

FINAL Albyn Housing Society Board Meeting | MINUTES

Date: Tuesday 24 June 2025
Time: 6:00pm
Location: Inverness Office / Teams

Members Present

Lesley McInnes, Chair	Clea Warner, Vice Chair	Ian Fosbrooke, Secretary - Teams
Lynne Holburn, Member	Niall Owen, Member - Teams	Scott MacLeod, Member - Teams
Fiona Mustarde, Member - Teams	Carl Patching Member - Teams	

In Attendance

Kirsty Morrison, Chief Executive Officer, (CEO) - Teams	Maureen Knight, Executive Dir. of Operations (ExDO)	Andrew Martin, Executive Dir. of Group Services (ExDGS)
Robert Buchanan, Dir. of ICT & Business Services (DIT&BS)	Laurie MacLeod Head of HR (HHR)	Marcie Ballance, Head of Development & Sustainability (HD&S)
Caroline Madden, Head of Property Services (HPS)	Laura Morgan, Corporate Governance Manager (CGM) - minute	Andrew Whitehouse, Asset Compliance Manager - Observer
Wil Blandford, Finance Manager - Observer		

ACTION

1. APOLOGIES & WELCOMES

- 1.1 Apologies had been received from Jackie Bugden and Craig Levy.
- 1.2 It was noted that Craig Russell was on a leave of absence.
- 1.3 The Chair noted that it was Ian Fosbrooke's last meeting and thanked him on behalf of the Board for his longstanding commitment to and championing of the tenant voice on the Board.

2. STANDING ITEM

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

3. CONFLICT OF INTEREST

- 3.1 The Chair noted a conflict of interest with regard to item 5.1 of the agenda and noted that she would excuse herself from this discussion.
- 3.2 Fiona Mustarde noted a conflict of interest with regard to item 5.1 of the agenda and noted that she would excuse herself from this discussion.

4. PREVIOUS MEETING

- 4.1 Minute of Board Meeting: 27 May 2025
- 4.1.1 The minute of the meeting was approved. This was proposed by Fiona Mustarde and seconded by Carl Patching.
- 4.2 Confidential Minute of Board Meeting: 27 May 2025
- 4.2 The confidential minute of the meeting was approved. This was proposed by Fiona Mustarde and seconded by Carl Patching.
- 4.3 Matters Arising
- 4.3.1 A written update on the action items had been provided and was reviewed. All actions were complete or in progress.

5. CONFIDENTIAL ITEMS

- 5.1 Confidential Item 1

ACTION

5.2 Confidential Item 2

Caroline Madden, Marcie Balance, Wil Blandford, and Andrew Whitehouse joined the meeting at this point.

6. DECISION ITEMS

6.1 Q4 Management Accounts

6.1.1 The ExDGS presented the Q4 Management Accounts to the Board for approval.

6.1.2 The Board discussed the variance against forecast for Q4. The ExDGS advised that more than half of this variance was due to movement on depreciation which was run at the end of the financial year. The ExDGS assured Board that depreciation was a noncash item and therefore did not impact covenant calculations. The ExDGS suggested that in future depreciation would be recalculated at the mid-year forecasts to reduce the level of variance in Q4.

6.1.3 The remainder of the variance was in relation to the increased cost of repairs and the Board sought further assurance that these costs were being managed throughout the year. The ExDGS advised that the Leadership Team was monitoring repair spend on a monthly basis and accepted an **action** to ensure that Board was kept updated regularly with regards to this.

**Andrew
Martin**

6.1.4 The Board approved the Q4 Management Accounts. This was proposed by Clea Warner and seconded by Fiona Mustarde.

6.2 Loan Portfolio Return

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

6.2.2 It was confirmed to the Board that the movement of the intercompany loan from Albyn to Albyn Enterprises Ltd (AEL), to Highland Residential (Inverness) Ltd (HRIL), would be reported in the return made the following year.

6.2.3 The Board noted the current position of Albyn with regard to the loan portfolio and approved submission of the Loan Portfolio Return to the Scottish Housing Regulator. This was proposed by Carl Patching and seconded by Clea Warner.

