



**WHEATLEY HOMES EAST  
MINUTE OF BOARD MEETING**  
**held at 5.30pm on Thursday 19 September 2024**  
*(Following the AGM at 5pm and SGM at 5.15pm)*

**New Mart Road, Edinburgh**

**Members Present:** Alastair Murray (Chair), Jane Menzies, Heather Macnaughton, Jack Cadell (Via Teams), Judith McGlashan, Ruth Kynoch, Fiona Burden, Anne McGovern (Via Teams)

**In Attendance:** Alan Glasgow (Group Managing Director of RSLs), Laura Henderson (Managing Director), Stephen Wright (Director of Governance) Lyndsay Brown (Director of Financial Reporting), Jonny Green (Head of Housing).

**In Part** Elspeth Lang (Head of Development), Stephen Devine (Director of Assets and Sustainability) and Elizabeth Cuthbertson (Head of Performance and Strategy)

**1. Apologies for Absence**

Apologies for absence were received from Pamela Paton.

**2. Declarations of Interest**

The Board noted the standing declarations.

**3. a) Minute of the previous meeting held on 22 August 2024, matters arising and action list**

**Decided: The Board approved the minutes of the above meeting.**

**4. Chair and Managing Director update**

The Chair provided an update on the items considered by the Wheatley Group Board at its meeting on 22 August.

**Decided: The Board noted the update.**

## **5. Strategic asset management plan and strategy update**

The Board were provided with a report on the Strategic Asset Investment and Management Plan and the proposed updates to the Group Managing Dampness, Mould and Condensation Policy.

The Board discussed the draft Strategy Asset Investment Plan. The Board noted the plan aligns to the Group Asset Strategy and builds on the discussion at the strategy workshop. The Strategic Asset Investment Plans will shape investment delivery including through our 5-year investment plan.

The key updates to our strategy reflect the continued focus on investing in tenants' homes whilst taking into account the need to have a financially sustainable approach to investment which also reflects our obligations in relation to building compliance.

The Board scrutinised the asset management plan and discussed the costs associated with improving our homes. The Board discussed the resource and financial implications and received assurance that our plan was achievable.

In relation to dampness and mould, the Board reiterated the importance of ensuring that we respond quickly and effectively to reported instances in our tenants homes. The Board also discussed the approach to forcing access in cases where we were aware of the presence of dampness or mould but where our tenants had not provided us with access on repeated occasions.

**Decided: The Board;**

- 1) Approved the Strategic Asset Investment Plan;**
- 2) Noted the updated Group Managing Dampness, Mould and Condensation Policy and agreed it should be submitted to Group Board for approval; and**
- 3) Approved our refreshed strategy to 2026.**

## **6. Sustainability update**

The Board received an update on the progress towards our sustainability objectives.

The Board discussed the Sustainability and the Strategy provides direction for sustainability-related activities. This direction being taken forward across four priority themes are Existing homes, New homes meeting regulatory and planning requirement, Business operations and wider contributions.

The Board noted that the approach to reducing emissions evolves in line with emerging government policy including the likely SHNZ requirements.

The Board welcomed our approach to sustainability and in particular to ensuring that our tenants are provided with support and guidance on how to use new technology whenever we install this in their homes.

**Decided: The Board noted the progress of the update.**

## **7. New build development programme - mid year review**

The Board received a report on our development programme and in particular noted that there are continuing challenges in the sector in relation to higher costs to build and the impact of a reduced Affordable Housing Supply Programme grant level in 2024/25.

The Board also noted that we expect the grant reductions will impact on our ability to deliver our programme and that we will work with City of Edinburgh Council and other local authorities in the areas we operate to maximise the amount of grant funding we can secure to support the development of new homes for those in housing need.

The Board considered the challenges being faced in detail. In relation to new developments, the Board was informed about our approach to securing development sites. This includes seeking sites that are close to amenities and services, such as bus routes. The Board was also informed about our approach to quality management, including through the use of our Clerk of Works.

**Decided: The Board noted the contents of the report.**

## **8. Equity, Diversity and Inclusion**

The Board were provided with an update on the implementation of the updated Equity, Diversity and Inclusion (EDI) Action Plan.

The Board Discussed the EDI report and noted there has been a particular focus on identifying and supporting actions to improve inclusivity and accessibility for customers. This has included the launch of the customer-focussed network.

**Decided: The Board noted the update.**

## **9. Governance update**

The Board received an update on the following Governance related matters including Intra-group agreement with Wheatley Housing Group Limited and the Terms of Reference, Annual Board appraisals and succession plan, proposed 2025 meeting dates, Modern slavery statement and updates to the Group-wide assurance Policies.

The Board Discussed the outcome of the annual appraisal process and succession planning. This is an important process that helps to ensure that we remain well governed, with the skills and experience to help achieve strategic outcomes and make homes and lives better for our tenants and customers.

Following a review of activities the risk of modern slavery in the business is low.

**Decided: The Board**

- 1) Noted our Terms of Reference and our intra-group agreement with Wheatley Housing Group Limited;
- 2) Noted the outcome of our 2024 Board appraisals;
- 3) Approved the three-year succession plan;
- 4) Noted the Modern Slavery Statement, approved by the Group Board on our behalf; and
- 5) Approved the schedule of meetings for 2024;
- 6) Noted the Group policies

**10. AOCB**

The Board noted that we had training for staff that focussed on supporting refugees and asked that we consider making this available to Board members to help enhance their knowledge and understanding in that area.

**Signed:** ..... **(Chair)**

**Date:** .....