

**Harbour Lettings
Minutes of Board Meeting
Held on Tuesday 6 August 5pm
At 108 Constitution Street**

Present:

Iain MacPhail (Chair)	Gordon Cameron
Vendula Tomasova (Vice Chair)	Kevin Anderson
David Welsh	Heather Kiteley

In attendance:

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

Acronyms

Harbour Lettings HL

1.	Apologies and Welcome	ACTION
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1.1	Ngeme Ntuli	
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2.	Declaration of Interest	
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2.1	None	
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3.	Minutes of Meeting Tuesday 15 May 2024	
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3.1	Proposed by Vendula Tomasova and seconded by David Welsh.	
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3.2	Matters Arising	
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3.2.1	The Chair asked for an update from Harbour Lettings Manager on the point below from the previous meeting.	
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3.2.2	3.2.3 - The Lettings Manager advised that the Board Member role description will be shared with new residents from Plot S and there are several who are from a Lettings background who may be ideal candidates if interested.	MH
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3.2.3	3.2.4 - Allocations Policy (minor adjustments) – The Lettings manager advised the policy will be brought to the November meeting. The Group Director of Operations advised he would contact Alistair Dee, Scottish Government regarding clarity on MMR income levels.	MH/GC
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4.	Noting of Matters Approved or Papers Issued between Meetings – Group CEO	
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4.1	The Board noted the reports.	
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5.	Approve – Annual Accounts – Group CEO	
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5.1	The auditors reported a clean audit. The Chair said, “this was a healthy set of figures in difficult circumstances”. The accounts and	
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letter of representation will be signed at the Harbour Homes Board on Thursday 22 August.

5.2 The Chair thanked the staff for all their hard work.

5.3 The Board **Approved** the accounts.

6. Note – Points of Note from Chairs Meeting – Group CEO

6.1 The 1:1 meetings indicated the Board is very effective and has sufficient numbers and skills.

6.2 The Chair would like a tenant representative on the Board. The Harbour Lettings Manager, advised he has e-mailed MMR tenants to see if anyone is interested in becoming a Board member.

6.2 The Board **noted** the paper

7. Review - Performance Against the Business Plan to 31 March 2024 – Harbour Lettings Manager

7.1 Arrears currently at 1.18%. This is a positive decrease of 0.2% from last month. Working with tenants on payment plans, tenants are struggling with rising costs.

7.2 Risk of five tenancies being served with eviction and the Board noted this was a first of for Harbour Lettings.

7.3 The Chair thanked the Lettings manager for the comprehensive report.

7.4 The Board **noted** the reports.

8. Agree - Items to bring to the attention of the Harbour Homes Board (verbal)

8.1 Process to seek clarification of affordability rents. It's the responsibility of central & local Government to keep annual figures on earnings to help establish where the "cut off" point lies, in any area at any time, for what rental/earnings figure is considered "in affordable housing need". This hasn't been updated since 2019. Mark will approach Edinburgh Council in first instance to seek clarification on what the current definition is for affordability / earnings, and how this is expected to be updated annually going forward. **MH**

8.2 Successful year for Harbour Lettings and acknowledgement to staff for their hard work.

9. Any Other Business (verbal)

9.1 None

10. Date of Next Meetings

- 10.1 Joint Boards Away Day - Friday 4 October 2024 at Dockers Club
Board Meeting - Tuesday 12 November 2024 at 5pm via teams

The meeting closed at 6pm