

Harbour Lettings Board Meeting

Tuesday 20 February 2024 at 5 pm on Microsoft Teams.

Present

Board Members

Iain MacPhail (Chair)
Vendula Tomisova (Vice-Chair)
Kevin Anderson
David Welsh (ex-officio)
Heather Kiteley
Ngeme Ntuli
Gordon Cameron

Staff

Mark Hastie
Alison Petretti (note taker)

Item	Subject	Time	Action
	Administration Items		
1.	Welcome and Apologies	None	
2.	Declaration of Interests	None	
3.	Approve - Minutes of Previous Meeting – Thursday 28 November 2023	Approved Proposed by Heather Kiteley and Ngeme Ntuli.	
3.1	Review - Matters Arising and Outstanding Actions	Item 8.4 Generate interest with new tenants at Plot S to become a Board member. Alison Petretti to send the role description to Mark Haste	AP complete
4.	Note – matters approved or papers issued in between meetings. ➤ Board Bulletin issued 5/2/24 ➤ Monthly Business Reports	The Board noted the papers	
5.	Review – Monthly Business Report (latest) including Finance Report and Risk Register	The Board were advised there has been a steady increase in arrears due to tenants dealing with the cost-of-living increase. We are working with tenants to get payment plans or if paid by Universal Credit for this to be by direct payment In response to a question “can we set the salary banding for MMR properties”? This is something Harbour lettings can do and will review. After discussion it was agreed, the Allocations policy should be reviewed and come to the Board for approval.	MH
6.	Approve – Business Plan 2024/25	The Board were advised there are no major changes and we will be focussing on the diversification of our service.	

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		Progress will be made this year to offer our services to other RSLs. It was noted that section 11.2, Gift Aid figure, needs to be amended. The Board approved the plan subject to gift aid figure being amended.	MH
7.	Approve – Budget 2024/25	We are in a favourable position this year due to the rent increases in April and August 2024. The business is expecting a profit of £29k for the year, this is slightly better than forecast. The Board need to discuss in the future, if we carry on with the MMR model, is it profitable while we are being classified as private rent? Harbour Lettings are classed as a private rental company when we are a subsidiary of a Housing Association. We should be classed as Affordable Housing. This is currently being discussed with the Scottish Government. The Board asked for their thanks to be passed to Alan for the paper. The Board approved the budget.	
Mark left the meeting at 5.30pm			
8.	Approve – Remuneration Terms & Conditions of Staff	The Board were given and update on the terms & conditions for the staff. Historically staff were appointed on spot salaries. Harbour Homes now have their own benchmarking software and it has shown that the salaries are out of alignment with the market rate. It was proposed the Private Lettings Manager and one Private Lettings Officer be awarded the 40th percentile pay award and changes made to sickness absence benefit. It was proposed we increase the sickness absence provisions to be the same as Harbour Multi-Trades. Other Terms & Conditions will be reviewed at the 2025 budget time. The Board thanked the HR Manager for preparing the paper and attending the meeting. The Board approved the pay award /T&C changes.	
Mark re-joined the meeting at 5.40pm			
9.	Approve – Contract of Private rental Officer	The Board were asked to approve the fixed term position changing to a permanent position the Private Letting Officer. Thanks were given to the Customer Advice team for covering with the Harbour Lettings inbox. The Board approved the permanent position.	
10.	Agree - Any items to bring to the attentions of Harbour Homes Board (verbal)	The Chair will update as per below: Harbour Lettings was a cautiously healthy business with £29k profit and congratulated the Harbour Lettings team for their excellent work.	

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11.	Any Other Business	Allocations Policy (minor amendments) to be e-mailed to the Board for approval. Alison Petretti to circulate to the Board.	MH/AP
12.	Note - Date of Next Meeting	Joint Board Away Day Friday 26 April, Leith Dockers Club Board Meeting 13 May at 5pm in the Boardroom	

Meeting closed at 17.55pm