

MINUTES

of the meeting held on Thursday 18 September 2025
6.00pm

BOARD MEMBERS IN ATTENDANCE:

Kelly Nyamutale Chair
Carol Reid

APOLOGIES:

David Fitzpatrick
Jonathan Lyons
Sheelagh Norris

STAFF IN ATTENDANCE:

Iona Taylor	AHA Director of Asset Management
John Davidson	AHA Chief Executive
Vicky Wilson (for items 890-901)	AEL Manager
Tammy Allan	Minutes

OTHERS IN ATTENDANCE

None

STANDING ITEMS

890	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting.</p> <p>VW introduced herself to CR, detailing what is involved in her role whilst also detailing the staffing structure within AEL. CR also introduced herself to VW and detailed her experience within Edinburgh City Council.</p>
891	<p>Apologies</p> <p>A record was made of apologies from non-attendees.</p>
892	<p>Approval of Previous Minutes</p> <p>The minutes of the previous meeting were approved without amendment.</p>
893	<p>AOCB Approval</p> <p>JD noted that he would provide an update regarding the recent Mainstreet Consulting review and on potential board member recruitment.</p>
894	<p>Declaration of Interest</p> <p>There were no declarations of interest.</p>
895	<p>Matters Arising/updates</p> <p>Following the email from SN noting her resignation from the Board, JD advised that recruitment would take place in the coming months to find a suitable replacement.</p>
896	<p>AEL Manager's Business Report</p> <p>VW presented the report referencing business development and advised that she still awaits feedback from WLC with regards to stair cleaning. She also advised that quotations have been given to Murieston Football Club to provide a deep cleaning service and monthly window cleaning will be carried out on RAAC properties.</p> <p>With regards to other business, VW advised that additional verification is required for directors on Companies House and a reminder will be sent out to all Board members to complete this. VW moved on to confirm that she will clarify AELs position with regards to donating gift aid and will await their response.</p> <p>There was a discussion regarding being under budget at this point in the year which led on to a discussion around staffing. The new member of staff is settling in well and another member of staff has made a request to increase their hours which leaves 25 hours unallocated. However, these hours can be reallocated amongst the team without overtime payments being required.</p> <p>CR queried whether the KPIs are in relation to overall or individual performance and it was agreed that whilst staff are monitored on the quality of the work that they carry out, this is not something that is recorded on the system and HM could possibly help to develop something that can be used that isn't overly scientific. This led on to further discussions around KPIs and KM noted that she would share a 1 to 1 template that VW could use.</p> <p>In terms of performance meetings being carried out with AHA, it was noted that none took place, however this was due to managers within AHA having to make alternative arrangements because of staffing issues and also the implementation of the new housing management system. There was also a discussion around complaints being received and it was noted that no complaints had been received into AEL, however it was agreed that as AEL are the contractor for AHA, this KPI shouldn't sit within AEL.</p>

	<p>Reference was made to the quality checks data and the Board queried what the 25% was in relation to. It was confirmed that it is the percentage of quality inspections that have been carried out but this generated further discussions around assessing the actual quality of the service being provided and KM requested that VW shares details of performance with the remainder of the Board to see if they can offer advice and support.</p> <p>The Board noted the Manager's report.</p>
PRESENTATION	
	None
PAPERS FOR APPROVAL	
897	<p>AEL Action Plan</p> <p>KM referred to the streamlined action plan noting that she had no concerns and was happy with the revised dates. It was also noted that an expected start date should be included along with SMART objectives and details of who is driving each action.</p> <p>A first draft of the revised risk score card will be brought along to the December meeting for approval. JD noted at this point that a project management framework has been developed within AHA and once this has gone live it can be reviewed to establish whether it could be adopted within AEL.</p> <p>The Board approved the revised action plan dates and uniformed action plan.</p>
898	<p>Risk Register: Review of key risks</p> <p>The report was presented to board who noted that future mitigation details to reduce the risk score are required and it was noted that whilst some of the required detail has been provided, there are other areas that will fall into the action plan.</p> <p>IT advised that the Board have never discussed risk appetite, and it was agreed that the risk matrix would be reviewed at the next strategy day.</p> <p>The Board reviewed the key risks at this six-monthly stage and acknowledged the new risks presented.</p>
899	<p>Policy Review – Financial Regulations</p> <p>VW detailed that an outline of the proposed changes is included within the report and the Board were happy with the proposed amendments.</p> <p>The Board approved the revised Financial Regulations (Version 7.0, August 2025).</p>
FOR INFORMATION	
900	<p>Finance Report including Management Accounts and Liquidity update</p> <p>VW presented the report noting that it states the current financial position as at the end of June.</p> <p>KM referred to the 10 days lost in relation to painter work due to annual leave and she queried why we are not budgeting for this loss as annual leave is not a valid reason for loss of income. It was noted at this point that new business is based on a number of weeks that are available, however a lot of annual leave has been used within the first quarter which is unusual</p> <p>The Board noted the financial position at 30 June 2025. The review and control of finances is a key aspect of directors' responsibilities under the Companies Act, and in line with the Financial Regulations.</p>
901	<p>Annual Report – Health & Safety</p> <p>VW presented the report noting the incident that had occurred and the market comparison that has been included with regards to support packages.</p>

	<p>VW referred to the issues encountered with RBS Mentor and there was reference made to the contract available through Citation and the Board noted the value for money as it includes HR support, however VW expressed concern around the service available being more than is required for a small business.</p> <p>It was noted that this would be kept on Board member's radar.</p> <p>The Board noted the annual Health & Safety report.</p>
902	<p>AOCB</p> <p>JD gave an update on the project and taking on board the Mainstreet Consulting recommendations noting that a new job description has been developed and has been given to VW to review before it is finalised. KM requested at this point that Board also receive sight of the new job description. Reference was also made to the way AEL was previously set up prior to IT taking over line management responsibilities, noting that whilst it ran well, there was no thought given to growing the business.</p> <p>JD moved onto refer to board recruitment following the resignation of SN and he advised that an expression of interest has already been received from an AHA tenant. They come with a lot of experience, but we will also go out to recruit as there is a gap in financial knowledge on the Board.</p>
	<p>Date of Next Meeting: Thursday 11th December - Strategy meeting will be held in person.</p>