Minutes of the Board of Directors Meeting held on 24 September 2025 7.24pm at the Maitlandfield House Hotel, Haddington

PUBLIC MINUTE

Present:
Rob Hughes (RH)
David Leishman (DL)
Alastair Kettles (AK)
Debby Gillett (DG)
Jamila Greig (JG)
Shamsu Rahman (SRa)
Scott Robertson (SRo)
Otis Berry (OB)

In attendance:

Gill Binnie (GB)	CEO
Lindsay Johnstone (LJ)	Finance Manager
Donna Dougal (DD)	Housing Manager
Shona Maxwell (SM)	Maintenance and Asset Manager
Caroline Lavery (CL)	Business Support Officer

1	**Apologies**	**Action**
	Apologies were received from Jav Yaqub and Graeme MacGregor.	
2	**Appointment of Office Bearers**	
	GB welcomed everyone to the meeting. She advised that she would chair the meeting until the office bearers were appointed. GB advised that RH would be stepping down as Chair but he would be remaining on the Board. RH is also now a Board member on the subsidiary. RH advised that he had very much enjoyed his time being the Chair. RH confirmed he would continue to participate in the Board. JG wished to thank RH on behalf of herself and the rest of the Board for taking over from her as Chair last year. Moving on to the election, DG and JG confirmed they would be happy to elect DL as the new Chair. GB congratulated DL on his new position as Chair and passed over to him to chair the rest of the meeting. DL asked if there were any nominees for the position of Vice Chair. He advised that he found the position of the Vice Chair a good learning experience and he would be willing to	

	support anyone taking on the role. DG advised she would be happy to take on the role as Vice Chair. RH seconded this. DG confirmed as Vice Chair. GB advised that DL is currently the Chair of A&C so a new Chair is required. GB advised that AK had agreed to step up as Chair of A&C. DL will stay on this Committee as a member. DL thanked RH and JG as previous Chair and advised he has learnt a lot from them.	
3	**Declarations of Interest** None	
4	**4.1 Minutes of Board Meeting held on 21 May 2025 – Full Confidential Minute** **4.1.1 Approval & Signing** DL asked for approval of the Minutes for the meeting held on 21 May 2025 as there were a number of corrections to be made following the meeting on 9 September 2025. AK referred to the section on Insurance and asked for the Action point to be noted in the Action column and also to be added to the Minute Action Plan. Approved subject to the above noted changes. **Proposed**: AK **Seconded:** DG **4.1.2 Minutes of Board Meeting held on 9 September 2025 – Full Confidential Minute** **4.1.1.2 Approval & Signing** Approved subject to one minor change to the post meeting note. **Proposed**: AK **Seconded**: DG AK suggested that we just use initials of Board members in the minutes with the full name of Board members at the top of the minute. All agreed. CL confirmed she would do this going forward. ***Post Meeting Note:*** *Confirmation now received on Section 75. Consultation completed and internally approved. Arranging for solicitor to prepare Decision Notice, which the Council will sign and register the modification to the Section 75.*	
	4.1.2 Matters Arising None	
	4.2 Minutes of the Board Meeting held on 21 May 2025 – Public Minute for Website AK also advised that there were still some figures noted on page 3 in the public minute which should be removed. As per confidential minute, correction to be made plus further correction as above. Approved subject to above noted changes. **Proposed:** DG	

	Seconded: SR **4.2.1 Minutes of the Board Meeting held on 9 September 2025 – Public Minute for Website** As per Confidential Minute, one correction to be made to the post meeting note. Approved subject to above noted change. **Proposed**: DG **Seconded**: AK	
5	**Minute Action Plan** AK requested action point from Insurance section of confidential minute of 9 September 2025 to be added.	
6	**CEO Report**	
6.1	**Assurance Statement** GB advised the main part of the report was the approval of the Assurance statement. She advised that we adopted the SFHA Updated Self-Assessment Framework. An evidence tracker is attached at Appendix 2. GB advised the Assurance Statement will need to updated as it currently has RH's as signatory as HfL's Chair to DL. It was noted this could be signed electronically once updated	
6.2	**Finance Policies** GB advised that there were 2 finance polices and 10 HR polices to be approved that had been brought back from the last Board meeting following corrections to be made. AK asked how we do accruals.GB advised this is one of the finance processes that we are looking at. LJ advised that introduction of PO system had been tied into the migration to the new systems that was due to take place next year. An ICT project team has been established which includes JY with Demos scheduled in for December with MIS, Homemaster and SDM. GB advised that transition to a new IT system/or overhaul of SDM would be implemented in 2026/27. GB advised we would be bringing in a project manager. AK advised he would like to see a formal report on a PO system presented to Board. DL advised we could put together a plan for the November meeting. LJ advised by using the works order system, we would still have an audit trail. GB asked if there were any more question of the Assurance Statement. No further questions. **Q1 Performance Report** Amendments to be made following feedback. CL will issue correct version to Board by email for approval. **HR Policies** DG advised she had sent a suggested template for use to highlight changes to CL and DL. CL to look at with GB. CL advised we had staggered the dates on the HR policies. GB advised that we had moved them in line with when Board meetings were due to take place and some had review dates of 3 years and some 5 years. DG felt this would not	

	resolve this issue of spending 12 hours reading polices. JG agreed with DG. GB advised we would look at the policy timetable at A & C. RH commented that the HR Policy timescales are by EVH. RH suggested we wait until the policy register has been taken to A&C and review after that. It was noted that the tracked changes were useful. GB confirmed that they are not put on the website with tracked changes. GB confirmed that no policies are published until they are signed off by Board.	
6.3	**Treasury Management Strategy –** LJ advised she had a presentation to present to the Board. LJ gave a brief overview of what good treasury management is and why it matters. LJ advised that treasury management plays a critical role in safeguarding the organisations financial health. It encompasses the planning, directing, monitoring and managing of our cash flows, investments, funding strategies and financial risks.	
6.4	LJ advised the goal is to ensure transparency. We need our Treasury Management Strategy to align with our strategic objectives and to provide assurance that our financial resources are being managed prudently and proactively. LJ asked if there were any questions. No questions. DL asked for someone to propose and second the Treasury Management Policy. **Proposed:** RH **Seconded**: JG **APPROVED:** Annual Assurance Statement 2024-25 **APPROVED:** Entitlement and Benefits Policy **APPROVED:** Treasury Management Strategy **APPROVED:** Agile Working Policy **APPROVED:** Attendance and Absence Management Policy **APPROVED**: Email, Internet, Social Medial Policy **APPROVED**: Employee Performance Review Policy **APPROVED**: Flexible Working Policy **APPROVED**: Maternity Policy **APPROVED**: Recruitment and Selection Policy **APPROVED**: Settlement Agreement Policy **APPROVED**: Training and Development Policy **APPROVED:** Business Continuity and disaster Recovery Policy	
7.	**Date of next meetings**	
	Strategic Planning Day – Bonnie Badger – 12 November 2025 (10.00am – 4.00pm) Board Meeting – 3 December 2025	
	AOCB Board Recruitment GB advised that she had had a meeting with Cruinn Consultants to discuss their board recruitment service.	

	DL thanked everyone for attending and closed the meeting at 7.42pm.	

Signed:	**Date:**