

**MINUTES OF THE JOINT GOVERNING BODIES BOARD MEETING
OF CAIRN HA AND ANCHO**

held on Thursday 30 January 2025 at 2:30pm

Via Teams

Present:

Cairn HA

Angus Lamont (Chair)
Lizzie Crawford (Vice-Chair)
Neil Wood
Donna Paton
Nigel Chapman
Steven Travers

Ancho

Bill Finlay (Chair)
Lindsay Robertson
Suzie Lyons
Andrew Latto
Steven Travers

In Attendance:

Audrey Simpson, Chief Executive (CEO)
Ken Tudhope, Director of Finance and Business Services (DFPS)
Meg Deasley, Director of Property Services (DPS)
Morag Boyter, Director of Business Services (DBS)
Chris Milburn, Director of Customer Services (DCS)
Carolyn Owens, Governance Services Manager (GSM) (*Minute*)
Catherine Bradley, Governance Administration Assistant (GAA)

	Item	Decision / Action
1	CHA BOARD	
1.1	Board Members only session Board members discussed the Agenda and items they wished to highlight during the meeting. <i>All staff members joined the meeting.</i>	
1.2	Apologies Apologies were received from Douglas Reid (LOA) and Andrew Clark.	
1.3	Declarations Of Interest Nigel Chapman declared an interest as a PCE Director. All staff noted an interest in Agenda Item 6.3.	Noted
1.4.1	CHA (JGB) Minutes - 21 November 2024 Minutes of the Joint Governing Bodies' Meeting of Cairn HA and Ancho held on 21 November 2024 were proposed by Lizzie Crawford, seconded by Neil Wood and approved .	Approved
1.4.2	CHA (JGB) Strategy Day Minutes - 22 November 2024	

1.4.3	<p>Minutes of the Joint Strategy Day Meeting of Cairn HA and Ancho held on 22 November 2024 were proposed by Nigel Chapman, seconded by Neil Wood and approved.</p> <p>CHA Special Board Minutes - 28 November 2024</p> <p>Minutes of the Special Board Meeting of Cairn HA held on 28 November 2024 were proposed by Donna Paton, seconded by Neil Wood and approved.</p>	<p>Approved</p> <p>Approved</p>
1.5	<p>Matters Arising</p> <p><u>Item 7.1</u> – the CEO updated members on aids & adaptations advising that due to increased lobbying from the sector on the Scottish Government’s decision to cut back the budget for this year, both Glasgow and Edinburgh City Councils had allocated additional funding to Cairn, and the Scottish Government were currently liaising with RSL’s for feedback on their capacity to spend additional funding.</p> <p><u>Item 7.6</u> – the DBS updated members that the SHR had published its response to the ARC consultation. H&S indicators on electrical and fire safety would now be included in the ARC and the damp, mould and condensation indicators would be developed over the next few years.</p>	
1.6	<p>Action Tracker</p> <p><u>Item 3</u> – the DCS gave an update on the Customer Services review revised timeframes. A report would be presented to the May Board meeting.</p>	
2	CHA ITEMS FOR DECISION/APPROVAL	
2.1	None.	
3	CHA UPDATES	
3.1	<p>Q3 Management Accounts</p> <p>The DFPS presented the Q3 management accounts highlighting negative variances due to depreciation policies under the new fixed asset register calculations which has now been corrected, employment costs due to temporary staff cover, medical adaptations, and other expenditure. The cash reserves increased during the period due to the Scottish Government loan which was being used to deliver planned maintenance. Overall the cash financial projections were satisfactory in line with the 30 year projections and depreciation charges would change in the 2025/26 budgets.</p> <p>In response to members questions the DFPS advised that:-</p> <ul style="list-style-type: none"> - Employment costs included temporary employees and a capitalised element for staff working on new developments, therefore the pure figure was a 4% overspend and employment costs had been under-budgeted for this year. - Depreciation deficits occurred under the old financial system where the fixed assets register did not adequately communicate with the housing management system resulting in drift and a mismatch on components. This has now been corrected as part of the transition to the new accounting software system and the fixed asset register had been updated leading to additional components being depreciated. This would result in a depreciation overspend at year 	

