

Confidential Strategic Board meeting Minutes

Date 16/09/2025
Time 18:30 – 19:30
Location Zoom
Chair Brian Fisher
Attendance Board Members: Mr Brian Fisher – Chair, Mr Ron Eldridge, Mr Stephen Clark, Mr Rhodri Davies, Mr Stephen Lynas, Mr Andrew Wilson, Ms Kathy Gourlay, Ms Jayne Currie
In attendance: Mrs Nicki Donaldson, Chief Executive Officer (CEO), Mr Derek Banks - Director of Finance, Governance and Assets (DoFGA), Company Secretary, Mrs Beverley Graham - Director of Housing (DoH), Mrs Caroline O'Donnell - Director of Operations (DoO), Mrs Christine Dolan - PA & Governance Officer (PAGO)

1 Procedural

1.1 Homologation of Shareholding Membership

Presenter: Company Secretary

The Company Secretary approved the following shareholding memberships by email:



The Company Secretary also approved the following memberships by email and these members were elected as Board members at tonight's AGM:

- Andrew Wilson
- Kathy Gourlay
- Jayne Currie

Agreed: The Board homologated the minutes of the virtual meeting and approved the new Board members.

1.2 Election of Chairperson

Presenter: Company Secretary

The Company Secretary advised that Mr Fisher has indicated his willingness to continue as Chairperson, and no further nominations were received, therefore, the Company Secretary asked the members if they wished to re-elect Mr Fisher as Chairperson.

Agreed: The Board unanimously approved the election of Mr Fisher as Chairperson.

The Company Secretary then handed over the meeting to Mr Fisher as Chairperson.

1.3 Election of Vice Chairperson

Presenter: Chairperson

The Chair advised that Mr Gallacher expressed his willingness to continue as Vice Chairperson and no other nominations were received, therefore, the Chair nominated Mr Gallacher to be re-elected as Vice Chairperson.

Agreed: The Board unanimously approved the re-election of Mr Gallacher as Vice Chairperson.

1.4 Election of Fife Housing Group Yourplace Limited (subsidiary) Chairperson

Presenter: Chairperson

The Chair advised that Mr McAulay indicated his willingness to stand as Chair for a further year, therefore, the Chair nominated Mr McAulay to be re-elected as Chairperson of Fife Housing Group Yourplace Ltd.

Agreed: The Board unanimously approved the re-election of Mr McAulay as Chair of Fife Housing Group Yourplace Limited.

1.5 Election of Convener of Audit and Risk Committee

Presenter: Chairperson

The Chair advised that Mr Gallacher indicated his willingness to stand as Convenor for a further year, therefore, the Chair nominated Mr Gallacher to be re-elected as Convenor.

Agreed: The Board unanimously approved the re-election of Mr Gallacher as Convenor of the Audit and Risk Committee.

1.6 Welcome and Apologies

Presenter: Chairperson

The Chair welcomed everyone to the meeting and apologies were received from Mr Ricky McAulay, Mr James Wilson, Mr Brian Gallacher, and Mrs Juliet Hamilton-Lee. No apologies were received from Mr Chris Gray.

1.7 Declarations of Interest

Presenter: Chairperson

There were no declarations of interest noted.

1.8 Minutes of the Previous Meeting on 12 August 2025

Presenter: Chairperson

Agreed: The minute of the previous meeting was approved.

1.9 Matters Arising

Presenter: Chairperson

There were no matters arising not already on the agenda.

1.10 Action Points

Presenter: Chief Executive Officer

The CEO presented the Action Points, and it was noted that all deadline dates are for future dates. Updates will be provided in due course.

2 For Approval

2.1 Standing Committees for 2025/26

Presenter: Chairperson

The Chair and the DoFGA reminded the Board that each of the three committees requires a quorum of three members and emphasised the importance of appointing additional members to ensure quorum was consistently maintained.

The Board considered and approved the composition of the three committees and the appropriately nominated members as follows:

Audit and Risk	Colleague & Governance	Emergency
Brian Gallacher (Convenor)	Brian Gallacher	Brian Fisher
James Wilson	Chris Gray	Brian Gallacher
Rhodri Davies	Brian Fisher	Stephen Clark
Juliet Hamilton-Lee	Jayne Currie	Chris Gray
Andrew Wilson		Kathy Gourlay

Agreed: The Board approved the Committee structure for 2025/2026.

