GLEN HOUSING ASSOCIATION

BOARD OF MANAGEMENT MEETING

6.30PM – WEDNESDAY 25th FEBRUARY 2026

AGENDA

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

2. MINUTES

2.1 Minute of Board of Management Meeting of 28/01/26 (Report attached – *for approval)*
2.2 Matters Arising from above Minute

3. FINANCE & STAFFING MATTERS

3.1 Financial Report to 31/1/26 (Report attached – *for approval*)
3.2 Arrears Report to 31/1/26 (Report attached – *for information*)
3.3 Rent Increase and Budget 2026/27 (Report attached – *for approval)*
3.4 Rockfield Gardens Net Zero Project – update (Verbal Report)

4. GOVERNANCE

4.1 Internal Audit – Follow Up (Report attached – *for approval*)
4.2 Withdrawal of Membership (Report attached – *for approval*)
4.3 New National Housing Agency (Report attached – *for information*)

5. POLICY REVIEW

5.1 Rent Policy (Report attached – *for information/discission)*
5.2 Domestic Abuse Policy (Report attached – *for approval*)

6. AOCB

GLEN HOUSING ASSOCIATION

MINUTE OF BOARD OF MANAGEMENT MEETING

WEDNESDAY 25th FEBRUARY 2026

PRESENT:	Graham Ross (GR) Shane Garrioch (SG) Shirley Cuthbertson (SC) Josie Smith (JS) Pat Milne (PM) John McArthur (JMc) Trevor Newman (TN) Stuart Thomson (ST)
IN ATTENDANCE:	K Jamie (KJ), Thomson Cooper A Dickie (AD) I Byers (IB) K Milne (KM)

1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies: Pamela Hunter (PH)

Declarations of Interest: None

2. MINUTES

2.1 Minute of Board of Management Meeting 25/01/2026

The above Minute was proposed by JMc, seconded by ST and approved as a true record of the meeting.

2.2 <u>Matters Arising from the above Minute</u>

2.2.1 Item 3.1.3 – Loan Portfolio

AD confirmed she had met with CAF Bank and they have advised that they could offer a fixed rate on 2 loans, up to a maximum of 5 years – 3 years fixed at 5.8% or 5 years at 6%. Due to different margins on both

3.3 Budget & Rent Increase 2026/27

AD presented this report for discussion and approval:

3.3.1 Rent Consultation Analysis

AD advised that Scotland's Housing Network report widely varying numbers on tenant rent increase consultation returns of between 5% and 32% – with a 27% return, Glen is in the top percentage.

Board noted the results of the consultation along with the comments that had been submitted.

IB confirmed that we had reached out to both tenants that had commented on affordability issues, offering the services of our shared Income Maximisation Officer who would ensure they were receiving all the assistance they were entitled to.

IB and AD confirmed that the comment about the car port was not quite as straightforward as suggested and was in hand.

AD confirmed that the grass cutting referred to was a communal estate area that used to be cut by the caretakers in one of the mixed tenure estates.

3.3.3 Main Assumptions used for Budget

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

P31 - Item 9

AD confirmed CPI is currently 3%.

P32 – Debt repayment and interest

AD confirmed that the interest repayment is significantly lower at £460k than when originally discussed at previous meetings but this has been thoroughly checked.

P34 – Budget 2026/27 – Management Costs

Telephone and Equipment Replacement budget - AD proposed an increase to both in view of the requirement to upgrade the telephone system prior to January 2027, due to the full shutdown of the PSTN and ISDN networks set to happen then (current system runs on this) – **approved.**

Telephones –	increase from £2000 to £3000
Equipment Replacement	increase from £1000 to £3000

At the request of JMc, AD presented a summary of how both proposed increases would impact on surpluses. There was also the question on whether the lower increase could significantly compromise the potential to invest in new developments – AD referred to the sensitivity analysis graphs as a good example of how losing that extra 0.5% is lost in perpetuity.

3.3.5 After 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 2026/27.

4.5% JMc, ST and GR
5% SG, TN, JS, PM and SC

Meeting thereafter agreed the draft of the Annual Budget for 2026/27, including the accompanying rent increase of 5%.

3.4 Rockfield Gardens Net Zero Project - Update

AD referred to earlier mention of the building warrant approval which had been anticipated this week. When Fife Council were contacted last week for an update, they intimated they had sent out a letter to the contractor with 5 points to clarify. On checking with the contractor, they never received that letter and on further contact with Fife Council, it transpired that the letter had not in fact been sent when they said it had. IB confirmed that the contractor had advised that they received the letter today which has been turned round within a couple of hours.

JMc suggested AD makes a formal complaint to the Chief Executive of Fife Council, especially in line with the proposals for a new National Housing Agency.

ST suggested this is taken to the Housing Minister, getting ahead of the potential impact this could have on not drawing down the grant by the date stipulated by them.

4. GOVERNANCE

4.1 Internal Audit – Follow Up

AD presented this report which was noted and approved as follows:

4.1.1 Recommendations from previous audits

No. 9 – Procurement – JMc questioned the target date of March 2025. AD and IB explained this date as misleading and should have been

There has been campaigning to change this but with no success to date.
In addition to that, for every person that does update their journal, we have to individually confirm the increase in the UC portal.

5.2 Domestic Abuse Policy

The reviewed Policy which had been circulated to all Members prior to this meeting, was subsequently **approved**, with all suggested amendments incorporated.

IB explained that procedurally, things will be a lot clearer when the guidance is released in August, however, the Policy wording is flexible enough to allow us to implement in practice, any detail in the guidance.

6. AOCB

6.1 AD referred to the additional public holiday on **15 June** to mark Scotland's participation in the men's FIFA World Cup.

This public holiday has been officially confirmed by the Scottish Government and received approval by Royal Proclamation, however, it remains at the discretion of each Governing Body whether to honour it.

Members asked for this to be added to the Agenda for the March meeting.

6.2 AD advised that she would be circulating information on the SFHA Governance Conference being held on 21st April in Glasgow, adding this conference would be beneficial for Board Members to attend.

The meeting concluded at 8.05pm