ABERTAY HOUSING ASSOCIATION LIMITED
Minutes of the Board Meeting
Wednesday 26 August 2026 17:00

Present: Ron Neave (Chair), Kath Mands (Vice-Chair), Ian Byers, Alan Fraser and Michelle Murray. Kevin Braidwood, Darren Keddie, Callum Main and Jennifer McAughtrie attended via VC.

In Attendance: Barry Moore (CE), Marjorie Sloan (CSD and Secretary), Clare Talbot (CSO) and Michal Kasperek (Observer)

26/08/01 Apologies: Graeme Watson.

The CE welcomed Michal to the meeting and explained that Michal is a student who is interested in joining the Board following the AGM in September.

The Chair welcomed everyone to the meeting.

26/08/02 Declarations of Conflicting Interests
No Member declared a conflicting interest.

Asset Management & Development Committee Reports (AM&DC)
26/08/03 AM&DC Chair's Report to Board
AM&DC Meeting 29 July 2026
The Chair provided an update on the AM&DC meeting held on 29 July 2026. The Chair highlighted the progress made to date in relation to the Planned Maintenance Programme, noting the varied and extensive nature of the works involved.

The Chair commended staff for their effective monitoring and ongoing delivery of the Planned Maintenance Programme and provided an update on the various ongoing development projects, outlining the progress made to date and their current status.

The Chair highlighted the range of policies presented for approval at the meeting.

Board **noted** the AM&DC Report.
Board **approved** the following policies:
- Powers of Entry Policy
- Right to Repair Policy
- Tree Policy

Audit, Finance & Risk Management Committee Reports (AF&RMC)
26/08/04 AF&RMC Chair's Report to Board
AF&RMC Meeting 19 August 2026
In the absence of the Chair of the AF&RMC, the CSD provided an update on the AF&RMC Meeting held on 19 August 2026.

It was noted that the Internal Audit Review of Void Management received Substantial Assurance with no recommendations.

The CSD confirmed that there had been no changes to the Financial Statements, the Letter of Representation or the Audit Summary Report presented by Amie Lang of Alexander Sloan at the AF&RMC meeting.

The Chair, Vice Chair and Secretary confirmed they would sign the Financial Statements following the meeting, subject to approval.

The CSD provided an overview of the Management Accounts and highlighted discussions with RBS relating to the Interest Cover to Net Finance Costs covenant. It was noted that the significant level of planned maintenance in Quarter 1, had been planned to allow staff to concentrate on Development when Mossgeil comes into play later in the year, as detailed in section 2.6 of the report.

A Member queried the covenant position. The CSD advised that the Association would be significantly above the revised covenants under the new loan agreement throughout the year.

A Member queried whether the Association had received confirmation from the banks that they were satisfied with the position. The CE and CSD confirmed that they had met with both RBS and CAF, who had confirmed that they were satisfied with the current position.

The CSD advised that the AF&RMC had considered the documents in relation to the CAF Bank loan and recommended that the Board:
Approve the Loan in the terms presented to the meeting.
Barry Moore, Chief Executive, be authorised to sign the Key Commercial Terms letter on behalf of the Association.
Barry Moore, Chief Executive, be authorised to sign the Officers' Certificate.
Barry Moore, Chief Executive, be authorised to sign drawdown request forms authorising CAF Bank to release the loan funds.
Barry Moore, Chief Executive, Marjorie Sloan, Corporate Services Director and Lynn Smith, Finance Manager are authorised to give written instructions to CAF Bank Limited relating to the operation of the loan post completion and CAF Bank Limited is authorised to accept the signature of any two of them in respect of all matters pertaining to the loan and the security documents post completion. Their full names and personal details are provided in the Officer's Details form.

The CSD advised that in relation to the RBS loan, the documentation is with the Association's solicitors for comment and will then be agreed between our solicitors and RBS solicitors. The aim is to have this ready for approval at the Board Meeting on 16 September 2026. This will require an extension to Facility C to be put in place, which is currently being prepared by RBS.

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

Board **approved** the Report and Financial Statements for the year ended 31 March 2026 and asked the Chair, Vice Chair and Secretary to sign them.

Board **approved** the Letter of Representation and asked the Chair and Vice Chair to sign it.

Board **noted** the Audit Summary Report.

Board **approved** the Audited Financial Statements Return and asked the Chair and Vice-Chair of the Board to sign it and The Corporate Services Director to submit it to the SHR.

