# GLEN HOUSING ASSOCIATION

# BOARD OF MANAGEMENT MEETING

# 6.30PM - WEDNESDAY 1ST OCTOBER 2025

## AGENDA

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| **1.** | **APOLOGIES & DECLARATIONS OF INTEREST** | (Report attached – *for action*) |
| **2.** | **ELECTION OF OFFICE BEARERS** | (Report attached – *for action)* |
| **3.** | **MINUTES** | |
| 3.1 | Minute of Board of Management Meeting of 20/08/25 | (Report attached – *for approval)* |
| 3.2 | Matters Arising from above Minute | |
| **4.** | **FINANCE & STAFFING MATTERS** | |
| 4.1 | Financial Report to 31/08/25 | (Report attached – *for approval*) |
| 4.2 | Arrears Report to 31/08/25 | (Report attached – *for info/approval*) |
| 4.3 | Annual Valuation Report | (Report attached – *for information*) |
| 4.4 | Annual Procurement Report | (Report attached - *for information*) |
| **5.** | **GOVERNANCE** | |
| 5.1 | Annual Assurance Statement Draft | (Report attached – *for approval)* |
| 5.2 | Business Strategy Review | (Report attached –*for discussion/approval*) |
| 5.3 | Fraud & Gift Register Sign-Off | (Report attached – *for approval*) |
| 5.4 | FHAA CEO & Chair's Meeting 01/09/25 | (Verbal Report) |
| **6.** | **MEMBERSHIP** | |
| 6.1 | Application for Membership | (Report attached – *for approval*) |
| **7.** | **AOCB** | |

# GLEN HOUSING ASSOCIATION

# MINUTE OF BOARD OF MANAGEMENT MEETING

# WEDNESDAY 1st OCTOBER 2025



**PRESENT:**
G Ross (GR)
J Smith (JS)
S Garrioch (SG)
S Thomson (ST)
S Cuthbertson (SC)

**IN ATTENDANCE:**
K Jamie (KJ), Thomson Cooper
A Dickie (AD)
I Byers (IB)
K Milne (KM)

## 1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies: J McArthur (JMc)
T Newman (TN)

Declarations of Interest: None

*GR handed over to AD to Chair Agenda Item 2.1*

## 2 ELECTION OF OFFICE BEARERS, COMMITTEE MEMBERSHIP, FORMAL REPRESENTATIVES AND APPROVED SIGNATORIES

### 2.1 Chair:

As per discussion at the August meeting, Graham Ross (GR) had confirmed his agreement to continue as Chair. No other members came forward for the positions of Chair, therefore;

GR was nominated by SG, seconded by ST, and duly elected.

**Vice Chair:**

Vacant position. SG confirmed his agreement to stand as Vice Chair, no other members came forward for this position, therefore;

SG was nominated by SC, seconded by ST, and duly elected.

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|---|---|
| Anne Dickie | Director |
| Ian Byers | Housing Manager |

**Use of Seal**

As per General Regulations - Secretary plus any 2 Board Members.

**2.5 Board Membership**

GR then asked Members if they had any thoughts on how best to encourage new Board Membership, particularly in view of the skills and attributes lost in the 3 Members that recently stood down.

Suggestions forthcoming:

- Use of social media to promote Membership, with a short video clip of existing Members promoting what Board Membership means to them;
- Advertise vacancies in media, i.e. Scottish Housing News;
- Approach Housing Management with Fife Council and ask if they could circulate the vacancies to Council/Tenant members, anyone with an interest in local housing.
- Approach CARF – volunteers there have to provide housing advice/tenancy support.
- Place an advert in Good Moves (SCVO).
- Hold an open event with existing Board Members
- Remove Educational/Business qualifications from Board Member info on website – feeling that this might deter applicants.

**2.6 Resignation Gifts**

AD referred to Barry, Isobel and Alison's resignations and discussed with Board, appropriate gifts to mark their valued contribution over the years. Gifts agreed as well as an invitation to the next social night to be extended.

