

# BOARD MINUTES



**Meeting Date:** 05 February 2026  
**Time:** 6pm  
**Venue:** Almond HA Office

## Board Members in Attendance

Adam Turner  
Gary Hay  
Jack Rillie  
Julie Riley  
Simon Davies  
Martin Joyce  
Natalie Cryans  
Chris Boyle

## Apologies

Vicky Bluck

## Staff in Attendance

John Davidson	CEO
Sandy Young	Director of Housing Management
Iona Taylor	Director of Asset Management
Craig Porter	Director of Finance and Business Support
Tammy Allan	Business Improvement Officer (minutes)

## Others in Attendance

Jane Deary, Community Engagement Officer

## PRESENTATIONS

### **Community Engagement by Jane Deary, Community Engagement Officer**

Jane provided an overview of the Community Engagement work which has been undertaken over the last year or so. Board members noted the excellent partnership work which has been established and the demonstration of clear outcomes for our tenants and the wider local community. The board commented on the and drive demonstrated by Jane in her role and thanked her and all those involved for delivering such valuable work.

## STANDING ITEMS

7236	<b>Welcome</b> The Chair welcomed everyone to the meeting.
7237	<b>Use of Seal</b>

	None
7238	<p><b>Board Training</b></p> <p>JRiley advised that she had been on Net Zero training. A discussion on Net Zero followed and it was agreed that this should be included as a future agenda item.</p>
7239	<p><b>Declaration of Interest on any Agenda Items</b></p> <p>JRiley noted that she would not participate in the discussion re the Responsive Repairs Contract due to a previous working relationship with one of the companies who had submitted a tender return.</p>
7240	<p><b>Gifts and hospitality</b></p> <p>None</p>
7241	<p><b>Decisions and Actions</b></p> <p>Action plan noted. Board members requested that completed actions should drop off the plan so that only in progress items are included.</p>
7242	<p><b>Approval of the minutes from the previous meeting</b></p> <p>The Board <b>approved</b> the Minutes of the previous meeting.</p>
7243	<p><b>Chief Executive's Report</b></p> <p>JD presented the key points from the Strategic Goals Update. A discussion was held on the Dev &amp; Regen Strategy &amp; board noted that Sam Cassels would be attending the April strategy session to provide an overview of the outcome of the recent workshops. JD noted that the final workshop explored the more practical side of taking forward the strategy &amp; that some potential projects were starting to come to the surface (subject to further work) [REDACTED]</p> <p>[REDACTED]</p> <p>Board members stressed that their view was that we should conclude the work taken forward by Sam. The outcome from this should inform how our approach is taken forward rather than 'jump into' projects / solutions that we may regret at a later stage.</p> <p>JD also highlighted the budget provision which had been included in the proposed 2026/27 budget for possible additional resource linked to the introduction of HomeMaster. He noted that this was a provision only and at this stage no definite proposal was being made. Work was currently being undertaken across the organisation to address the gap in reporting and data &amp; at this stage it is not known whether additional resource will be required and whether this would be temporary or permanent. The exception to this was regarding the finance function &amp; JD advised that a report was currently being prepared with regard to additional part-time resource within the finance team. JD noted that the finance module was an area which we knew was weaker in advance of the appointment of HomeMaster. Board noted that it was disappointing to have to incur additional expenditure as a result of a new Housing Management System. JD acknowledged this although stressed that whilst we are facing challenges in the short to medium term, the requirement to move to a new system was acute and, over the longer term, the HomeMaster system will provide a range of benefits both for AHA and our tenants. Examples of this include the introduction of the new Customer.</p> <p>JD also noted that the additional Bank Holiday for Mon 15<sup>th</sup> June, proposed by Scottish Government had now formally been approved by the King. The board considered the additional holiday &amp; approved it being adopted for AHA staff.</p> <p>The Board <b>noted</b> the contents of this report.</p>

## REPORTS FOR DECISION

### Asset Management

7244	<p><b>Repairs Contract</b></p> <p>IT gave the Board an update on the work that has been done with the tender and the method used, detailing that it has been split into 2 lots, with the 1<sup>st</sup> lot covering the majority of reactive repairs within AHA stock and the 2<sup>nd</sup> lot would pick up the remainder of the void work and any extra work that can not be completed by the main contractor.</p> <p>IT moved on to advise that 11 representatives attended PFH event held at our office during a meet the buyer event. She also noted that we opted for 70 quality/30 price method. AHAs current contractor is Response but the outcome has resulted in Bell Group coming in as the preferred contractor and Response came in 2<sup>nd</sup>. Bell Group were one of the contractors that IT met with before we went out to tender. Riverside also use them and spoke highly of the service that they receive.</p> <p>No interviews have taken place, but the option is there if we wanted to especially if there were any concerns and CB recommended that these interviews should take place.</p> <p>The report was approved on the basis that interviews take place with the preferred supplier and IT agreed that she would contact them this week.</p> <p>The Board <b>approved</b> the awarding of the <b>LOT 1</b> Contract to Bell Group Ltd for the sum of £1,277,118.20 exclusive of VAT for a period of 7 years from 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2033, with a potential 3-year extension based upon the contractor's performance and at the discretion of Almond HA.</p> <p>The Board <b>approved</b> the awarding of the <b>LOT 2</b> Contract to <b>Response Building Maintenance Services (Scotland) Ltd</b> for the sum of £164,037.70 exclusive of VAT for a period of 3 years from 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2029, with a potential 2-year extension based upon the contractor's performance and at the discretion of Almond HA.</p>
7245	<p><b>RAAC update</b></p> <p>IT presented the report to Board, referring to the utilisation of HomeAid where furniture has been damaged during the removal of RAAC. She also informed the Board that we are currently on target with planned programme.</p> <p>The Board <b>noted</b> the contents of the report.</p>

