

MINUTES

of the meeting held on Thursday 20 March 2025
6.00pm via MS Teams

BOARD MEMBERS IN ATTENDANCE:

Kelly Arrol	Chair
Sheelagh Norris	
David Fitzpatrick	

APOLOGIES:

STAFF IN ATTENDANCE:

Vicky Wilson – for items 851-869	AEL Manager
Iona Taylor	AHA Director of Asset Management
John Davidson	AHA Chief Executive
Tammy Allan	Minutes

OTHERS IN ATTENDANCE

None

STANDING ITEMS

851	Welcome The Chair welcomed everyone to the meeting.
852	Apologies No apologies were noted.
853	Approval of Previous Minutes The minutes of the previous meeting were approved without amendment.
854	AOCB Approval None.
855	Declaration of Interest There were no declarations of interest.
856	Matters Arising/updates None.
857	AEL Manager's Business Report <p>VW presented the report highlighting the enhanced element of the stair cleaning contract. Due to the level and cost of dumping waste plus the ongoing changes to requirements with the segregation of waste we previously had to move from wholly using Scotwaste to Levensat with Scotwaste as a backup. We have recently carried out an analysis of costs and following a recommendation from a member of staff, VW reached out to Enva who have confirmed that they are able to offer competitive rates. They also confirmed that they offer 100% recycling which means that we wouldn't need to use a second company. VW advised that she would bring a breakdown of costs to the next meeting.</p> <p>With regards to Parkways Estate Maintenance, they have been given the proposed increase, however they have responded by asking for an update on the specification of the contract. This has been given to them and we expect to have a response, [REDACTED]</p> <p>With regards to recruitment, VW advised that the 2 supervisors are currently going through training and the new supervisor has also completed a damp & mould course. Finding has been secured for the other supervisor to complete an SVQ level 8 through West Lothian Council. An amount had been allowed within the budget for this, however it can now be removed due to the grant funding being received. VW advised that she receives details of course that are available to all staff, however the operatives don't always show an interest in taking part and those who do, have already completed the available courses. WLC always send through course that would suit all staff,</p> <p>VW advised that AEL are celebrating its 20yr anniversary and staff will be taken out to lunch to celebrate and also say thank you.</p> <p>The Board referred to Job Logic and acknowledged that a work around was being used as a replacement, but they also queried whether the Parent had an update on the system that they are looking to implement. JD advised that the go live date has been moved from July to October. It has been a labour-intensive project, with a lot of testing of data being processed. KA queried whether costs have been included within the 3yr plan to find a replacement system. It was confirmed that it hadn't been allowed, however as Job Logic wasn't a suitable product, something should have been allowed for this.</p>

	<p>KA referred to the contract performance checks, specifically referencing the 9.37% fail rates and she queried the property repairs managers expectations. VW advised that raw data wasn't available that could be presented, however there were occasions where AEL could not gain access into properties. AEL also do not have electrical experience, therefore there have been occasions where the job has been passed back which is something that is out with AEL's control.</p> <p>KA also queried whether there were any plans in place to revamp the Board papers. VW advised that AEL do not have the systems in place that can pull the required data. JD also acknowledged that nothing has been allowed in the budget for this, however it can be taken away as an action. AHA have a data analyst who, post HomeMaster implementation, could possibly assist and provide a simplified dashboard. There is also the AHA KPI template that could be used.</p> <p>VW concluded by providing an update on the newly appointed multi-trade supervisor, advising that he has settled in really well, he has been meeting all KPIs and deadlines. AEL staff have also commented on jobs that he has worked in, assuming AHA had a new contractor, and they noted the quality of the work that is being done.</p> <p>The Board noted the Manager's report.</p>
PRESENTATION	
	None
PAPERS FOR APPROVAL	
858	<p>Budget Forecast Draft Year 1 – 2025-26</p> <p>The report was presented to the Board and KA noted that AEL continue to promote that they are a Scottish Living Wage employer, however with recent recruitment challenges and increases that have been made to the supervisors' salaries, she queried whether it was right that nothing has been taken into account for these issues. JD advised that in year 2 of the plan, a review of the people offer will be carried out and the primary reason for this is because AHA will also be carrying out a job evaluation with the HR team being heavily involved and we will therefore learn from the AHA process.</p> <p>There were no further questions from the Board.</p> <p>The Board</p> <ul style="list-style-type: none"> • reviewed the draft annual budget and key assumptions, • agreed any required amendments to the budget if necessary • approved the budget with any amendments and incorporate it into the Business Plan for the year end 31 March 2026 / 31 March 2028.
859	<p>Deed of Covenant</p> <p>The report was presented to the Board who queried the purpose of the Deed of Covenant. IT advised that following a review of the independence agreement, TC Young advised that Deed of Covenant had to be updated.</p> <p>The Board agreed the deed of covenant with Almond Housing Association and delegates authority to the Manager to sign on behalf of the company.</p>
860	<p>Contract Value Increase (RPI) 2025/26</p> <p>External contracts received increase letters in December. Not high risk I terms of CAB window cleaning,</p>