Board **noted** the Treasury and Investment Management Activity in the quarter as set out as s2.14 of 26/08/10, Management Accounts to 30 June 2026.

Board **approved** the documents in relation to the CAF Bank loan.

Board **approved** the Loan in the terms presented to the meeting.

Barry Moore, Chief Executive, was **authorised** to sign the loan on behalf of the Association.

Ron Neave, Chair and Kath Mans, Vice-Chair were **authorised** to sign any required certificate of compliance on behalf of all Board Members.

Barry Moore, Chief Executive, was **authorised** to sign drawdown request forms authorizing CAF Bank to release funds.

Barry Moore, Chief Executive, Marjorie Sloan, Corporate Services Director and Lynn Smith, Finance Manager were **authorised** to give written instructions to CAF Bank Limited relating to the operation of the loan post completion and CAF Bank Limited was **authorised** to accept the signature of any two of them in respect of all matters pertaining to the loan and the security documents post completion.

Board Reports

26/08/05 Minute of Board Meeting 8 July 2026 and Tracker

The Chair reviewed the minutes of the meeting held on 8 July 2026 and invited comments. No amendments were noted.

Approved. Proposed by Kath Mands, **Seconded** by Alan Fraser.

The CE provided a detailed update on the tracker and advised that a report on Tenant Empowerment, together with all other items detailed on the tracker, will be presented by the October Board Meeting.

26/08/06 Matters Arising

There were no matters arising.

26/08/07 Chair's Actions / Decisions between meetings

The CE presented the report. The CE and the Chair confirmed that there had been no Chair's Actions since the Board Meeting held on 8 July 2026.

Board **noted** that there have been no Chair's Actions since the Board Meeting on 8 July 2026.

26/08/08 Confidential Chief Executive's 2026 Annual Appraisal

The Chair confirmed that all Board Members had received a copy of the CE's Annual Appraisal. The CE thanked the Board Members for their continued support.
Board **noted** the report.

26/08/09 SGM and AGM Arrangements and Board Election

The CSD presented a report confirming the arrangements for the forthcoming AGM, scheduled to take place on Wednesday 16 September 2026 at Dryburgh Gardens Retirement Housing Complex.

The CSD advised that a Special General Meeting (SGM) will be held immediately prior to the AGM to enable Members to approve the proposed changes to the Rules, as agreed at the Board Meeting on 8 July 2026. It was noted that the new Rules will not take effect until they have been formally approved and, therefore, this year's AGM will be conducted under the current Rules.

The CSD confirmed that the AGM will be held as a hybrid event, enabling Share Members to participate either virtually or in person.

The CSD provided an update on current Board Membership and vacancies, noting that no Members have indicated an intention to stand down from the Board at the AGM. The Board currently has vacancies for one Owner, one Tenant and three Members from any category.

The CSD advised that there are currently no Members co-opted to the Board, one Member is serving in a casual vacancy and one is required to retire having reached their third anniversary AGM following their most recent appointment. Both are willing to put themselves forward for re-election.
The CSD outlined the requirements of Rule 37.6 in relation to continuous service of nine years or more. It was noted that the Member who was standing for re-election having reached their third anniversary AGM had more than nine years' service. Their recent appraisal had included a nine-year review and no issues which would prevent the Member standing for re-election were identified.

The CSD confirmed that a Board Meeting will take place following the AGM at 14:00, at which, in accordance with Rule 59.5, the election of new Office Bearers and Sub-Committee Members will be conducted. The CSD confirmed that she will communicate the arrangements to the current Members by email.

The CSD will provide written confirmation, in accordance with Rule 68, that Rules 62 to 67 have been complied with. The CSD explained that these Rules relate to the use of the seal, maintenance of the Register of Members, display of the Association's name and the keeping of books.
Board **noted** the arrangements for the SGM and AGM.

26/08/10 Internal Management Plan: Quarter 1 2026/27
The CE presented the report, providing a comprehensive update on the Internal Management Plan.

The CE advised that a Board Away Day is scheduled to take place in September, with a focus on reviewing data.

The CE provided an update on the move from SDM to HomeMaster, noting that this is a significant project which will continue to be embedded into the Association over the next six to twelve months. The CE congratulated all staff who have been instrumental in the successful implementation of the new system.

The CE confirmed that the Angus Street Project is now complete, having been delivered within programme and budget.

A Member queried the review of the retirement complexes and asked what the review would involve. The CE provided an overview, advising that the review will include a value-for-money exercise undertaken in consultation with retirement housing tenants.

