

GLEN HOUSING ASSOCIATION
BOARD OF MANAGEMENT MEETING
6.30PM – WEDNESDAY 19th FEBRUARY 2025

AGENDA

- 1. APOLOGIES & DECLARATIONS OF INTEREST** (Report attached – *for action*)

- 2. MINUTES**
 - 2.1 Minute of Board of Management Meeting of 22/01/25 (Report attached – *for approval*)
 - 2.2 Matters Arising from above Minute

- 3. FINANCE & STAFFING MATTERS**
 - 3.1 Financial Report to 31/1/25 (Report attached – *for approval*)
 - 3.2 Arrears Report to 31/1/25 (Report attached – *for information*)
 - 3.3 Rent Increase and Budget 2025/26 (Report attached – *for approval*)
 - 3.4 Pay Negotiations & Ballot (EVH) (Report attached – *for approval*)
 - 3.5 Window Programme – update (Verbal Report)
 - 3.6 Painting Contract Award (Report to follow)

- 4. POLICY REVIEW**
 - 4.1 Rent Policy (Report attached – *for approval*)

- 5. AOCB**

GLEN HOUSING ASSOCIATION
MINUTE OF BOARD OF MANAGEMENT MEETING

WEDNESDAY 19th FEBRUARY 2025

PRESENT:

G Ross (GR)
B Allan (BA)
I Muirhead (IM)
P Milne (PM)
J McArthur (JMc)
A Crook (AC)
S Garrioch (SG)
T Newman (TN)
S Cuthbertson (SC)

IN ATTENDANCE:

E Cromwell (EC), Thomson Cooper
K Jamie (KJ), Thomson Cooper
A Dickie (AD)
I Byers (IB)
K Milne (KM)

1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies: J Smith (JS)
S Thomson (ST)

Declarations of Interest: None

2. MINUTES

2.1 Minute of Board of Management Meeting 22/01/2025

The above Minute was proposed by AC, seconded by JMc and approved as a true record of the meeting with one small typo highlighted at 3.1.2 – should say pursuing, not pursing.

2.2 Matters Arising from the above Minute

2.2.1 Item 2.2.1 - Aberlour flats – IB confirmed the new tenant had signed up on 10/02/25.

- 2.2.2 Item 3.1.1 – Investments – AD confirmed the funds had now been reinvested with Aldermore.

3. FINANCE AND STAFFING MATTERS

3.1 Financial Report for the year to 31/01/2025

KJ presented this item and referred members to the detailed reports accompanying the accounts. The accounts as presented were **approved**.

- 3.1.1 Legal Costs – TN referred to the overspend of £26,575 and asked if there was a reason this had not been included for in the overall annual budget. AD explained that this had been an oversight as it had been assumed it could be capitalised, however EC had confirmed at the mid budget review that this has to come from the revenue budget.

- 3.1.2 IB referred to the recent storm which has caused significant damage, mainly to fencing but also some structural and tree damage. The overspend at repairs includes accruals for some storm repairs completed in January but not yet invoiced. The bulk of the work is still to be invoiced and will show over the next couple of months, with the majority not eligible to claim through insurance.

3.2 Arrears Report to 31/01/2025

IB presented this report which was **approved**.

3.2.1 Item 4 – Arrears Legal Action Report

IB referred to the Court Cases Ongoing and explained that whilst the no. is consistently the same, these are not always the same cases.

3.2.2 Item 10 – Write Offs

Recommended write offs totalling £429.58 – **approved**.

3.3 Budget & Rent Increase 2025/26

AD presented this report for discussion and approval:

3.3.1 Rent Consultation Analysis

AD confirmed that all tenants that had made comments and provided an address would be responded to personally. She highlighted the level of positive comments far outweighed the negative, both providing useful feedback in terms of what we do right, and what we can improve upon.

Members went on to discuss the interpretation made by some responders, that without the higher rent increase, someone would lose their job.

