

**Harbour Lettings
Minutes of Board Meeting
held on Tuesday 18 February 2025 5pm
via teams**

Present:

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

In attendance:

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

Acronyms

Harbour Lettings (HL)
City of Edinburgh Council (CEC)

1. Apologies

1.2 Campbell Whyte

2. Declaration of Interest

2.1 None

3. Minutes of Meeting Tuesday 12 November 2024

3.1 Proposed by Vendula Tomasova and seconded by Ngeme Ntuli

3.2 Matters Arising – Harbour Lettings Manager

3.2.1 **Point 3.2.3 Ceiling Amount** – City of Edinburgh Council have increased the combined household income amount to £58,331. This is the first increase since 2019.

3.2.2 The HL manager has contacted Alex Blyth in the Planning department, City of Edinburgh Council on a few occasions to understand why a provider that pursues work for the council, has a higher household income scale than the one set by CEC. To date there has been no response.

3.2.3 **Item 6 – Allocation Policy** – The below needs to be updated in the policy and be sent to the Board for approval.

MH

Minimum earnings have been increased from 40 x the monthly rent not exceeding £58,331 (set by CEC in 2025).

4. **Noting of Matters Approved or Papers Issued between Meetings – Group CEO**

- 4.1 The Board **noted** the Board bulletin (this included Bulletin #36 sent on 7/2/25) and various monthly reports.

5. **Review – Monthly Business Report – Harbour Lettings Manager**

- 5.1 Discussion took place and the HL manager updated on the below:
- Arrears down £30k technical adjustments based on the new system (most tenants have payment plans in place)
 - Five tenancies at risk of eviction. Two are in the later end of the process.
 - Voids down to 18 days
- 5.2 The monthly business report for January, which will be presented to the Board on Wednesday 19 February is looking more positive.
- 5.3 The Board **reviewed** the report.

6. **Approve – Business Plan 2025-2028 (including budget) – Harbour Lettings Manager**

- 6.1 The plan was discussed and appropriate sections updated.
- City Lets** - the average rent has increased a third in the past five years. Rents are stabilising but are still extremely high. The positive from this report is the time to let has extended and taking longer for properties to let, which is an indication that prices could drop.
- 6.2 The Scottish Housing Strategy paper being introduced by the Scottish Government, will have various effect on the market. As a Mid-Market rent provider, we are attending any events to discuss the matter.
- 6.3 Over the next three years we will be working on how we can increase our income stream (e.g. offering services to other MMR provider).
- 6.4 In response to a question “some of our properties are needing some attention” due to not spending money to update as we would like”?
- 6.5 Due to rising costs and being limited to how much we could increase our rents by, we were restricted on how much we could spend on cyclical maintenance and maintaining the cosmetic areas of our properties (painting, carpets etc). The costs have been added back into the budget to ensure we are looking after our properties, and our customers are getting a good home to live in.
- 6.6 In response to a question “referencing KPIs on section 10.1 of the report”? See below:

- Forecast rental income Collected (minimum of 99%)
- Annual rental income not collected on time (maximum of 1%).

Are these points very similar?

- 6.7 The HL manager explained that both points referenced the same pot of money but were different.
- 6.8 After discussion, it was agreed that some of the narrative was not clear and all agreed this could be explained further. MH
- 6.9 One Board member said they liked the quote in the delivery priorities section, referencing implementing a resident's representative for each development.
- 6.10 The HL manager advised our Granton development has an elected member who has been dealing with social media for the development and was working very well.
- 6.11 Mrs Kiteley advised it was agreed at the Harbour Connections Board meeting to expand the narrative in the Group Element: Culture section showing clear smart objectives. The amendment was to be made to all subsidiaries Business Plans. HK
- 6.12 The Board **approved** the Business plan.

[Mark Hastie left the meeting at 5.40pm]

7. **Approve – Salary Increase 2025/2026 – Group Director of Operations**

- 7.1 The annual pay award proposed for HL staff is 3% for 2025/2026.
- 7.2 Further salary benchmarking will take place in March/April 2025 to ensure HL salaries are competitive. If the benchmarking results reflect any significant issues, this will be brought to the Board for further approval.
- 7.3 The Board **approved** the salary increase.

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

- 8.1
- Household income increase to £58,331 by CEC
 - Ensure our stock is being maintained
 - Increase commercial revenue

9. **Any Other Business**

- 9.1 None

10. **Date of Next Meetings**

- 10.1 Joint Board Away Day – Friday 25 April 2025 at Duncan Place
Board Meeting – Tuesday 13 May 2025 6pm at 108 Constitution Street

The meeting closed at 5.45pm

Outstanding Actions		
Item	Action	Management Note
3.2.3 (Item 6 from November 2024 minutes)	Mark to update Allocation Policy with new income ceiling amount (£58,331)	
6.8	Mark to expand on narrative in point 10.1 KPIs	
6.11	Heather to expand on narrative in Culture section of business plan (item 12)	Completed