FINAL Albyn Housing Society Board Meeting |MINUTES

Date: Tuesday 22 September 2026
Time: 2.00pm
Location: Highland Rugby Club, Inverness

Members Present

Lesley McInnes, Chair	Clea Warner, Vice Chair	Carl Patching Member
Ewan McGarrie, Member	Craig Levy, Member	Lynne Holburn, Member

In Attendance

Maureen Knight, Interim Chief Executive Officer (ICEO)	Andrew Martin, Executive Director of Group Services (ExDGS)	Robert Buchanan, Director of IT & Business Services (DIT&BS)
Laurie MacLeod, Head of Human Resources (HHR)	Laura Morgan, Corporate Governance Manager (CGM) - minute	Victoria Rogan, Executive Officer (EO)

Observers

Maggie Morrison,
Director of Highland Residential Ltd

ACTION

1. APOLOGIES & WELCOMES

1.1 Apologies had been received from Annice Newlands, Member; and Niall Owen, Member.

1.2 It was noted that Scott MacLeod was on a leave of absence.

1.3 The Chair welcomed Maggie Morrison, Independent Director of Highland Residential Ltd who joined the meeting as an observer.

2. CONFLICT OF INTEREST

2.1 None were noted.

3. PREVIOUS MEETINGS

3.1 Minute of Board meeting: 30 June 2026

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

3.2 Matters Arising

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

3.2.2 It was requested that item 4.1.4 be reworded to make the action clearer.

4. CEO & CHAIR UPDATES

4.1 Chairs Update

4.1.1 The Chair sought homologation of her decision to approve shareholding membership of the Society for Maggie Morrison & Robin Jackson on 28 August 2026 to facilitate their nomination to the Board. The Board homologated this decision. This was proposed by Clea Warner and seconded Ewan McGarrie.

4.2 Interim CEO Update

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

4.1.2 The Board discussed the update on the Scottish Government review of Housing for Varying Needs guidance. It enquired if this would likely increase costs for

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Albyn. The ExDGS advised that it would not increase costs for Albyn, but would increase the amount of grant from Scottish Government that would be required.

4.1.3 The Board discussed the Scottish Social Housing Charter Report and that the Albyn Tenant Charter report was currently being prepared. The ICEO accepted an **action** to circulate the Tenant Charter Report to Board when ready. **Maureen Knight**

4.1.4 The Board approved the ICEO Update. This was proposed by Clea Warner and seconded Ewan McGarrie.

5. DECISION ITEMS

5.1 Q1 Performance Report

5.1.1 The DIT&BS spoke to his paper and sought approval of the recommendation made within it

5.1.2 The Board requested that the HR data be expanded to include details of the current establishment, number of vacancies, and how many vacancies have been filled. The HHR accepted this as an **action**.

5.1.3 Carl Patching, Chair of Audit & Risk Management Committee highlighted the excellent partnership working between Cardo and Albyn which had resulted in a recent exemplary internal audit report of gas safety inspections.

5.1.4 The Board approved the Q1 Performance Update. This was proposed by Clea Warner and seconded by Lynne Holburn.

5.2 Q1 Development Report

5.2.1 The HD&S spoke to her paper and sought approval of the recommendations made within it.

5.2.2 The Board discussed the gap in the development programme and agreed that a Development Strategy was needed to set out how the gap would be addressed. The Board requested a specific section within future updates on the development gap and actions that have been taken to address it. The HD&PS accepted this as an **action**. **Marcie Ballance**

5.2.3 The Board noted that Albyn was having discussions with SSEN regarding the Golspie landbank site. The Board was assured by the ExDGS that this land would

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not be sold without prior Board approval, and noted its support for ongoing discussions with the contractor.

5.2.4 The Board approved:

- The Q1 Development Update
- The addition of 14 x MMR homes at Whitehills, Alness to the programme. These will be delivered as a 'purchase on completion' from Highland Council.

This was proposed by Clea Warner and seconded by Lynne Holburn.

5.3 Q1 Management Accounts

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

5.3.2 The Board discussed the reactive maintenance overspend and if this could be reduced through planned maintenance activity. The ExDGS advised that this would likely be an outcome of increased planned maintenance investment, but it would be difficult to quantify actual savings. The Board discussed the use of geospatial technology and drones by other social landlords to inform planned maintenance programmes. It was noted that the planned maintenance programme would form part of the Group Board Strategy Session discussions.

5.3.3 The Board noted that Albyn had opted for a minimum rent increase this year and whilst it had to be sensitive to rent affordability, had to balance this with the need to ensure homes were maintained.

5.3.4 The Board requested that establishment and vacancies lines be added to the payroll data within the accounts. The ExDGS accepted this as an **action**. **Andrew Martin**

5.3.5 The Board approved the Q1 Management Accounts. This was proposed by Carl Patching and seconded by Clea Warner.

5.4 HRIL Delivery, Performance & Risk Report

5.4.1 The HGCS spoke to his paper and sought approval of the recommendation made within it.

5.4.2 The Board approved the HRIL Delivery, Performance & Risk Report. This was proposed by Lynne Holburn and seconded by Clea Warner.

5.5 Annual Report on Rule Compliance

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

5.5.2 The Board approved the Annual Report on Rule Compliance. This was proposed by Clea Warner and seconded by Lynne Holburn.

5.6 A&RM Committee Remit Update

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

5.6.2 The Board approved the update of the A&RM Committee Remit as recommended to it by the Committee. This was proposed by Lynne Holburn and seconded by Ewan McGarrie.

6. POLICY & STRATEGY

6.1 Group Data Protection Policy

6.1.1 The CGM presented the Group Data Protection Policy to the Board for approval.

6.1.3 The Board approved the Group Data Protection Policy as recommended to it by the A&RM Committee. This was proposed by Clea Warner and seconded by Lynne Holburn

7. APPROVED COMMITTEE MINUTES

7.1 None

8. AOB

8.1 None.

9. DATES OF FUTURE BOARD COMMITTEE MEETINGS

9.1 The dates of future meetings were noted.

Marcie Balance, Victoria Rogan, and Maggie Morrison left the meeting at this point.

10. CONFIDENTIAL ITEMS

10.1 Item 1

10.2 Item 2

10.3 Item 3

10.4 Item 4

10.5 Item 5

The meeting ended.