### Housing Management

7246	<p><b>Reports to be approved following the Audit &amp; Finance Sub-committee – Annual Rent Review</b></p> <p>SY presented the report noting that there hadn't been a great response to the consultation, partly due to only 1 option being used, and although the low response, he also wasn't surprised by the negative comments.</p> <p>He moved onto note that the figures used by AHA are within comparison with others. AHA are also a lot lower than WLC plus AHA have a lot of support services in place for tenants.</p> <p>There was a discussion around the headline figure being used, what it covers and the challenges that AHA is facing.</p> <p>It was raised that AHA needs to learn on how we communicate rent increases in future years.</p>
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	The Board <b>approved</b> that the rent increase figure for the next financial year (2026-27) be set at 6.34% as recommended by the Audit & Finance Sub-committee.
7247	<p><b>The Customer Voice – Q3</b></p> <p>SY informed the Board that the Customer Voice report will be expanded following the proposed changes to KPI reporting. He also noted that he will be reverting back to CX Feedback in order to obtain reliable data due to the lack of data that is available through HomeMaster.</p> <p>The Board <b>noted</b> the contents of the Customer Voice report.</p>
<b>Finance and Business Support</b>	
7248	<p><b>Reports to be approved following the Audit &amp; Finance Sub-committee – Draft Annual Budget</b></p> <p>AT presented the report and informed the Board that the draft annual budget was discussed at the length during the recent Audit &amp; Finance Sub-committee meeting.</p> <p>The Board <b>approved</b> the draft annual budget as recommended by the Audit &amp; Finance Sub-committee.</p>
7249	<p><b>Reports to be approved following the Audit &amp; Finance Sub-committee – Draft 30-year Financial Plan</b></p> <p>AT informed the Board that the draft 30-year financial plan is a holding plan pending the work that will be carried out in terms of development &amp; regeneration but is a position that works for Almond right now.</p> <p>The Board <b>approved</b> the proposed draft 30-year financial plan as recommended by the Audit &amp; Finance sub-committee and agreed that the initial 5 years of the plan will be incorporated into the Associations Five Year Financial Plan (FYFP) for submission to the Scottish Housing Regulator.</p>
7250	<p><b>Reports to be approved following the Audit &amp; Finance Sub-committee – Treasury Management Strategy</b></p> <p>The Board <b>noted</b> the Treasury requirements in 2026-27 and the projected existing loan balances through-out the 5-year period.</p>
7251	<p><b>Reports to be approved following the Audit &amp; Finance Sub-committee – Risk Map</b></p> <p>The Board <b>noted</b> the status of the risk map.</p>
7252	<p><b>Proposed 2026-27 KPIs</b></p> <p>CP presented the proposing for KPI reporting for the coming year, which includes reducing the number of KPI's being reported from to 17 resulting in a more focused approach and if any PI's are failing, Board will be made aware.</p> <p>JRiley referred to the void turnaround time target and queried why it was being reduced from 25 days to 23 days when the current result is coming in at 16. IT and SY both agreed that as a new contractor has been procured, it would be best to keep the target at 23 days until we see how they perform.</p> <p>The Board <b>approved</b> the revised Key Performance Indicators for reporting the operational performance of the Association for the year 2026/27. The format of the KPI's is consistent with the format adopted previously, with KPI's covering the 3 pillars of Homes, Services and People.</p>

7253	<p><b>Data Use and Access Act 2025 – progress update</b></p> <p>The Board <b>noted</b> the progress that has been made in implementing the amendments to UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 under the Data Use and Access Act 2025 (DUAA).</p>
7254	<p><b>Sustainability Reporting Standard – progress update</b></p> <p>The Board <b>noted</b> the progress made to develop Almond’s first draft ESG report and intention to adopt the Sustainability Reporting Standard for Social Housing in 2026.</p>
<b>CONSENT AGENDA</b>	
7255	<p><b>Consent Agenda</b></p> <p>IT drew Board members attention to the kitchen contract with Moors Kitchens which was subject to the recent procurement challenge. She advised that Moors Kitchens have gone into administration, however Wren have stepped in and agreed to honour Moors Kitchens prices and there will be minimum disruption with customers. It was queried whether Wren had bought over Moors Kitchen and IT confirmed that they hadn’t, but they had bought their order book. This does not result in a procurement issue as AHA’s contract is with Response and Wren will be a supplier of the contractor.</p> <p>The Board <b>agreed</b> to the recommendations within the consent agenda.</p>
7256	<p><b>AOCB</b></p> <p>None</p>
	<p><b>Date of Next Meeting:</b> 02 April 2026</p>

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

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