

TRUST HOUSING ASSOCIATION LIMITED

Minutes of the Board Meeting held on Thursday 3 April 2025 At 12 New Mart Road, Edinburgh EH14 1RL.

PRESENT:

Board Members

Dr Norval Bryson	Ali Ross
Ian Mitchelmore	Paul McFarlane
Sharron Elsdon	Kyle Ruparelia
Mary Niven	Laura Bornatici
Graham Curran	Steve McGowan

Officers in Attendance

Rhona McLeod, Chief Executive
Zoe Purdie, Director of Finance & People
Neil Ferguson, Director of Business Development & Digital
Jackie McIntosh, Director of Assets and Sustainability
Jenny Wallace, Director of Customer Experience
Annette Brown (Company Secretary & Minute Taker)

DR NORVAL BRYSON IN THE CHAIR

Agenda Item	Detail
1.	Chair's Opening Remarks
1.1	Dr Norval Bryson welcomed Board Members and the Executive Team to the meeting and provided an update on a commercially sensitive matter.
2.	Chief Executive's Open Remarks
2.1	Rhona McLeod, Chief Executive, provided updates on the following items –
2.2	Scottish Housing Regulator (SHR) Engagement Plan Following the publication of Trust's engagement plan for 2025/26 Rhona informed Board Members that Trust is compliant and that the regulator have requested light touch engagement in relation to our development programme. This is in line with the approach the regulator has taken with all Housing Associations who have development programmes.
2.3	The Board noted the SHR engagement plan for 2025/26.
2.4	Board Recruitment Recruitment for new Board Members is now underway. There are currently 4 vacancies and the aim is to recruit new Members with housing and/or legal experience.
2.5	The closing date for applications is 14 April 2025 and Annette advised that she would share the advert via emails and on the Board Teams site so that Board Members can share the advert with their networks.

2.6	Action: Governance & Business Support Manager to share the Board Member advert via email and on the Board Teams site so that Board Members can share the details with their networks.
2.7	2024/25 Year End With regards to the end of 2024/25 Rhona advised that Trust is in a good place both operationally and financially. The Executive Team are now considering how this prepares the organisation for moving into next year.
2.8	The Board commended the team on getting the organisation to this place given it has been a challenging year.
4.	Declaration of Interests
4.1	No declarations of interest.
5.	Apologies
5.1	Apologies received from Gordon Laurie and David Knight.
6.	2025/26 30-Year Business Plan - see private minutes*
7.	Care and Support Update - see private minutes*
8.	Trust Enterprises Limited Update - see private minutes*
9.	Treasury Update - see private minutes*
10.	Property Acquisitions and Disposals Policy Update
10.1	Jackie McIntosh, Director of Assets and Sustainability presented the Property Acquisitions and Disposals policy which had been updated to allow one off acquisitions to be delegated to the Chief Executive within the limits of the CEO's delegated authority, provided that the following criteria are met : <ul style="list-style-type: none"> • A Home Report or Independent Valuation has been obtained. • A financial appraisal has taken place and generates a positive Net Present Value • An offer of grant in line with the financial appraisal has been secured • Trust's financial contribution to the acquisition can be accommodated within the current financial year's capital budget • The property has a clean and unencumbered title • The acquisition will benefit our existing customers or those in housing need
10.2	The Board discussed the profile that Trust is building up on Arran and asked if there were any lessons to be learned for other parts of Scotland. Jackie advised that the taskforce was pivotal in getting Trust to where it is now on Arran but those formal channels are not always in place. The key areas to focus on are being present and visible in communities and not spreading ourselves too thinly.
10.3	The Board noted the contents of the report and approved the updated Disposals & Acquisitions Policy (AMP013).

11.	Duty of Candour Annual Summary
11.1	Jenny Wallace, Director of Customer Experience, presented the Duty of Candour Annual Summary and confirmed that no incidents had happened since the report had been distributed.
11.2	The Board noted the Duty of Candour annual report which has been submitted to the Care Inspectorate.
12.	Rent and Service Charge Policy
12.1	Zoe Purdie, Director of Finance and People, presented the policy which had been updated to reflect the 25/26 rent service charges.
12.2	The Board approved the updated Rent and Service Charge Policy.
15.	Governance Update
15.1	Annette Brown, Governance & Business Support Manager, presented the Governance Update to the Board outlining the following governance matters.
15.2	Modern Slavery Statement Annette advised Board Members that Trust is required to publish a Modern Slavery Statement on its website to ensure that there is no trafficking or slavery in Trust's operations or supply chains. This is a requirement of any organisation with a turnover of £36million or more.
15.3	The Board approved the draft statement in Appendix 1 and noted that the Modern Slavery Statement will be presented to the Board annually for approval alongside the accounts in order to comply with the act.
15.4	Decision: The Board approved the Modern Slavery Statement for publication on the Trust website.
15.5	Action: Governance & Business Support Manager to publish the Modern Slavery Statement on the Trust website.
15.6	Board Member Development Visits Annette referred to the key themes that emerged from the Board development visits that took place in 2024/25, which were all very encouraging and reminded Board Members of the format of the visits.
15.7	Board Members were asked to review the new Board development visit schedule for 2025/26 and where possible, volunteer to attend 2 developments over the course of the year.
15.8	Action: Board Members to volunteer to attend 2 development visits over the course of 25/26.
15.9	Board Appraisal Process Annette reminded Board Members that a collective Board review will take place at the Board Away Day on the 28/29 May.

15.10	Trust Enterprises Limited (TEL) Vacancies Annette advised of the potential for 2 vacancies to arise on the TEL Board in July. The current Chair, Pam Russell has indicated that she will stand down in July and Gordon Laurie is considering his position as he is due to stand down from the Trust Board in September. Board Members were asked to notify Rhona or Annette if they were interested in joining the committee.
15.11	Ian Mitchelmore, who is also a member of TEL, shared his experiences of being a member of the TEL Board with his peers.
15.12	Action: Board members to advise Rhona or Annette if they are interested in joining the TEL Board.
17.	Board Meeting Minutes Approval
17.1	Minutes from the Board meeting held on 6 February 2025 were proposed by Graham Curran and seconded by Paul McFarlane.
17.2	Decision: The minutes were approved as a true and accurate record of the meeting.
18.	Action Tracker
18.1	The Board noted the action tracker.
18.2	Zoe Purdie, Director of Finance and People advised that a demo has been arranged for the new finance system.
19.	AOB - see <i>private minutes</i>*
20.	Date of next meeting
20.1	The next scheduled Board meeting will take place on Wednesday 28 May, Board Meeting - (in person, Norton House Hotel, as part of the Board Away Day)

****Items marked private have been excluded from these minutes due to at least one of the following reasons:***

- ***Confidentially sensitive information***
- ***Discussion on commercial interests***
- ***Person specific information***
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