

**Harbour Lettings
Minutes of Board Meeting
held on Tuesday 13 May 2025 5pm
at 108 Constitution Street**

Present:

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

In attendance:

Alison Petretti, Business Support Officer (notetaker)

Acronyms

Harbour Lettings (HL)

City of Edinburgh Council (CEC)

1. Apologies

1.2 Campbell Whyte and Mark Hastie

2. Declaration of Interest

2.1 None

3. Minutes of Meeting Tuesday 18 February 2025

3.1 Proposed by Vendula Tomasova and seconded by Zoe Curry.

3.2 Matters Arising from Tuesday 18 February Minutes

3.2.1 3.2.3 – Amendment to Allocation Policy (increase in earnings)
6.8 - Narrative to be explained further

GCspk to
MH

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

4.1 The Board **noted** the Board bulletin #37 and various monthly reports.

5. Review – Monthly Business Report – Group Director of Operations

5.1 In the absence of the Harbour Lettings Manager an update was given on the below:

➤ **Arrears** – slightly over the 1% target but a significant reduction in arrears. Payment plans are being adhered to and confident we are moving in the right direction.

➤ **Rent** – Due to reporting issues with MRI, we have noted some

discrepancies in the rent figures. Despite this, we are moving in the right direction.

- **Digital Tenant Satisfaction Survey** – Delighted to report our tenant satisfaction is 98%. The survey will be carried out again in January 2026, our aim is to maintain this high percentage.
- **Risk Control** – Similar to last year see below:
 - High cost for goods and services/landlord utilities
 - ScotGov changes to legislation/regulatory requirements
 - Housing Bill – expected 2026-2027 the most relevant risk to our business
 - Maintenance of MMR stock

5.2 The Board agreed, it was positive to see high tenant satisfaction and our rents are affordable.

5.3 The Board **reviewed** the report.

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

- Strong Performance
- Investment in Stock
- Clarification of KPIs/Business Plan

7. Any Other Business

7.1 None

8. Date of Next Meetings

8.1 Board Meeting – Tuesday 5 August 2025 6-7pm at 108 Constitution Street

The meeting closed at 6.40pm

Outstanding Actions		
Item	Action	Management Note
3.2.1 updates from 18 February minutes (3.2.3 & 6.8)	MH	Please see papers appended