

FINAL Albyn Housing Society Board Meeting |MINUTES

Date: Tuesday 16 December 2025
Time: 6.00pm
Location: Teams

Members Present

Lesley McInnes,
Chair

Clea Warner,
Vice Chair

Carl Patching
Member

Scott MacLeod,
Member

Jackie Bugden,
Member

Niall Owen,
Member

Ewan McGarrie,
Member

Annice Newlands.
Member

Terri Semple,
Member

In Attendance

Maureen Knight,
Interim Chief Executive Officer
(ICEO)

Andrew Martin,
Executive Dir. of Group Services
(ExDGS)

Robert Buchanan,
Dir. of ICT & Business Services
(DIT&BS)

Laurie MacLeod,
Head of Human Resources
(HHR)

Caroline Madden,
Head of Property Services
(HPS)

Marcie Ballance,
Head of Development &
Sustainability (HD&S)

Chris Ellis,
Head of Performance & Reporting
(HP&R)

Laura Morgan,
Corporate Governance Manager
(CGM) - minute

Observers

Rhona Matthews,
Senior Housing Officer

Jenna Greenwood,
Corporate Governance Assistant

1. APOLOGIES & WELCOMES

- 1.1 Apologies had been received from Lynne Holborne.
- 1.2 It was noted that Craig Levy was on a leave of absence.

2. STANDING ITEM

2.1 Board Remit

- 2.1.1 The Chair confirmed that the meeting met the quorum as set out within the Board Remit.

3. CONFLICT OF INTEREST

- 3.1 Terri Semple declared a conflict of interest in confidential item 11.1.

4. PREVIOUS MEETING

4.1 Confidential Minute of Special Board meeting: 09 October 2025

- 4.1.1 The minute of the meeting was approved. This was proposed by Jackie Bugden and seconded by Niall Owen.

4.2 Minute of Board meeting: 28 October 2025

- 4.2.1 The minute of the meeting was approved. This was proposed by Jackie Bugden and seconded by Niall Owen.

4.3 Confidential Minute of Board meeting: 28 October 2025

- 4.3.1 The confidential minute of the meeting was approved. This was proposed by Ewan McGarrie and seconded by Carl Patching.

4.4 Confidential Minute of Special Board meeting: 25 November 2025

- 4.4.1 The confidential minute of the meeting was approved. This was proposed by Annice Newlands and seconded by Carl Patching.

4.5 Matters Arising

- 4.5.1 A written update on the action items had been provided and was reviewed.

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5. DECISION ITEMS

5.1 Q2 Performance Report

- 5.1.1 The HP&R presented the Q2 Performance Report to the Board for its approval.
- 5.1.2 It was noted that from Q3 onwards, Performance Reports would be presented to Board much closer to the quarter end.
- 5.1.3 The Board queried the parameters of indicator 19 (days to complete an adaptation), specifically at what point in the process the indicator commenced. The ICEO advised that it was from the point at which Albyn verified the adaptation request, even if no funding was in place to complete the works required. The Board requested further contextual analysis to be included in future reports with regards to time taken to complete adaptations. The HP&R accepted this as an **action**. **Chris Ellis**
- 5.1.4 The Board asked for assurance that the three void properties that did not meet LD2 requirements had some form of fire detection in place. The HPS confirmed that temporary fire detection alarms were installed in these properties for insurance purposes.
- 5.1.5 The HPS provided a short update on damp and mould to the Board and sought its opinion of the approach to managing these cases that was set out. In summary this approach was to focus on the root cause of damp and mould through active analysis and management of cases, rather than just carrying out repairs. The Board noted it was comfortable with this approach.
- 5.1.6 The HPS explained to Board the access protocol used to gain entry to properties and confirmed that this was in line with tenancy agreements in place.
- 5.1.7 The HPS outlined the four stage approach to damp and mould cases that was used by Albyn. There was a discussion about the difficulties of closing down damp and mould cases, as some may require a period of time to elapse before it is evident that the issue is resolved. It was confirmed to Board that Albyn was actively looking at the use of damp and mould sensors to support its management of cases.
- 5.1.8 The ICEO advised that a report would be brought to Board at the end of Q4 with details of targets that should be set for damp and mould; this would allow for a full year of data for the damp and mould indicators to be collected, analysed, and used to inform target setting.
- 5.1.9 There was a discussion about the use of no win no fee lawyers by tenants with regard to damp and mould cases. The ICEO advised that this was a sector wide issue that needed to be monitored.
- 5.1.10 The Board approved the Q2 Performance Report. This was proposed by Ewan McGarrie and seconded by Jackie Bugden.

5.2 Q2 Development Update

- 5.2.1 The HD&S presented the Q2 Development Update to the Board for approval.