The Member asked whether the Association would ultimately move away from providing retirement housing, noting that there appeared to be a market for this type of accommodation. The CE clarified that this was not the case and advised that the Association currently experiences difficulties in re-letting retirement housing, with some properties ultimately being reclassified as general needs housing.

The CE concluded by advising that he was very pleased with the progress and performance achieved during Quarter 1.
Board **noted** the progress detailed in the Internal Management Plan: Quarter 1 2026/27.

25/08/11 Operational Performance Report KPIs: Quarter 1 2026/27
The CE presented the report, providing a comprehensive update on the Operational Performance Report KPIs for Quarter 1 of 2026/27.

As previously reported, the CE reiterated that the Internal Management Plan (IMP) and KPIs provide the Board with a thorough and integrated overview of the Association's progress and performance.

The CE provided a detailed review of the KPIs, as set out in the appendix, with particular emphasis on the relet of retirement housing, following the earlier query from a Member and the ambitious 21-day relet target.

The CE also provided an overview of performance across acquisitions and disposals, income management, voids, customer services, health and safety and planned maintenance.
Board **noted** the Operational Performance Report: Key Performance Indicators for Quarter 1 2026/27.

26/08/12 SHR Communication and Correspondence
The CE presented the report, highlighting communications received during the quarter, particular reference was made to the recent meeting with the Regulation Manager regarding the Engagement Plan and updates in relation to the fire at 30 Finavon Street.

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

26/08/13 Risk Management Tables

The CE presented the report in detail and sought Members' views on how the information should be presented to the Board going forward. The full Risk Management Tables were presented for review, with updates clearly highlighted in blue for ease of reference.

The CE highlighted the loan facilities, as discussed previously, and provided reassurance regarding the Association's IT support arrangements with Quest. The CE advised that the Association's insurers are satisfied with the systems and controls currently in place.

The CE advised that the SHR will receive the full Risk Management Tables in the coming weeks.

Members confirmed that they would like the full Risk Management Tables to continue to be presented annually in August with the ten most serious and significant risks presented at quarterly meetings.
Board **approved** the 10 Serious and Significant Risks and the complete tables in respect of: Corporate Governance, Finance, Human Resources, Information Technology, Housing Services and Property Services.

26/08/14 Health and Safety Quarterly Report: Quarter 1
The CE presented the report providing an overview of the five areas covered: Asbestos, Electrical Safety, Gas Safety, Legionella and Lifts.

The CE highlighted that three asbestos surveys and two asbestos removals had been completed during the quarter
.
The CE provided an update on the Five-Year Electrical Safety Checks, advising that at the end of Quarter 1, 99.43% of the Association's housing stock held a valid five-year electrical inspection certificate.

The CE provided an update on Gas Safety Checks, confirming that 100% of properties had a valid Landlord's Gas Safety Certificate and that no properties had exceeded their annual anniversary date.

The CE confirmed that legionella testing had been carried out, as detailed in the appendices.

The CE also confirmed that lift testing and maintenance had been completed, as outlined in the appendices.

A Member queried whether the five-year electrical safety checks had identified any issues. The CE confirmed that no significant issues had been identified and advised that the five-year electrical safety checks are a legislative requirement.

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

26/08/15 Rent Arrears Report: Quarter 1
The CE presented the report highlighting the excellent progress made by the Income Team. He talked through paragraphs 2.1.1 and 2.1.2 which showed figures before and after Universal Credit payments have been taken into account. The CE provided a comprehensive overview of the legal action for rent arrears.

The CE concluded stating the Association's arrears performance continues to be excellent.
Board **noted** the overview of performance associated with the current rent arrears throughout Quarter 1 2026/27.

26/08/16 Former Tenant Arrears Write-Offs: Quarter 1
The CE presented the report, providing an overview of the six cases reported in Q1. The CE highlighted that the write-offs were low in value, with the work being carried out by the Income Team.

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

26/08/17 Voids Reasons for Termination of Tenancies
The CE presented the report, noting that a total of 34 terminations had been recorded during Quarter 1. The CE referred to the historical data included within the report, which enables year-on-year comparisons and the identification of emerging trends.

It was noted that five years of data are now available, providing a valuable basis for trend analysis. The CE advised that this analysis will be used to inform discussions at future Board and Staff Away Days.

The CE also drew Members' attention to paragraphs 2.1.1 and 2.1.3, together with the appendix, which provides further detail on the recorded terminations.

