this paper</p>
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13.	<p>Housing Manager Report (Verbal)</p> <p>46% of our lets went to homeless persons</p> <p>Current Voids – 4</p> <p>Void expenditure is higher than previous quarters due to properties being neglected. The housing team will work towards visiting tenants, becoming more proactive in supporting them.</p> <p>Results from the Getting to Know You Survey to be published on the Board Intranet. The survey will allow us to target our tenants much better so we can deliver the required services to their needs</p> <p>The Board noted the content of this verbal discussion</p>
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14.	<p>Tenant & Property Services Manager Report (Verbal)</p> <p>House fire taken up a lot of resources, tenant now rehoused with help from various agencies.</p> <p>Storm damage with over 60 fences damaged.</p> <p>Bathrooms inspections carried out; shower trays are becoming more popular.</p> <p>The Board noted the content of this paper</p>
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15.	<p>Corporate Support Manager Report</p> <p>Audit Reports - Approved</p> <p>Policy for Approval – Whistleblowing Policy - Approved</p> <p>Quarter 3 Performance – Board requested we provide the number of staff on short term absence</p>
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For Noting

16.	Any Other Competent Business None
17.	Information Paper – SHN Briefing Note None
18.	Date of Next Meeting(s) <ul style="list-style-type: none"> • Board – 18th March 2025 • Subsidiary Board Meeting – 24th April 2025 • FARM Meeting – 5th May 2025

Item Number	Action	Date Due	Responsible Person	Complete (Y/N)
15	Board requested we provide the number of staff on short term absence	18/03/25	ME	