	The Board reviewed the annual increase for AHA and external contractors.
861	<p>Business Plan Draft</p> <p>The Board were asked to review the content of the draft business plan along with the strategic objectives and they acknowledged that they believe that it is a solid plan that makes sense. However, they also noted that there were some measures missing with some of the strategic objectives. This was acknowledged and the Board were made aware that there are some areas where the data isn't available as yet, but base data will become available after year 1.</p> <p>The Board</p> <ul style="list-style-type: none"> • Reviewed the content of the proposed Business Plan, acknowledging that this will be updated following the outcome of the Mainstreet Consulting review. • Agreed in principle the strategic objectives and associated action plan.
862	<p>Risk Register – annual review</p> <p>The report was presented to the Board who were happy to approve.</p> <p>The Board approved the annual risk register.</p> <p>The Board acknowledged a new risk being presented.</p>
863	<p>Board meeting dates – to be aligned with AHA</p> <p>It was noted that VW would review the AEL meeting dates, taking into account that they need to be aligned with AHA. The new proposed dates will be circulated amongst Board members.</p>
FOR INFORMATION	
864	<p>Finance Report including Management Accounts</p> <p>VW presented the finance report and noted the higher income due to the additional cleans and clearances plus there has been movement with the waste permit due to the increased charges.</p> <p>The Board queried the requirement to purchase a new vehicle, and VW confirmed that the purchase took place in June 2024 after the lease vehicle was returned. She also informed the Board that any surplus that AEL incur is passed to the Parent company as Gift Aid, however this year the surplus was used to purchase the new vehicle, therefore the gift aid will be less this year.</p> <p>The Board noted the financial position at 31 December 2024. The review and control of finances is a key aspect of directors' responsibilities under the Companies Act, and in line with the Financial Regulations. In line with the Deed of Covenant the Board acknowledged that should the year end surpluses be greater than forecast, a gift aid payment will be made to the Parent company. This is also in line with the Intra Group Agreement.</p>
865	<p>Business Plan 2024/25 – Action Plan update</p> <p>The report was presented and there were no queries or questions from the Board.</p> <p>The Board noted the Action Plan Update.</p>
866	<p>Performance Report – Quarter 3</p> <p>The report was presented to the Board who advised that they find it difficult to follow and therefore reformatting is required.</p> <p>The Board noted the report.</p>
867	<p>Board members items for future meetings</p> <p>None</p>
868	AOCB

	JD advised that an online meeting would be arranged to discuss the findings from Main Street Consulting once we have received their feedback.
869	<p>Cost of Living Award 2025-26</p> <p>IT informed the Board that benchmarking has been carried out amongst other organisations, including EVH, and they are looking to offer a 4% increase in the year 1 and then a CPI+ agreement thereafter. The Board had a discussion and agreed that a 5% increase would be a good decision to make.</p> <p>The Board considered the information presented and agreed the cost-of-living for non-operational roles.</p>
	<p>Date of Next Meeting:</p> <p>Will be held in June, exacts dates TBC</p>

Please note that these minutes have been edited to remove any commercially sensitive or confidential discussions.

If you need this publication in larger print, audio, Braille, or in another language, please contact our office and we will try to help you.