Board **noted** the Voids Reasons for Termination of Tenancies: Quarter 1 Report 2026/27.

26/08/18 Void Rent Loss Report: Quarter 1
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. As previously reported, the CE reiterated the clear correlation between tenancy terminations and the subsequent reletting of properties.

Board **noted** the performance and financial implications associated with void rent loss in respect of Quarter 1 2026/27 Void Rent Loss Report.

26/08/19 Tenant Allowances Report: Quarter 1
The CE presented the report highlighting that there had been no tenant allowances approved in Quarter 1.
Board **noted** the Tenant Allowances Report: Quarter 1 2026/27

26/08/20 Procurement Quarterly Report: Quarter 1
The CSD presented the report, noting that one contract exceeding £50,000 had been awarded during the period. The CSD provided an overview of the contract, which related to the Clepington Road Development, as detailed in the appendix.
Board **noted** the Procurement Quarterly Report: Quarter 1 2026/27

26/08/21 Value for Money Annual Report
The CSD presented the report, referencing the 2025/26 performance against strategic objectives and key performance indicators which was reported to the Board in May 2026. Appendix 1 provides benchmarking data to address any gaps in performance.

The CSD talked through the appendices which provided the explanatory information and statistics.

Board **noted** the Value for Money Annual Report.

26/08/22 Acquisitions and Disposals
The CSD presented the report and provided an update on developments since the previous report in May 2026.

The CSD confirmed that the grant application for 2026/27 has not yet been submitted; however, DCC and the Scottish Government have made provision for 30 acquisitions. It was also noted that grant funding remains outstanding in relation to one property purchase previously reported to the Board.
The CSD provided an update on the recent acquisitions, as detailed at paragraphs 2.1 and 2.2 of the report. It was confirmed that properties are due to settle on 27 August 2026, 28 August 2026 and 23 September 2026 .

The CSD confirmed that there have been no disposals during the period and that there are currently no pending disposals.

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

26/08/23 CGPR: Share Membership Policy
The CSD presented the report, stating that Share Membership Policy was last approved in August 2023 and is now due for review. The policy has been reviewed as per appendix 1 with no proposed changes.
Board **approved** the adoption of the Share Membership Policy

26/08/24 HSPR: Anti-Social Behaviour Policy
The CSD presented the report, stating that the Anti-Social Behaviour Policy was last approved in August 2022 and is now due for review. The Anti-Social Behaviour Policy has been reviewed and updated for current legislation and revised terminology.
Board **approved** the adoption of the Anti-Social Behaviour Policy.

26/08/25 Share Membership Register: Update Report
The CSO presented the report stating there was one member to be removed from the share membership register and one new application to become a new share member.
Board **approved** the changes to the Share Membership Register as set out at s2.3 and 2.4

26/08/26 Board Training Report
The CSO presented the report and advised that bookings have been confirmed for the upcoming Governance Conference.
The CSO requested that any Members wishing to attend the SFHA Finance Conference in November provide their details as soon as possible to enable the Association to take advantage of any available early-bird rates.
Board **noted** the Board Training update.

26/08/27 AOB

1. The CE referred Members to the tracker for an update on supply chain issues arising from global events. The CE confirmed that the Association was not currently experiencing any supply chain issues or difficulties in sourcing materials.

   The CE advised that planned maintenance and development programmes were progressing well, while confirming that supply chain matters continue to be monitored daily.

2. A report on the 30 Finavon Street fire will be presented to the Board at either the Board Meeting following the AGM or at the October Board Meeting. The CE provided a progress update and advised that all works are expected to be completed within the next couple of months. The CE is really pleased with the progress made to date.

   The CE and CSD recently met with the insurance brokers, who advised that the insurers have agreed to honour the property stock long term agreement at the next renewal. Furthermore, a more competitive rate is also available but it will require entering into a new long term agreement. This will be considered during the renewal process

   A member queried when the remaining flats would be ready to let. The CE advised that three flats are currently occupied, with the remaining flats expected to be ready by the end of October.

3. The CE advised that a Charitable Donations Report will be presented to the Board annually in May.

The CE provided Members with an update on support for the Grey Lodge Settlement, which is currently progressing.

4. The CE advised that the CSO will contact Members in the coming days to confirm their availability for a Members evening event in October, proposed to take place on either 2 or 9 October. The CE further advised that accommodation can be arranged by the CSO for any Members who wish to stay overnight.

Meeting closed at 18.40 hrs.