AD accepted the miscommunication aspect and agreed this would be addressed in a Newsletter to all, along with further clarity on previous benefits to tenants that position had gleaned. Tenants should also be reminded that whilst they may not have benefited from the position over the years, circumstances can change, and the Association would prefer to continue to be able to assist where possible.

3.3.2 Main Assumptions used for Budget

AD then took members through the main assumptions used, along with a presentation of sensitivity analysis graphs:

Page 32 – No. 6

AD confirmed the first drawdown of £1,032,329 from the new £4m loan facility is on a variable rate at this point.

AD confirmed a meeting is scheduled with CAF Bank for the next week, during which she will establish the position with non-utilisation fees in view of monies not being drawn down as agreed.

Page 34 - typo – year should read 2024/25

Page 35 – typo – first two columns should be headed 2025/26 and last column 2024/25

Page 36 – Staffing Costs

Salaries/NIC – EC confirmed the effect of the changes to employer NICs announced by the Government will be an increase of approx £7k which, without the increase in Employers Allowance from £5k to £10.5K, would have been nearer £12.5k.

AD confirmed the budgeted Salaries/NIC figure for 25/26 did include for the new Tenancy Support post at full time hours, compared to part time hours in 24/25 (16 hrs per week).

Page 36 - Property Related Costs

Landscape Maintenance – AD advised that there will be a thorough inspection of the estates at the end of March, which might see a further report to Board in terms of additional funding requirements – especially in view of recent storm damage to trees.

Stair Lighting – IB confirmed the lower budget this year is in view of the recently fitted LEDs which will offset higher costs in previous years.

Page 37 – Maintenance & Investment Spend

AC referred to the consistent underspend in these budget headings, year on year since the Covid outbreak. She asked for assurances that the budgets set could be spent this year, otherwise it could be suggested that rent increases are being artificially inflated. AD referred to the budget for boiler replacements and asked if this should be reflected elsewhere, given at this point we are only replacing heating systems when uneconomic to repair, however BA agreed with AD's earlier statement in the main assumptions, that it's prudent to continue to itemise the full figures indicated by the planned maintenance programme.

JMc referred to the Fencing budget of £250k and asked, in view of the recent storm damage, if this was high enough. IB confirmed that there was a programme in place for prioritising the worst damage and he was confident that the budget could be managed.

3.3.4 Sensitivity Analysis Graphs

Members were then taken through a presentation of various graphs showing:

4% Rent Increase - No replacement Tenancy Support/Community Worker

4% Increase - Includes Full Time Tenancy Support/Community Worker

5% Increase - Includes Full Time Tenancy Support/Community Worker

4% Increase - Includes Full Time Tenancy Support/Community Worker **plus** Arrears at 2.5%

5% Increase - Includes Full Time Tenancy Support/Community Worker **plus** Arrears at 2.5%

5% Increase - Includes Full Time Tenancy Support/Community Worker and Interest Base rate at 5% throughout

Increase to Windows £300k For Ph 3 and 4 - Based on 5% increase including Full Time Tenancy Support/Community Worker

5% Increase - Includes Full Time Tenancy Support/Community Worker With Increase Windows Costs, 2.5% Arrears and Interest Base rate at 5% throughout

AD confirmed there was currently a Business Plan content/layout review underway, with EC and KJ of Thomson Cooper, simplifying some of it, as well as reviewing the minimum working balance in line with 3 months rental income, as suggested by BA. TN asked if Board

could see the reality of the new minimum working balance on the sensitivity analysis, rather than a straight line all the way through the 30 years. EC – noted.

- 3.3.5 After much deliberation over the position the graphs show the Association in with the various scenarios, Members were asked to now consider the consultation feedback along with the proposed budget and vote on a rent increase for 2025/26.

Meeting thereafter unanimously agreed the draft of the Annual Budget for 2025/26, including the accompanying rent increase of 5%.