	<p>end, which would be built into the budget for next year. Any under-investments would not have a huge impact on cash flow projections and were captured in the 30 year financial projection model.</p> <p>The report was noted.</p>	Noted
4	CHA DECISIONS TAKEN UNDER DELEGATED AUTHORITY	
4.1	<p>Aitkin Court Modernisation Proposal</p> <p>The DPS provided an overview of the modernisation. Due to timings the AMDC had approved a recommendation to the Board which was approved by the Board Chair and Vice-Chair under delegated authority. AMDC members had also visited the site, the DCS commented that all the proposals were to benefit tenants and would improve energy efficiency and access to communal areas to increase tenant engagement. In response to a member's question the DPS advised that VAT savings and potential grant funding were being explored where possible. The report was noted.</p>	Noted
5	CHA AND ANCHO JOINT BOARD MEETING	
5.1	<p>Ancho Apologies</p> <p>Apologies were received from Nigel Fortnum and Fiona Callaghan (LOA)</p>	
5.2	<p>Ancho Declarations of Interest</p> <p>None.</p>	
5.3	<p>Audit & Performance Committee Minutes - 16 Dec 2024</p> <p>Minutes of the Group Audit & Performance Committee Meeting held on 16 December were noted.</p> <p>The A&P Committee Chair gave an overview of the meeting in terms of access to IT/papers, new members, allocations, internal audit and data in the KPI's.</p>	Noted
5.4	<p>AMDC Special Meeting Minutes – 16 Jan 2025</p> <p>Minutes of the AMDC Special Meeting held on 16 January 2025 were noted.</p> <p>The AMDC Chair highlighted that the meeting had been inquorate and asked for members to join.</p>	Noted
6	GROUP ITEMS FOR DECISION/APPROVAL	
6.1	<p>Draft Budget Assumptions</p> <p>The DFPS presented the draft budget assumptions and gave an overview of the content highlighting: rental income, employment costs, voids, debt-write offs and inflation assumptions; the draft I&E and cash flow accounts; covenant cover; interest cover; available revolving cash facility; Riverbank expenditure. He advised the 30 year financial projections and sensitivity analysis would be presented to the March meeting along with the budget.</p>	

	<p>In response to members' questions the DFPS confirmed:</p> <ul style="list-style-type: none"> - professional fee increases were due to one-offs including acceleration of the asset stock condition survey, - he would contact the Ancho Chair re covenant calculations following the meeting, - salary costs would include one-offs in the final budget, - 2% productivity saving/efficiencies will be shown in the final report, - strategic voids work is underway and further reports will follow. <p>At the proposal of Nigel Chapman seconded by Lindsay Robertson the Boards approved the draft Budget.</p>	<p>Action DFPS</p> <p>Approved</p>
6.2	<p>Rent Consultation Feedback and Agree Rent Increase</p> <p>The DCS presented the report and feedback received from tenants on the proposed rent increases for Cairn HA and Ancho tenants, and former Pentland and Coatbridge tenants who were under other contractual arrangements. He referred members to all the responses detailed in the appendices, the outcome of the consultation, a 4.3% response rate and affordability. Feedback on tenants' priorities was also being analysed. Meetings are being arranged at Courts to receive tenant feedback on service charge increases and a tenant engagement strategy is being developed. This will lead to improvements to the way consultation is carried out in future to fully reflect the tenants voice. Any tenants who had raised a concern of any description and provided contact details had been contacted.</p> <p>Following consideration of the feedback and further discussion, at the proposal of Angus Lamont, seconded by Lizzie Crawford, the Boards Approved:-</p> <ul style="list-style-type: none"> - a 3.9% increase for all rents to be applied from 1 April 2025, - a 2.3% rent increase for former Pentland Housing Association tenancies to be applied from 1 April 2025, - a 4.5% rent increase for all former Communities Scotland, Lochside, Coatbridge tenancies to be applied from 1 April 2025. <p>The Board also agreed to formally write to tenants to confirm this increase providing four weeks' notice prior to the increase.</p>	<p>Approved</p> <p>Agreed</p>
6.3	<p>2025 Annual Salary Cost Of Living Proposal (Confidential) <i>See separate Confidential Minutes</i></p>	
6.4	<p>Maternity Leave Policy Review (Confidential) <i>See separate Confidential Minutes</i></p>	
7	<p>GROUP UPDATES</p>	
7.1	<p>CEO's Report</p> <p>The CEO gave an overview of the report highlighting a focus on staff engagement, leadership development plans, Away Days for Exec and Extended Management teams, communication, performance meetings, progress on current Business Plan projects and the future Business Plan. The Chair was pleased to see improvements in complaints, ICT and performance statistics.</p>	

