



**Harbour Lettings  
Minutes of Board Meeting  
Held on Tuesday 28 November 2023 5pm  
via MS Teams**

**Present:**

|                       |                 |
|-----------------------|-----------------|
| Iain MacPhail (Chair) | Gordon Cameron  |
| Davide Welsh          | Ngeme Ntuli     |
| Kevin Anderson        | Heather Kiteley |

**In attendance:**

Mark Hastie, Harbour Lettings Manager  
Alison Petretti, Business Support Officer (notetaker)

**Acronyms**

Harbour Lettings HL

**1. Apologies and Welcome****ACTION**

1.1 Vendula Tomisova

**2. Declaration of Interest**

2.1 None

**3. Minutes of Meeting Tuesday 16 May 2023**

3.1 Proposed by Ngeme Ntuli and seconded by Gordon Cameron

**3.2 Matters Arising**

3.2.1 The Chair asked for an update from Harbour Lettings Manager on the point below from the previous meeting.

3.2.2 **3.2.1** "How to make filtering potential applications easier"

3.2.3 The new digital system (MRI) is due to go live spring 2024. The module will allow the team to score applicants on a points system taking into consideration the tenants requirements e.g accessible flat. Staff are currently at the testing stage with the module.

**6.1/6.2 Harbour Lettings to have OMR Stock**

Due to the current economy, OMR lettings would not be an option for us at this time. While the development programme has stopped, we are looking at expanding our letting and landlord services to other organisations and RSLs and discussions have taken place.

**10.2** In response to a question on "how will we engage with the community when our new development at Granton Harbour (Plot S) is allocated"?

The Harbour Lettings team have been working with our colleagues in Placemaking to look at activities similar to Plot 3, to engage with the



community.

#### **4. Noting of Matters Approved or Papers Issued between Meetings – Group CEO & Harbour Lettings Manager**

- Board Bulletins: #28 issued 28/09/23, #29 issued 31/10/23
- Placemaking quarterly report April - June 2023 - issued 09/08/23
- Monthly Business Reports: August issued 27/09/23, September issued 26/10/23

##### **4.1 The monthly business reports show:**

- slight increase in arrears but tenants are still engaging with us to make payment plans.
- Voids are higher on older properties due to tenants relocating for cost saving reasons.

##### **4.2 The Board noted the reports.**

#### **For Approval**

#### **5. Appointment of Vice Chair for Harbour Lettings**

5.1 Mr MacPhail nominated Mrs Tomisova for the Vice-Chair position and was seconded by Mrs Kiteley.

5.2 The Board approved Mrs Tomisova as the Vice-Chair

#### **6. Rent Increase for 2024/25 – Harbour Lettings Manager**

6.1 It was recommended to the Board to apply a rent increase of 5% to each of the individual PRT tenures across all developments and 3% for all SAT tenure types (which received a 5% increase in the previous year, in order to achieve more balance across the stock).

6.2 It is Harbour Lettings plan to provide evidence with applications to support that our PRT rent increase should be 5% due to referenced growing costs. If Scottish Government Rent Officers propose that a cap on rent increases is set below our suggested 5% figure, then we will be required to adjust to that figure accordingly.

6.3 After discussions, the Board took the commercial view and agreed to increase both the individual PRT tenures and SAT tenure types to 5% increase.

6.4 The 5% increase on MMR rents are still compatible with the 5% rent increase for Harbour Homes, giving consistency and fairness across the group.

6.5 The Board approved the 5% increase.



## For Review

### 7. Preparation for Business Plan & Budget – Harbour Lettings Manager

- a) Output Suggestions from Joint Boards Day
- b) Current Risk Register
- c) SWOT Analysis 2024-2025

7.1 In preparation for the Business Plan and Budget and the on-hold of any further developing (in the meantime), the implementation of our new digital system, Harbour Lettings staff will have more capacity to explore and expand on their services to enable us to work with other RSLs and Letting Agents. This will allow time to be given to exploring Business Development.

7.2 The Board agreed to remove Harbour Homes New Build Programme (S1) from the risk register and swot analysis.

**MH**

7.3 In response to a question on “how many units does Harbour Lettings have”?

7.4 Harbour Lettings currently have 564 units.

7.5 In response to a question on “where Harbour Lettings sit within the bigger marketplace with our number of units”?

7.6 The Harbour Lettings manager advised this was something he would investigate and was given the contact details of the Compliance and Performance Officer for Harbour Homes who could likely assist.

7.7 The Board noted the reports

### 8. Board Skills Matrix

8.1 The group skills matrix was last reviewed by each Board in November 2022 and details the skills, knowledge, experience and interests that each Board needs represented by its Board Members.

8.2 The Board were asked to review the matrix and assess whether the skills, knowledge, diversity and interests highlighted continue to provide it with the objectivity it needs to provide capable leadership, control and constructive challenge to achieve the group’s purpose, deliver good customer outcomes, and manage its affairs.

8.3 The Chair advised it was advantageous to have an MMR tenant on the Board.

8.4 The HL manager said when allocating new tenants to Plot S, the team could discuss the Board member position in more detail and generate interest.

**MH**

8.5 The Board reviewed the skills matrix and made no changes.



**9. Any Other Business (verbal)**

9.1 None

**10. Items to bring to the attention of the Harbour Homes Board (verbal)**

10.1 The Board took the commercial view and agreed to increase both the individual PRT tenures and SAT tenure types to 5% increase.

**11. Date of Next Meeting**

11.1 The Chair thanked the Board for their time and wished everyone a Merry Christmas and Happy New Year when it comes.

11.2 Tuesday 20 February 2024 at 5pm on-line via teams

The meeting closed at 6.04pm