2.2 Board Annual Assurance Statement Process

Presenter: Chairperson

The Chair explained to Board members that historically, the post AGM meeting was an opportunity to sign off the Annual Assurance Statement; however, due to the extensive work undertaken on the Evidence Bank, he recommended an extension to the time frame for sign off.

Board members will review the Evidence Bank via ibabs and ask the PAGO for any files that they wish to review as part of the assurance process. Board members can also contact the PAGO with any questions or comments, which will be forwarded to the relevant Director for a response.

An Annual Assurance Statement Session sign-off session has been arranged for 14 October 2025, and all Board members are urged to attend, where possible. For those who can not attend, it is essential that they email their assurance for sign-off to the PAGO by 14 October 2025.

The Board discussed the current Electrical Installation Condition Reports (EICR) position, and all are comfortable that, due to ongoing issues around accessibility to properties, it is unlikely that Fife Housing Group (FHG) will be able to be 100% compliant in this area.

Agreed: All Board members will review the Evidence Bank and confirm their assurance by 14 October 2025.

2.3 Rent Consultation

Presenter: Director of Housing

The DoH presented the Rent Consultation paper, noting that the process was being undertaken earlier than in previous years. It was highlighted that there is a regulatory requirement to consult with tenants on rent increases taking effect from 1 April.

The DoH referred to the Business Plan, which currently assumes a 1% rent increase in 2026/27 and 1% increases for the remaining years of the plan. Board members were asked to consider the Value for Money findings from the Tenant Satisfaction Survey.

Over the last two years, the rent affordability exercise has used the Scottish Federation of Housing Associations (SFHA) toolkit, which deems rent to be affordable at between 25%–30% of tenant income. All rents were tested through the toolkit and fell within this range, though it was noted that if a three-bedroom property is occupied by a single person then this sits at the top end of affordability (30%).

The DoH reminded the Board that, in the past two years, rent increases for larger properties had been capped to ensure rents for these properties are brought back in line with other Registered Social Landlords (RSL) in Fife.

The DoH presented the proposed consultation timetable, with the consultation period running from 20 October to 2 November 2025. Outcomes would be reported back to the Board in January 2026, when the decision on rent levels for 2026/27 would be made.

A Board member asked whether proposed rent increases were published within the Business Plan. The DoH confirmed that they were, alongside inflationary assumptions. The DoFGA added that the business plan figures were based on the current budget, which could be subject to change depending on the output from the 2026/27 budget process, necessitating changes to the business plan assumptions and cost base.

A Board member asked when it was likely that the benefit of recent investments would be reflected in future Tenant Satisfaction Surveys. The DoH advised that satisfaction levels were already improving due to planned programmes, such as kitchens and bathrooms, and were expected to improve further following completion of the British Iron and Steel Federation (BISF) programme. Cost of living pressures and rising energy costs, however, continue to affect tenants.

A Board member asked about higher affordability and satisfaction levels at other housing associations noted within the satisfaction survey results. The DoH explained that the higher levels within the satisfaction survey generally were from smaller, community RSLs, which have a larger proportion of new build homes, which is likely to mean that tenants have a higher satisfaction score. Conversely, as demonstrated by the statistics, the larger the provider, the lower the level of satisfaction.

Board members discussed current inflation figures, rising maintenance costs, including those for reactive and planned repairs, and whether it was appropriate to provide tenants with two or three rent increase options.

Agreed: The Board approved the consultation timetable, and agreed to authorising officers to perform a review of rent for the pharmacy and to apply the agreed rent. The Board also approved to consult tenants on rent increase options of 3.5% and 4% in relation to mainstream properties, factoring fees, garages, and garage sites in order to meet the strategic aims.

3 Other

3.1 For Homologation

The BISF Tender was homologated.

3.2 AOCB

3.3 Date of Next Meeting

Wednesday 10 December 2025 at 9.30am