	<p>In response to a member's question on the current approach to home working and if that may change, the CEO advised this was under review as one of the Business Plan projects looking at remote, flexible and home working, that Cairn's flexible working policy was one of those most valued by staff, and alluded to the importance of considering the expectations and aspirations of employees and creating the right working environments to successfully run the business.</p> <p>The report was noted.</p>	Noted
7.2	<p>Ancho ToE Project Plan (Confidential) <i>See separate Confidential Minutes</i></p>	
7.3	<p>Development & Asset Management Update</p> <p>The DPS gave an overview of the report highlighting progress with the stock condition survey anticipating on target completion in March 2026. EICRs were over 98% compliant to date. In response to members' questions the DPS advised that escalation letters had been sent out but there had been no forced entries for EICRs and additional reminders through other communication/Newsletter channels were ongoing. Pentland investment plans were progressing well. Lambhill development contractors had initiated works on site with some details to be finalised imminently. Engagement with LA's on planning applications was ongoing. A £40k grant funding application had been successful for property acquisition in Irvine. Positive discussions and lease options regarding the site in Findrassie, near Elgin <i>redacted</i> had taken place with <i>redacted</i>, there may be a role for PCE in the management of the leases and further updates would follow.</p> <p>The report was noted.</p>	Noted
7.4	<p>Annual Report on People Strategy</p> <p>The DFPS presented the report and an overview of the content. He reported positive staff engagement and staff turnover of 8%, (a 4% figure excluding retirals), which a member commented was low. In response to a member's question the DFPS advised there is a performance and goals setting process and going forward the focus would be on measurable outcomes feeding into the business plan/departmental plan projects and individual performance monitoring. The goal setting process would also be refined for non-office based staff.</p> <p>The report was noted.</p>	Noted
7.5	<p>H&S Strategy 6-Month Update</p> <p>The DBS presented the Year 2 update highlighting the new Adverse Weather Policy had been applied during the recent red weather warning and the new H&S Handbook will be sent out to tenants with the rent setting mailings. The scorecards provided in the Appendices would be moved into a single reporting scorecard for the next 6-monthly update and the content of it is consistent with the new ARC indicators.</p>	

	<p>The DPS provided an overview of compliance on asbestos; progress on water hygiene management plan actions advising a report will be presented to the A&P Committee to provide an update on progress with the water hygiene works; fire risks assessments and tendering; a new lifts service contract; EICR's; Gas compliance; and damp, mould and condensation (DMC) as detailed within the report. She referred members to the case management approach for DMC as summarised in the appendix and visits to properties to help support tenants, and the DCS advised of a new safeguarding policy to be created to assist with interventions especially with vulnerable tenants.</p> <p>The report was noted.</p>	Noted
7.6	<p>ICT Lessons Learned Report</p> <p>The DBS gave an update on progress with implementation of the new ICT systems and highlighted the objectives, progress and next steps as detailed in the report. She advised that a quality assurance framework would be put in place for quarterly data checks presented quarterly to the EMT performance meetings.</p> <p>In response to a member's question the DBS advised that there was an issue with continuity of training support and that moving data from three separate systems into one meant that the data needed cleansed. Board members commented on the implementation criteria and the data, comms, training plans and disruption to KPI reporting. It was agreed that an Action Plan would be presented to the Audit & Performance Committee with target dates and responsibilities.</p> <p>The report was noted.</p>	Action DBS Noted
7.7	<p>Communications Review</p> <p><i>See separate Confidential Minute</i></p>	
7.8	<p>Risk Register and new risks to add</p> <p>It was agreed to add Data Quality as a sub-set to the ICT Strategic Risk</p>	Agreed Action DBS
7.9	<p>Items for Audit & Performance Committee consideration</p> <p>The annual update on the Risk Register would be presented to the A&P Committee's next meeting.</p>	
8	GROUP GOVERNANCE, REGULATION & CORPORATE	
8.1	<p>Chairpersons' Update Reports</p> <p>The CHA Chair advised on activity since the last meeting including regular meetings with the Executive Team, and visits to Aitken Court, Kirkcaldy and Callum McDonald Court in Rosyth. The Ancho Chair advised on activity since the last meeting including attendance at the Ancho Special General Meetings.</p>	Noted
8.2	Governance & Regulation Update	

