



Minutes of the Board meeting held on Wednesday 20th December 2023 in the Boardroom, Parkhead Housing Association, 40 Helenvale Street, G31 4TF

Present: John Buchanan, Adele Edwards, Sandra Cole, William Pearson, Susan McKeown, Izabela Trzcielinska, Fatih Vursavas, Kayla Roden, Linda Pike, Jimmy Reilly and Sher McKenzie.

In Attendance: Aileen McGuire, Gillian McKenzie, Matthew Reid, Graeme Aitken, Andy Duffus, Karen Edgar, Myles Millar, Laurie Boles, Linda Jaap

1. **WELCOME & APOLOGIES**

Apologies were received from Isla Dundas, Liz Kennedy, Jon Cowlan

2. **MINUTES OF PREVIOUS MEETING**

The minutes were moved by Izabela Trzcielinska and seconded by Jimmy Reilly.

3. **MATTERS ARISING**

There were no matters arising.

4. **MINUTES FOR NOTING**

The Board noted the minutes from the subsidiary Boards and Sub Committee meetings.

5. **DECLARATIONS OF INTEREST**

There were no declarations of interest. The Board also took time to review the Board and staff register of interests for 2023/24 following the recent update. The Board also noted the content of the Gifts & Hospitality Register for calendar year 2023.

6. **EXTERNAL BODIES FEEDBACK**

John Buchanan provided the Board with an update relating to the RTO AGM that took place on 21st November 2023. The Board noted that there was no change in the office bearer positions of the RTO however a change to the constitution was approved opening the RTO out to the wider community.

7. **ITEMS FOR APPROVAL**

Draft Budget - The Director of Finance presented the draft budget report and various appendices to the Board.

The Board noted that this has been a very challenging exercise to set an appropriate budget for 2024/25. The Director of Finance touched on the background relating to the budget report where the Association has adopted a range of options across the report and appendices from 4.75% to 6%.

The Board also noted that the Association has been placing close interest to the interest cover covenant when carrying out the budget planning process. The Board also took time to review a number of external factors impacting the budget process including UK inflation and the Bank of England Base Rate, loan covenants, energy tariffs, pension related costs, component replacement write offs and other key areas such as repairs/maintenance.

The Board discussed the employee costs and part of this conversation included an update from the CEO relating to the staffing structure within the organisation. As part of the budget planning process the Association has reviewed resources and included an additional grade 7 Housing Officer post. This is a response to the huge impact on the workload of the Housing Officers in terms of tenant mental health and sustainability. The Board also noted that as a developing Association it is likely that patch sizes will continue to increase over the next few years.

On the staffing front the budget has assumed a 5% increase on salaries however the actual figure from EVH is unknown at this point.

On the key factors affecting income the Board noted that the net rents receivable for the year is budgeted at £8.6m and a rent loss from voids set at 1.5%. Income from other activities includes Parkhead Schoolhouse generating income of £109,299 with the Pantry project forecasting an income reduction of £7250 from the previous year as a result of funding ending.

The Director of Finance also outlined what will be a busy year for the Association in terms of capital expenditure with development of Belvidere Bowling Club and the development of the site at Sorby Street both ongoing. John Buchanan raised the issue of the 26% decrease in the Housing budget and how this may impact the Association. The Director of Development advised that he feels it won't have that big an impact, with GWSF also advising that it will likely go unnoticed in Edinburgh and Glasgow.

The Board noted the projected cash balance as of 31st March 2025 is forecasted at £6.3m which takes into account an overall net cash outlay of £2.6m.

During some general discussion a Board member enquired where the proposed 5% rent increase sits amongst our peers across the City. The Director of Operations confirmed that it is at the lower end of what has been proposed so far based on the intelligence gathering from GWSF and SFHA. Adele Edwards also raised the point how any additional uplift could impact those in work in the community but appreciates that there needs to be a balance in terms of the business.

Further general discussion took place and the Board approved the draft budget and approved to consult with tenants based on a 5% rent increase before making a final decision in January 2024. The Board also approved the creation of an additional Housing Officer post at grade 7.

Pantry SLA – The Board approved the service level agreement between PHA and PDC for the Pantry service.

PDC Board Resignations – The Board noted the report regarding the PDC Board member resignations and approved the appointment of John Buchanan on the Board of PDC.

8. **AOCB**

Tenant Satisfaction Survey – The Board were advised that the Association has been visiting tenants off the back of the tenant satisfaction survey relating to issues of mould and damp.

Cancer Cluster – The Board were notified that the Association has been made aware of concerns of a potential cancer cluster in the Newbank/Lilybank area. Following some intervention from the local MP there has been progress on this issue.

SFHA Panel – The CEO advised that she has been invited to join an SFHA panel on setting the agenda and priorities for the sector over the next few years.

Roof/Sandstone tenements – Kayla asked if there are any plans in place

to revisit this issue with the local owners. The Director of Operations advised that at this moment in time there are no plans until the Association has a much clearer position on the costs.

Local Area Update – Linda Pike provided the Board with an update of community initiatives taking place locally.

The meeting closed at 19.25

Signed: