

TRUST HOUSING ASSOCIATION LIMITED

Minutes of the Special Board Meeting held on Wednesday 8th October 2025 at Norton House Hotel, Edinburgh.

PRESENT:

Board Members

Dr Norval Bryson	David Knight
Steve McGowan	Ali Ross
Ian Mitchelmore	Paul McFarlane
James Black	Laura Bornatici
Katherine Wainwright	Kyle Ruparelia
Laura Cameron	Sharron Elsdon

Officers in Attendance

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

DR NORVAL BRYSON IN THE CHAIR

Agenda Item	Detail
1.	Chair's Opening Remarks
1.1	Dr Norval Bryson, Chair, welcomed everyone to the Special Board Meeting and outlined 3 reports for consideration.
2.	Chief Executive's Opening Remarks - <i>please see private minutes*</i>
3.	Apologies
3.1	Apologies were received from Mary Niven and Graham Curran.
4.	Declarations of Interest
4.1	None.
5.	Annual Assurance Statement (AAS) 2024-25
5.1	Norval advised that the first substantive item on the agenda was the AAS and invited Annette Brown, Company Secretary, to provide an overview of the process that has been followed by Board for 2024-25.
5.2	Annette thanked Norval for the introduction and the Board members and Executive Team that had been involved in the review process.
5.3	Annette explained that the Scottish Housing Regulator (SHR) expects RSLs to be self-aware and to self-assess against the seven Regulatory Standards of Governance and Financial Management. In order to do this, the Board re-convened the Governance Working Group which undertakes a rigorous self-assessment process over three

	sessions with each session focusing on 2-3 Standards, as well as the regulator's requested special assurance areas. This year, the regulator continued to seek special assurance for tenants and residents safety only.
5.4	Annette confirmed that following the self-assessment process we are satisfied that we have the necessary measures and contingency plans in place to meet all of our duties in relation to tenant and resident safety.
5.5	Annette advised that the Board should be provided with a strong level of assurance that Trust fully meets the regulatory standards of governance and financial management. This is evidenced in the self- assessment document and the improvement action plan in Appendices 2 and 3.
5.6	As this is a continuous improvement process there were 15 improvement actions however a number of actions from previous years have now been implemented.
5.7	Annette asked the Board to acknowledge the robust self-assessment and confirm their assurance that Trust complies with each of the regulatory standards.
5.8	Decision: Acknowledged the self-assessment work undertaken and evidence bank collated.
5.8	Decision: Confirmed assurance that we meet all of our duties in relation to tenant and resident safety. In particular, we have gained the necessary evidence-based assurance of our compliance in respect of duties relating to gas, electrical, fire, water and lift safety and our obligations relating to asbestos, damp and mould.
5.9	Decision: Confirmed assurance against the statutory regulations of governance and financial management.
5.10	Decision: Approved the Annual Assurance Statement and that the Statement be signed by the Chair on behalf of the Board and submitted to SHR (Appendix 1).
5.11	Decision: Approved that the Annual Assurance Statement is published on Trust's website and in Trust Talk.
6.	New Build Programme Update
6.1	Jackie McIntosh, Director of Assets and Strategy presented the New Build Programme Update to Board addressing the SHR's request for board oversight and confirming that there are no material issues affecting the delivery of the modest programme.
6.2	The Board noted the contents of the report.
6.3	Noted: The report is to be submitted to the SHR by the 31 st October as requested in the 2024/25 engagement plan.
7.	Selection Process for new Chief Executive - <i>please see private minutes*</i>
8.	Date of next meeting
8.1	Thursday 4 December 2025 (in the Edinburgh office).