	<p>The GSM presented the report highlighting progress on the IA tender exercise, the upcoming IOSH H&S Training, an update on Committee memberships and new Board member recruitment which would address Committee attendance issues. The 2025 meetings schedule had been circulated and members were asked to monitor communication about date changes and to advise the governance team of any planned holidays. She highlighted the changeover in IT to enable members to use their own devices.</p> <p>The report was noted.</p>	Noted
9	GROUP DECISIONS TAKEN UNDER DELEGATED AUTHORITY	
9.1	Asbestos Management Plan - noted	Noted
9.2	Policy Updates – Family friendly policies – noted	Noted
10	ANCHO BOARD	
10.1.1	<p>Ancho (JGB) Minutes - 21 November 2024 Minutes of the Joint Governing Bodies' Meeting of Cairn HA and Ancho held on 21 November 2024 were proposed by Andrew Latto, seconded by Lindsay Robertson and approved.</p>	Approved
10.1.2	<p>Ancho (JGB) Strategy Day Minutes - 22 November 2024 Minutes of the Joint Strategy Day Meeting of Cairn HA and Ancho held on 22 November 2024 were proposed by Suzie Lyons, seconded Andrew Latto and approved.</p>	Approved
10.1.3	<p>Ancho SGM - 25 November 2024 Minutes of the Ancho Special General Meeting held on 25 November 2024 were noted</p>	Noted
10.1.4	<p>Ancho SGM - 10 December 2024 Minutes of the Ancho Special General Meeting held on 10 December 2024 were noted</p>	Noted
10.2	<p>Matters Arising</p> <p>None</p>	
10.3	<p>Action Tracker</p> <p>Noted</p>	
11	ANCHO ITEMS FOR DECISION/APPROVAL	
11.2	None.	
12	ANCHO UPDATES	
12.1	<p>Q3 Management Accounts</p> <p>The DFPS advised the accounts were slightly ahead at this stage, some items were under review re component replacements.</p> <p>The report was noted.</p>	Noted
12.2	<p>Asset Management Update</p> <p>The DPS presented the report highlighting the boiler replacement programme was well underway and road resurfacing works were</p>	

	<p>progressing. The Bathroom replacement programme would be commenced next year. Grant funding for a communal flat purchase would assist with communal works as detailed in the report and other acquisitions/disposals were being explored.</p> <p>The report was noted.</p>	Noted
12.3	<p>Annick Riverbank Update</p> <p>The DPS provided an updated advising that planning permission had been granted and the application for statutory consents and finalisation of tender documents based on the planner's feedback would be progressed. All was on target for the construction window in June-October 2025. There had been no damage to the riverbank during the recent red weather warning event.</p> <p>The report was noted</p>	Noted
13	ANCHO DECISIONS TAKEN UNDER DELEGATED AUTHORITY	
	None.	
14	AOCB	
14.1	None.	
15	DATE OF NEXT MEETING	
	<p>JGB Board Meeting – 27 March 2025</p> <p>The Chair advised this would be the last JGB Meeting prior to the Transfer of Engagements and would be in person and hybrid in either Edinburgh or Glasgow to mark the occasion.</p>	

The meeting ended at 5:33pm