FINAL Albyn Housing Society Board Meeting |MINUTES

Date: Tuesday 30 June 2026
Time: 6.00pm
Location: Kingsmills Hotel, Inverness

Members Present

Lesley McInnes,
Chair

Clea Warner,
Vice Chair

Ewan McGarrie,
Member

Scott MacLeod,
Member

Annice Newlands.
Member

Carl Patching
Member

In Attendance

Maureen Knight,
Interim Chief Executive Officer (ICEO)

Andrew Martin,
Executive Director of Group Services (ExDGS)

Laurie MacLeod,
Head of Human Resources (HHR)

Laura Morgan,
Corporate Governance Manager (CGM) - minute

Observers

Jenna Greenwood,
Corporate Governance Assistant

ACTION

1. APOLOGIES & WELCOMES

1.1 Apologies had been received from Lynne Holburn, Member; Craig Levy, Member; Niall Owen, Member; Terri Semple, Member; and Robert Buchanan, Director of IT & Business Services.

1.2 The Chair welcomed Maggie Morrison, Independent Director of Highland Residential Ltd; and Jenna Greenwood, Corporate Governance Assistant, who joined the meeting as observers.

2. CONFLICT OF INTEREST

2.1 None were noted.

3. PREVIOUS MEETINGS

3.1 <u>Minute of Board meeting: 26 May 2026</u>

3.1.1 The minute of the meeting was approved. This was proposed by Carl Patching and seconded by Scott MacLeod.

3.2 <u>Matters Arising</u>

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

4. CEO & CHAIR UPDATES

4.1 <u>Chairs Update</u>

4.1.1 The Chair of Board noted she would provide a confidential update at the end of the meeting.

4.2 <u>Interim CEO Update</u>

4.1.1 The ICEO spoke to her paper and sought approval of this organisational update.

4.1.2 The Board welcomed the management capacity and capability exercise and noted that it should be applicable to all levels within the organisation.

4.1.3 The Board noted the ICEO Update.

ACTION

5. DECISION ITEMS

5.1 Group Annual Financial Statements 2025/26

5.1.1 The ExDGS presented the Group Annual Financial Statements 2025/26 to the Board for approval.

5.1.2 It was noted that the Statements were scrutinised and approved by the Audit & Risk Management (A&RM) Committee at its meeting on 16 June 2026.

5.1.3 The ExDGS advised that all outstanding matters within the Audit Findings Report had been resolved and management actions closed. The ExDGS accepted an **action** to circulate the updated document to Board. **Andrew Martin**

5.1.4 The ExDGS noted that minor amendments were to be made to the Statements with regard to the tense by which Albyn Enterprises Ltd was referred to following its dissolution.

5.1.5 The Chair of A&RM Committee provided assurance to Board that the Statements had been scrutinised in detail by the Committee.

5.1.6 The Board approved the Group Annual Financial Statements 2025/26. This was proposed by Clea Warner and seconded by Annice Newlands.

5.2 Annual Assurance Timetable

5.2.1 The CGM spoke to her paper and sought approval of the recommendations made within it

5.2.2 The Board had no comments.

5.2.3 The Board approved:

- The timetable for the annual assurance process for 2026.
- The Terms of Reference for an Annual Assurance Short Life Working Group (SLWG).
- That two Members would join the Annual Assurance SLWG (to be decided post meeting).

This was proposed by Scott MacLeod and seconded by Ewan McGarrie.

5.3 Highland Residential Ltd Business Plan 2026/27

5.3.1 The ICEO presented to the HRIL Business Plan 2026/27 to the Board for approval.

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5.3.2 It was noted that the Highland Residential Ltd Board approved its Business Plan for 2026/27 at its meeting on 30 April 2026, with final amendments approved at its meeting on 25 June 2026.

5.3.3 The Board had no comments.

5.3.4 The Board approved the Highland Residential Ltd Business Plan 2026/27. This was proposed by Clea Warner and seconded by Scott MacLeod.

5.4 Remuneration Committee Remit Update

5.4.1 The CGM spoke to her paper and sought approval of the recommendations made within it.

5.4.2 The Board had no comments.

5.4.3 The Board approved the update of the Remuneration Committee Remit. This was proposed by Ewan McGarrie and seconded by Scott MacLeod.

