

Required Reading



MARYHILL HOUSING ASSOCIATION LIMITED

**MINUTES OF THE BOARD MEETING
HELD ON THURSDAY 27th FEBURARY AT 6.30 PM
HYBRID MEETING FROM 45 GARRICOH ROAD, GLASGOW, G20 8RG**

Board Members	In Person	Remote	Apols	Absent
██████████ (LF) - Chair	✓			
██████████ (PI) – Vice Chair			✓	
██████████ (JC)	✓			
██████████ (VW)	✓			
██████████ (SJ)			✓	
██████████ (WMc)	✓			
██████████ (AK)			✓	
██████████ (AS)		✓		
██████████ (DF)	✓			
██████████ (MM)	✓			
██████████ (PH)	✓			
Leave of Absence				
██████████ (LS)				

Officers	Items
██████████ (RW) Chief Executive	1-16
██████████ (JS) Director of Operations	1-14
██████████ (CD) Head of Property	1-14
██████████ (SB) Director of Resources	1-14
██████████ (SR) Corporate Officer (H&S and Facilities)	1-14
██████████ (AD) Head of Asset and Investment	1-14
External	item
██████████ (CA)	2
██████████ (IS)	2
Observer	Items

Item No.	Issue	Action By
1.	Welcome	
1.1	The Chair (LF) welcomed everyone to the meeting.	
1.2	Apologies were noted for PI, SJ & AK. There were Declarations of Interest from all staff, with exception of RW for agenda item 15 EVH Pay Award. Board members VW & LF also declared interest for Agenda item 15.	
2.	Glenavon Render Legal Case- Mediation Report	Full Redact
	Commercially sensitive item. Full redaction applied.	

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3.	Approval of Board Minutes- 30th January 2025	
3.1	The Board approved the minutes of the meeting held on 30 th January subject to PH been added as an attendee.	SR
4.	Matters arising	
4.1	There were no matters arising not otherwise on the agenda.	
5.	Action Tracker	
5.1	LF informed Board members 5 items were proposed for closure.	
5.2	Board approved the closure of 5 items on the action tracker.	SR
6.	Feedback From Audit & Risk Register	
6.1	LF advised Audit & Risk Committee meeting did not take place due to insufficient members being available to form a quorum. LF advised that committee membership would be discussed at the Governance item on the agenda.	
7.	Feedback From Training & Events	
7.1	Board members confirmed no training attended since last meeting.	
8	Draft 2025/26 Budget	
8.1	SB introduced the one-year draft budget for the 2025/26 financial year and highlighted an error in the paper title of item 8 which should read "Draft 2025/26 Budget" instead of "Q3 Management Accounts".	
8.2	SB highlighted section 3.6 of the report which set out potential significant spend items which were not yet included in the budget and could result in a potential loan covenant breach. SB advised that a meeting is scheduled with the bank on the 10 th March where these items and potential need for covenant amendment will be discussed.	
8.3	Board had a discussion on the draft budget and raised concerns regarding the implications of a covenant breach due to the additional spend items and the risk on our loan borrowing this might pose. SB advised that these will be discussed at the meeting with the bank. RW added that as these were specific additional spend items rather than ongoing running costs, it is more likely that the bank will be open to removing these from the covenant calculation. RW advised that we have a good relationship with the bank and they are likely to be supportive.	
8.4	A Board member asked how the requirement for the fire stopping work arose. RW advised that fire stopping works is the filling with fire retardant materials of any are gaps created when works that have been undertaken, e.g. holes drilled through walls, in order to seal these and maintain fire compartmentalisation in high rise properties. RW advised her understanding was the fire stopping works required now were identified following previous fire stopping works for the air source heat pump installations being identified as insufficient. The Association had then commissioned detailed fire stopping assessments which had identified a range of historic issues across the mini multis and high rise stock. These assessments had then been reviewed by a specialist fire engineer to ensure the work was genuinely required. Since this exercise the Association will now require fire stopping work to be undertaken whenever any relevant works are carried out in the multi storey stock, however the large number of historical issues requiring to be addressed	