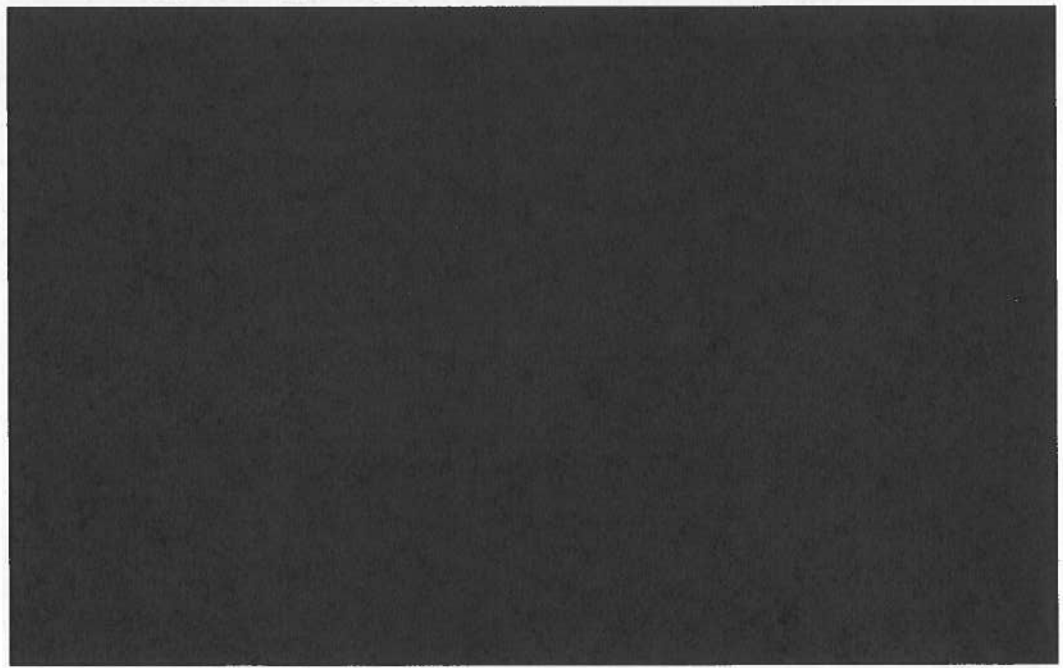
3.4 Pay Negotiations/Ballot (EVH)

GR and AD presented this report with Board unanimously **approving** the 3 year deal as presented. AD to submit the ballot paper to EVH accordingly.

Board particularly appreciated the certainty the 3 year deal gives them for future budget setting. The increase gives potential to improve recruitment/retention in the current competitive employment market i.e. bringing us more in line with organisations that are not restricted by EVH affiliation in terms of grading and paycales.

3.5 Window Replacement Programme - Update

AD gave a **CONFIDENTIAL** verbal update as follows:





Contact will be maintained with the Board sub-group as things develop.

3.6 Painting Contract Award

IB presented this report, with Board **approving** the award of the external timber painting contract to Borthwick Decorators who submitted the lowest tender price.

IB confirmed the return of only two tenders did contradict our own Procurement Policy, however, this is only what we state in our policy and not legislation. Our records will evidence the lack of interest from other parties, should it be called into question.

IB also confirmed that there will be a programme of works and staged payments, with regular review meetings to ensure the performance of the successful contractor is satisfactory.

4. POLICY REVIEWS

4.1 Rent Policy

AD presented this reviewed Policy, which remained fit for purpose, with no necessary changes.

4.1.1 IM referred to the payment methods noted at 6.3 and suggest On-Line Banking should be updated to Bank Transfer – noted.

4.1.2 SG referred to the Rent Matrix Structure and asked if the weighting scales had been reviewed and remained relevant. AD/IB advised they had been positively tested with recent new builds.

AD referred to the Base Rent in the Rent Matrix Structure – advising this should read:

Base Rent April 2024 – March 2025: £290.27

5. AOCB

None intimated.

The meeting concluded at 8.20pm