5.5 Shareholder Applications

5.5.1 The CGM spoke to her paper and sought Board approval of the recommendations made within it.

5.5.2 The Board had no comments.

5.5.3 The Board approved the applications for shareholding membership for the following persons:

- Christopher Turner (tenant)
- Paul Cioroianu (tenant)
- Elena Cioroianu (tenant)
- Marin Cioroianu (tenant)

This was proposed by Carl Patching and seconded by Annice Newlands.

5.6 Property Disposal Proposals

5.6.1 The ExDGS spoke to his paper and sought Board approval of the recommendations made within it.

5.6.2 The Board suggested that in future the typical value of sale and the amount of the outstanding grant should be included in reports.

5.6.3 The Board discussed the scenario where tenants may be living in poor quality housing but did not want to move from the property. The ICEO advised that

ACTION

conversations with said tenants should take place before issues arose with the properties that required them to move, e.g. a private water supply drying up.

5.6.4 The Board requested that sensitive discussions be held with persons in the two tenanted properties to ascertain if they would like to move to new accommodation. The ExDGS accepted this as an **action**. **Andrew Martin**

5.6.5 The ICEO noted that a stock condition survey was currently underway; also, Technical Officers would now flag any concerns with the Property Services Team as part of the void management process.

5.6.6 The Board requested an annual report on disposals of homes, which should identify any outliers in terms of location and quality. The ExDGS accepted this as an **action**. **Andrew Martin**

5.6.7 The Board was assured by the ExDGS that AHS now had an Acquisitions Policy in place which would avoid the Society purchasing homes that were not future proof.

5.6.8 The Board approved:

- The marketing for disposal of [redacted]
- That sensitive discussion be held with tenants at [redacted]; and [redacted] to find out if tenants would like to vacate the properties, but that in any case disposal was approved once the properties were void.

This was proposed by Scott MacLeod and seconded by Clea Warner.

6. POLICY & STRATEGY

6.1 <u>Shareholder Policy</u>

6.1.1 The CGM presented the Shareholding Policy to the Board for approval.

6.1.2 The Board had no comments.

6.1.3 The Board approved the Shareholding Policy. This was proposed by Carl Patching and seconded by Annice Newlands.

6.2 Group Business Continuity Plan

6.2.1 The ExDGS presented the Group Business Continuity Plan to the Board for approval.

6.2.2 The Chair of A&RM presented a slide to the Board which provided an overview of the Plan and set out that the Leadership Team had responsibly for the procedures and testing of said procedures, whilst the Board had responsibility for the wrap around Policy.

6.2.3 The Board approved the Group Business Continuity Policy, and Board Communication Procedures. This was proposed by Clea Warner and seconded by Annice Newlands.

6.3 HR Policy Updates

6.3.1 The HHR presented . the Supporting Attendance Policy and the People Development Policy to the Board for approval

6.3.2 The HHR sought guidance from the Board about what it expected to see in a policy. The Board advised that it was acceptable to provide a high level policy document setting out principles, but that this should include links to relevant procedures where the details was set out; also, applicable legislation should be detailed to provide the Board with assurance that AHS was meeting these requirements. The HHR accepted an **action** to review both policies in light of this guidance. **Laurie MacLeod**

6.3.3 The HHR queried what would happen if the Board did not agree with details within procedures. The Board advised that it wanted assurance that the approach taken was reasonable and compliant with requirements, with staff able to justify why the approach had been decided upon.

6.3.4 There was a general discussion about the possibility of having nominated leads on the Board for different policy areas for the staff team to discuss the approach to be taken as part of policy reviews. The ICEO accepted an **action** to consider this and include an update in her next ICEO Update. **Maureen Knight**

6.3.5 Subject to the policies being updated to include links to relevant procedures and legislation, the Board approved.

- Supporting Attendance Policy
- People Development Policy

This was proposed by Ewan McGarrie and seconded by Annice Newlands.

7. APPROVED COMMITTEE MINUTES

7.1 None

8. AOB

8.1 Approval of Emergency Report: RBS Social Loan

8.1.1 The Board noted that the recommendations made within the emergency report issued to Members on 18 June 2026, with regard to the RBS Social Loan were approved.

9. DATES OF FUTURE BOARD COMMITTEE MEETINGS

9.1 The dates of future meetings were noted.

Jenna Greenwood left the meeting at this point.

10. CONFIDENTIAL ITEMS

10.1 Item 1

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

10.2 Item 2

10.3 Item 3

10.4 Item 4

Maureen Knight and Andrew Martin joined the meeting at this point.

10.5 Item 5

The meeting ended.