**2.7 Board Appraisals**

GR confirmed the format for appraisals this year would be a 20 minute chat with him and AD. Dates set for 29/10 and 13/11. AD will email everyone with times and dates specific to them, along with the format for the meeting.

## 3. MINUTES

**3.1 <u>Minute of Board of Management Meeting of 20/08/25</u>**

The above Minute was proposed by SG, seconded by SC and approved as a true record of the meeting with the following amendment:

ST followed up by asking why the Association does not use Direct Debits instead of Standing Orders, as this would alleviate the rent increase issue each April. IB explained that it was purely down to costs – DDs are costly to the Association.

Still on Table 2 – GR referred to the Decree obtained in Qtr 1 and asked if this had been enforced. IB explained that progress has been made with the tenant, so no enforcement to date.

4.2.2 Item 7 – typo at no. of cases – should be 24 not 34.

**4.3 Annual Valuation Report**

AD presented this report which was noted.

4.3.1 JS referred to the stock to be returned from security with Triodos and asked for the breakdown. AD confirmed it as Broom Ph 1 & 2, Broom Ph 3 and Johnstone Terrace = 120 units.

4.3.2 GR asked why some stock was presented as EUV-SH and some as MV-ST. AD explained that this is representative of which valuation the lender wishes to use – either Existing Use Value – Social Housing or Market Value Subject to Tenancy. When Glen does their valuation of stock, it is all presented with both values.

EUV-SH refers to the value of a property or land if it were to be used for social housing in perpetuity.
MV-ST refers to the value of a property with an existing tenancy in place.

**4.4 Annual Procurement Report**

IB presented this report, which was noted.

4.4.1 IB commented on the level of detail presented, explaining that the Internal Audit on Procurement carried out last year, did not suggest otherwise. AD added that Board can take comfort from this oversight, assuring no conflicts of interest with who and what we pay.



**5. GOVERNANCE**

**5.1 Annual Assurance Statement (AAS) Draft**

AD presented a summary of the facilitated Q & A session from the last meeting.

5.1.1 JS referred to Section A Q7 and suggested the response to that question be amended to reflect that Board Members **scrutinise** the Quarterly Repairs report which outlines in detail, Tenancy Safety matters – **AD noted.**

- Kingdom HA looking at increasing their Facilities Management department, doing everything in house, with apprenticeships through the local college, training staff to know their own properties.
- Discussion around retro-fitting units for the benefit of tenants, however might still not meet SGs new standards when published.

  AD concluded this item by highlighting the SFHA Finance Conference scheduled for November, in St Andrews. AD to circulate the programme to Board Members to note their interest.

## 6. MEMBERSHIP

Applications for Membership from the following, **approved.**

Jacqueline Westwater
Mark Westwater

## 7. AOCB

### 7.1 Net Zero Heat Fund

AD gave a verbal progress report on the Net Zero Heat Fund, explaining we should expect to have a more detailed report for the meeting on 29/10.

Changeworks have confirmed that the tenders have been invited – multi trades, return date 17/10. Tender Report to be completed by 21/10 and appointment of successful contractor, prior to the next Board meeting.

AD acknowledged the pace at which this needs to move to meet SGs deadline for spend by 31//03/26. With that in mind, the Tender Report will be emailed to all Board Members as soon as received from Changeworks, to obtain immediate comment and approval.

Proposed pre-start meeting scheduled for 03/11.

IB added that there has been 8 companies willing to tender – all Scottish Procurement Alliance approved in terms of quality.

SG asked the expected value of the Contract – AD confirmed - £1.4m.

SG also acknowledged the accelerated programme and asked for indication of dates. AD advised of the following, noting these are draft:

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| 24/10/25 | Appointment of Contractor |

### 7.3 OSCR (Scottish Charity Regulator)

AD explained that OSCR now requires charities to submit the following details for each charity trustee (Board Member):

1. Name
2. Home address
3. Email address
4. Telephone number
5. Date of birth
6. Date of most recent appointment

These details will be kept securely and used by OSCR to regulate Charities and contact trustees where they need to.

From early 2026, our full accounts will begin to be publicly available on their website.



*The meeting concluded at 8.30pm*