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- 5.2.2 There was a discussion about the importance of promoting and publicising the handover of new properties to tenants. The ICEO accepted an **action** to bring a biannual communications report to Board to provide it with an update on this area. **Maureen Knight**
- 5.2.3 There was a discussion about how Albyn would fill its capacity within its development programme in 2027/28 and 2028/29. The HD&S advised that Albyn worked closely with The Highland Council and other private developers and was comfortable that capacity would be allocated.
- 5.2.4 There was a discussion about the use of institutional funding for the development programme. The ExDGS advised that capital was not the biggest challenge to development, rather it was the identification of suitable sites.
- 5.2.5 The Board approved:
- The Q2 Development Report.
 - The recommendation to remove a 20-home development at Cromlet, Invergordon from the development programme; with the addition of a 19-home development at Obsdale Park, Alness in its place.
- This was proposed by Jackie Bugden and seconded by Ewan McGarrie.
- 5.3 Mid Year Forecast
- 5.3.1 The ExDGS spoke to his paper and sought approval of the recommendation made within it.
- 5.3.2 For the benefit of new Board Members, the ExDGS provided a brief explanation of what depreciation and amortisation covered, as well as its impact upon Albyn.
- 5.3.3 The Board approved the Albyn mid-year financial forecast projecting the revised income and expenditure position up to the end of the financial year. This was proposed by Carl Patching and seconded by Niall Owen.
- 5.4 Emergency Report Outcomes
- 5.4.1 As per the Standing Orders of the Board, the outcome of any reports issued outwith Board meetings under the emergency procedure must be reported at the next Board meeting.
- 5.4.2 The CGM advised the Board of that the Vice Chair had approved the allocation of an MMR property to an Albyn staff member on 20 November 2025. The Board duly homologated this decision. This was proposed by Carl Patching and seconded by Niall Owen.
- 5.4.3 The CGM advised the Board that the recommendations within the confidential report, issued to all Members on 04 November 2025, were approved. The Board noted this outcome.
- 5.5 Society Membership Removals
- 5.5.1 The CGM spoke to her paper and sought approval of the recommendations made within it.

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- 5.5.2 The Board approved the approved the recommendation to remove six shareholders from the Shareholder Register. This was proposed by Jackie Bugden and seconded by Carl Patching.

6. POLICY & STRATEGY

6.1 Procurement Strategy

- 6.1.1 The ExDGS presented the Procurement Strategy to the Board for its approval.
- 6.1.2 The Chair of the Audit & Risk Management (A&RM) Committee noted that the Strategy was scrutinised by the A&RM Committee at its meeting on 09 December and recommended it to the Board for approval.
- 6.1.3 The A&RM Chair noted that the Procurement Action Plan would be monitored by the Committee and any concerns with regard to progress would be reported to the Albyn Board.
- 6.1.4 The Board approved the Procurement Strategy. This was proposed by Niall Owen and seconded by Jackie Bugden.

6.2 Risk Management Strategy

- 6.2.1 The ExDGS presented the Risk Management Strategy to the Board for approval.
- 6.2.2 The Chair of A&RM noted that the Strategy was scrutinised by the A&RM Committee at its meeting on 09 December and recommended it to the Board for approval.
- 6.2.3 The Board approved the Risk Management Strategy. This was proposed by Niall Owen and seconded by Annice Newlands.

7. INFORMATION ITEMS

- 7.1 None.

8. APPROVED MINUTES OF COMMITTEE MEETINGS FOR NOTING

8.1 Approved HRIL Board Meeting Minute: 21 August 2025

- 8.1.1 The Board noted these minutes.

8.2 Approved A&RM Committee Meeting Minute: 16 September 2025

- 8.2.2 The Board noted these minutes.

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8.3 Chair of Audit & Risk Management Update

8.3.1 The Chair of the A&RM Committee provided a verbal update to the Board on the progress of the ICT Working Party.

8.3.2 It was noted that Albyn was progressing towards headline milestones well. The telephone system replacement had been completed and the legacy servers were now shut down. The Microsoft security score continued to increase and was at 92.3%, which was above the benchmark recommended.

8.3.3 The Chair noted thanks to the ICT Working Party on behalf of the Board.

9. **DATES OF FUTURE BOARD COMMITTEE MEETINGS**

9.1 The dates of future meetings were noted.

Chris Ellis, Caroline Madden, Marcie Balance, Rhona Matthews, and Jenna Greenwood left the meeting at this point.

10. **AOB**

10.1 Confidential Item

10.3 Confidential Item

11. **CONFIDENTIAL ITEMS**

11.1 Confidential Item

11.2 Confidential Item

Maureen Knight, Robert Buchanan, and Andrew Martin left the meeting at this point.

11.3 Confidential Item

The meeting ended.