

MINUTES

of the meeting held on Thursday 15 January 2026
4.00pm

BOARD MEMBERS IN ATTENDANCE:

Kelly Nyamutale	Chair
Carol Reid	
Jonathan Lyons	

APOLOGIES:

David Fitzpatrick

STAFF IN ATTENDANCE:

Iona Taylor	AHA Director of Asset Management
John Davidson	AHA Chief Executive
Tammy Allan	Minutes

OTHERS IN ATTENDANCE

None

STANDING ITEMS

903	<p>Welcome The Chair welcomed everyone to the meeting.</p>
904	<p>Apologies A record was made of apologies from non-attendees.</p>
905	<p>Approval of Previous Minutes The minutes of the previous meeting were approved without amendment.</p>
906	<p>AOCB Approval None</p>
907	<p>Declaration of Interest There were no declarations of interest.</p>
908	<p>Matters Arising/updates None</p>
909	<p>AEL Manager’s Business Report</p> <p>IT presented the manager’s report noting that both the finance assistant and the AHA Director of Finance have been working on the min year financial position and that she was also in the process of working on the budget for the next financial year which will be presented at the March Board meeting for approval.</p> <p>IT moved on to note that the AEL team were without a manager throughout December, however operationally, the supervisors and the finance assistant have been covering many of the tasks. IT then advised that the Jane Deary, AHAs previous community engagement officer, who was also the previous CEO of a local social enterprise is going to cover VWs role 3 days per week, which will give the team reassurance that someone is there for them to approach for assistance. It was noted that a lot of responsibility sits with the manager within AEL. This needs to be reassessed due to the risk.</p> <p>IT then gave an update on the recruitment for a new manager within AEL. 12 applications were received and those who have applied would bring different skills to the business, however, the difficulty lies when we try to develop the business whilst also managing the existing business that is there.</p> <p>The Board noted the Manager’s report.</p>
PRESENTATION	
	None
PAPERS FOR APPROVAL	
910	<p>Finance Report – Budget Reforecast 2025-26</p> <p>The report was presented to Board who were made aware that they would be asked to approve the gift aid payment to the Parent. It was also noted that there hadn’t been much movement throughout the year and IT advised that this was due to their being less clearances being carried out and a vehicle had not been purchased as planned.</p>

The Board **approved** the financial reforecast budget based on the financial results to 30 September 2025, and other known factors and **agreed** that a gift aid payment will be made to the parent prior to the year end.

911. Cost of Living Award & Annual Bonus

KM reminded the Board that it is hoped that AEL would be a real living wage employer and also that the annual bonus was approved via email.

There was a discussion around the proposed increase of 6.7% for operational staff taking them from £12.60/hour to £13.45 and this was approved. This led on to further discussion around the work that is carried out by the finance assistant and the job evaluation work that is currently being carried out by the Parent which will then be done within AEL.

With regards to the 2 supervisors in AEL, there were discussions around the difference between both of their job descriptions, the difference in their salaries and whether they should have different job titles due to the difference in their roles.

The Board **approved** the cost-of-living award for operational staff in line with AEL's commitment to pay the Real Living Wage.

The Board **considered** Management & Finance colleagues cost of living uplift and agreed the uplift to be applied from 01 April 2026.

912 Policy Review

IT presented the report detailing the amendments to each policy whilst also noting the new group AI policy.

Business Continuity policy

With regards to this policy, CR queried what would happen if an incident occurred out of normal working hours. IT advised that AEL do not have on call staff, however the Parent has an out of hours team who would then inform the supervisor upon their return to the office. It was then agreed that clarity should be noted within the policy. AHA's communication officer can also be utilised if something requires immediate attention.

CR also queried where the disaster recovery plan is held and if there were plans in place to test it.

Quality & Environmental policy

It was noted that AEL should celebrate when it was accredited with ISO 14001.

Artificial Intelligence policy

There were no queries or questions from the Board.

Health, Safety & Welfare policy

There were no queries or questions from the Board.

Smoking policy

There was a query made regarding it not being permitted for staff to smoke in any of the buildings, and whether this should also note that staff are not permitted to smoke in any of the grounds, or smoke at all during working hours.

	<p>Special Leave policy There were no queries or questions from the Board.</p> <p>Hybrid Working policy There was reference made to working hours and keeping in touch and JD informed the Board that the flexible working policy was disposed when AHA introduced hybrid working and there are a few members of staff within AEL who can utilise this policy.</p> <p>It was noted that there is a great level of detail within this policy that was not required.</p> <p>KM advised at this point that AELs policies are reviewed in batches, and she was in the process of pulling together a handbook with VW that would include all policies.</p>
FOR INFORMATION	
913	<p>Finance Report including Management Accounts – Q2 It presented the report and there were no queries or questions from the Board.</p> <p>The Board noted the financial position at 30 September 2025. The review and control of finances is a key aspect of directors’ responsibilities under the Companies Act, and in line with the Financial Regulation.</p>
914	<p>Strategy Session JD presented the action plan to the Board noting that a lot of work had already been carried out by Mainstreet.</p> <p>JD moved to report on Year 1 noting that Laying the Foundations would be delivered by 30th June and the key points were highlighted within the report. Q2 would be delivered by 30th September and includes details on how AEL will become more informed around KPI data. We will consider a revised organisational structure in Q3 and KM noted at this point that succession planning should be considered as VW leaving the business has identified a skills gap. CR queried whether this was the right time to look at appointing an apprentice given the work that would be involved. JD acknowledged this and noted that the date would be reviewed, and a review of overall T&Cs would be carried out in Q4.</p> <p>Moving into Year 2, JD advised that it wouldn’t be as static as Year 1 and would include business development out with AHA work. It was also noted that dates would be reviewed.</p> <p>Year 3 will be the final year of the current strategy and will include building apprentices and securing work with external customers.</p> <p>JD concluded by advising that if we deliver all that we have said we will, AEL will be a very different business in 3 years.</p> <p>KM referred to previous discussions around crucial relationships and noted that this feels like a more structured approach. It was then noted that the communications officer will include a marketing plan.</p> <p>The Board noted the previously presented Business Plan action plan.</p>
915	<p>AOCB None</p>

	Date of Next Meeting:
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Thursday 19th March

Please note that these minutes have been edited to remove any commercially sensitive or confidential discussions.

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