6.3 Albyn Group Annual Financial Statements 2025/26 & Letters of Representation

6.3.1 The ExDGS presented the Albyn Group Annual Financial Statements 2024/25 to Board for approval.

ACTION

- 6.3.2 The ExDGS advised that a few minor alternations to the wording in the documents would be made with regards to the transfer of PV panels from AEL to HRIL, and the notes on pensions following a review carried out by TPT actuaries; however, these alternations would not change the figures. For completeness, the Board requested that the details of the alterations to the wording be shared with it when ready. The ExDGS accepted this as an **action**. **Andrew Martin**
- 6.3.3 The Board enquired about the future of AEL. The ExDGS advised that AEL was being moved towards non trading status and a paper would be brought to the September 2025 Board for decision, setting out the possible options of liquidating AEL or moving it to dormancy.
- 6.3.4 The Board congratulated the Finance Team on achieving a clean audit and thanked it for its efforts.
- 6.3.5 The Board approved the Albyn Group Annual Financial Statements 2024/25 and letters of representation. This was proposed by Niall Owen and seconded by Lynne Holburn.
- 6.4 Q4 Development Update
- 6.4.1 The HD&S presented to the Q4 Development Update to the Board for approval.
- 6.4.2 The Board welcomed the report and the extra detail it provided.
- 6.4.3 There was a discussion about the impact of planning delays on the development programme. The CEO added that The Highland Council is aware that these delays are having a significant impact and it has developed an action plan to address this matter as part of the Highland Housing Challenge.
- 6.4.5 The Board approved the Q4 Development Update. This was proposed by Niall Owen and seconded by Fiona Mustarde.
- 6.5 HRIL Delivery, Performance & Risk Update
- 6.5.1 The ExDO presented the report on behalf of the HGCS. The Board was asked to approve the update.
- 6.5.2 It was noted that the HRIL risk relating to cyber security was being reduced from red to amber, in line with the risk rating for Albyn.
- 6.5.3 The Board approved the HRIL Performance, Delivery, & Risk Update. This was proposed by Fiona Mustarde and seconded by Scott MacLeod.

6.6 MMR Shared Equity Buyback

6.6.1 The ExDGS spoke to his report and sought approval of the recommendations made within it.

6.6.2 The Board had no comments

6.6.3 The Board approved the creation of a specific development scheme budget for the potential buyback of up to 12 Shared Equity homes for the Mid Market Rental portfolio. This was proposed by Clea Warner and seconded by Niall Owen

6.7 Loan Standard Security

6.7.1 The ExDGS spoke to his report and sought approval of the recommendations made within it.

6.7.2 The Board noted that the granting of standard securities on the properties detailed within the report would result in a notifiable event, as the Scottish Housing Regulator determines that the granting of standard security equates to a disposal of assets.

6.7.3 The Board approved the standard security of the properties listed in this report to ensure that adequate security valuation is in place to support the Bank of Scotland loan facilities. This was proposed by Clea Warner and seconded by Carl Patching.

7. POLICY & STRATEGY

7.1 Asset Management Strategy Update

7.1.1 The HPS delivered a presentation on the Asset management Strategy to the Board for its information.

7.1.2 There was a discussion about the increased costs of component replacement..

7.1.3 There was a discussion about the radio teleswitch service switch off and the impact of this on customers. The Chair suggested that this topic be included in the proposed thematic Board session on the Asset Management Strategy.

7.1.4 The Board thanked the HPS for her presentation.

8. INFORMATION ITEMS

8.1 Adaptations Funding Update

8.1.1 The ExDO delivered a presentation on adaptations funding to the Board for its information.

8.1.2 The Board welcomed the update and the increase level of funding that had been secured but noted that the challenges of delivery given the delays to the funding announcement.

8.1.3 The Board noted the updated.

8.2 Review of Rent Setting Criteria

8.2.1 The ExDGS presented a paper on the rent setting criteria to the Board for its information.

8.2.2 The ExDGS advised that the timetable in the paper was draft and would be confirmed once a suitable contractor was appointed. A further update would be brought to Board at this point.

8.2.3 The Board highlighted the importance of Albyn customers feeding into the rent setting review.

8.2.4 The Board noted the update.

9. APPROVED MINUTES OF COMMITTEE MEETINGS FOR NOTING

9.1 Chair of Audit & Risk Management Update

9.1.1 The Chair of the A&RM Committee provided an update to the Board on the progress of the ICT Working Party.

9.1.2 The Board was advised that a reporting framework had been introduced which enabled tracking for the areas of 'findings', 'recommendations', and 'issues' as detailed within the Trusted IA report.

9.1.3 The Chair welcomed the assurance that this provided to Board and noted the value of the ICT Working Party in providing good governance for this programme of work.

9.1.4 The CEO noted that the progress made to date demonstrated the benefit of having the DIT&BS in place to oversee this area of work.

10. AOB

10.1 AGM & Strategy Day

10.2 The Chair noted that a short survey would be issued to Members to find out their views on what should be included at the AGM and Strategy Day.

11. DATES OF FUTURE BOARD COMMITTEE MEETINGS

- 11.1 The dates of future meetings were noted. The Chair requested that Members advise the CGM if they wish to attend any meetings in person two weeks in advance of the meeting, otherwise it would be assumed that they would attend via Teams.

The meeting ended.