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8.5	across the 15 high rise blocks is estimated at around £1m. AD added we are having an independent review that will provide a better financial idea of the costing. The Board asked if the work met standards at the time of completion and what percentage of properties were affected. RW confirmed that she does not know if it would have met standards at the time, however the fire stopping assessor and fire engineer had both advised that the type of wooden boxing in used in the 21 storey properties was not the standard approach. JS added that now the issue has been brought to attention, action needs to be taken.	
8.6	Board noted the content of the draft budget for 2025-26.	
9.	Q3 Operational Performance Report	
9.1	LF advised Board this is the new approach to Assurance and introduced the Q3 Operational Performance report up until the 31 st of December 2024.	
9.2	The Board provided feedback that the new layout of the report is much easier to digest and read.	
9.3	JS highlighted areas for improvement detailed within the content of report at section 3.3 in relation to Gross rent arrears, average time to relet an empty property, repair appointments and factoring.	
9.4	The Board questioned whether arrears levels were comparable to other RSLs. JS confirmed they are similar. JS also advised that further legal action is being considered in respect of factoring arrears, particularly for owners with multiple properties who are not paying.	
9.5	The Board asked if the arrears audit checks are fit for purpose given that rent arrears are increasing month on month. JS confirmed that current tenant arrears are being managed, but attention is now needed on former tenant arrears. The new Income Maximisation Manager will be focusing on this and this new post has already made a difference for current arrears since starting in October.	
10.	Q3 Corporate Performance Report	
10.1	LF introduced the Q3 Corporate Performance report up until the 31 st December 2024.	
10.2	RW highlighted areas for improvement detailed within report at section 3.3 in relation to frontline/investigation complaint.	
11.	Q3 Management Accounts	
11.1	LF highlighted that due to February Audit and Risk Committee meeting being cancelled the accounts have not been considered in detail.	
11.2	SB introduced report on management and invited questions.	
11.3	A Board member queried why the Statement of Comprehensive Income account were showing a significant increase on both projected turnover and operating	

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11.4	expenditure compared to budget. SB advised that a £1m item had been incorrectly allocated in the budget, reducing both turnover and expenditure by an equal amount. The projection showed the corrected allocation of this item. SB highlighted the projected reduction in operating surplus by end of March of £1m, with increased void repairs costs having a significant impact.	
11.5	Board had detailed discussion on management accounts and approved the financial results for the period to 31 December 2024.	
12.	Q3 Risk Management	
12.1	SB provided an update on Q3 Risk Management to 31st December 2024, highlighting high risks and mentioned the medium risks were not reviewed this quarter due to the Audit & Risk Committee meeting cancellation.	
12.2	SB highlighted that the fourth bullet point in 3.5 should have said the inflation risk had been 'replaced by' rather than 'renamed as' interest cover covenant breach risk. Also whilst inflation had a part to play in the reduced covenant headroom it was not the only cause.	
12.3	Board noted the risk register subject to the above clarification.	
13.	CEO Report	Part Redact
13.1	LF confirmed that the report contained items requiring approval which would be discussed first.	
13.2	The Board reviewed and approved the proposed changes to the remaining internal audits for 2024/25.	
13.3	The Board gave consideration to the proposed extension of the Treasury Advisor contract with DTP, but given the recent retirement of our long standing assigned treasury advisor, members felt it would be prudent to explore options and go out to tender for a new Treasury Advisory firm. Extension of contract was therefore not approved.	
13.4	An action taking for SB to go out to tender for a new Treasury Advisory firm.	SB
13.5/ 13.13	Commercially sensitive. Partial redaction applied.	
14.	Governance Report	
14.1	LF introduced the report, which contained items requiring approval.	
14.2	The Board discussed the approval items and approved the following: <ul style="list-style-type: none"> • Appointment of VW as Chair of the Audit & Risk Committee. • Maryhill Living lease increase. 	
14.3	The Board discussed the Vice Chair role and suggested exploring recruitment if pursuing the tenant member route, as no current members are able to take on the role. In the interim, DF was recommended for the position if a tenant member	

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	is not appointed. RW confirmed that DF could be Vice Chair and also continue as Chair of Maryhill Living Board.	
14.4	The Board reviewed the Audit & Risk Committee membership and agreed to explore a rotation system to ensure meetings remain quorate. SB highlighted the importance of ensuring availability for 21st August meeting when the Audit Partner will be in attendance to present the annual financial accounts.	
14.5	The Board discussed upcoming training and events and agreed to check diaries and confirm attendance individually.	
15.	EVH Pay Awards	Full Redact
	<i>Commercially sensitive item. Full redaction applied.</i>	
16.	Meeting review	
16.1	No meeting review took place as meeting had overran.	

Signed: _____

Date: _____