

ITEM 2

MELVILLE HOUSING ASSOCIATION LIMITED

Minute of the Board Meeting held on Thursday 2 October 2025 at 6.00 pm –
Dalmahoy Hotel, Kirknewton, Edinburgh, EH27 8EB

PRESENT: Donna Bogdanovic
David Bond
Clare Marshall
Bill Takhar
Tom Mallatratt
Becky McLean
Caron Quinn
John Dalley

APOLOGIES: Paul Cameron

IN ATTENDANCE: John McMorrow, Chief Executive
Kirsten Dean, Depute Chief Executive
Jane Burnett, Head of Housing Services
Rich Murdoch, Head of Asset Management

D BOGDANOVIC IN THE CHAIR

	Agenda Item Details	Action Required
1	Appointment of Officer Bearers The Chief Executive advised that as this was the first meeting following the Annual General Meeting therefore members needed to elect office bearers. Members were asked for proposals for the Chair. Chair: Donna Bogdanovic – proposed by David Bond, seconded by Clare Marshall. Donna duly elected. Vice Chair: David Bond – proposed by Donna Bogdanovic seconded by Bill Takhar. David duly elected.	Approve Approve

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	Secretary: Caron Quinn - proposed by Clare Marshall seconded by John Dalley. Caron duly elected. Audit Committee Caron was proposed as Chair of the Audit Committee and was duly elected the Chair of this Committee. It was agreed that the following would serve on this Committee: Caron Quinn, John Dalley, Tom Mallatratt, Bill Takhar and one new member to be asked to join. Bill sent his apologies for the next audit meeting. Members were encouraged to consider joining this Committee. People Committee It was agreed that the following would serve on this Committee: David Bond, Caron Quinn, Clare Marshall and one new member to be asked to join. The remit for both the Audit Committee and the People Committee was noted and <u>approved</u> with one amendment to the People Committee quorum to be three. Board <u>approved</u> three co-options as verbally reported at the meeting. It was agreed to invite all three new members to the next Board meeting. Board <u>approved</u> the deletion of two new members and the appointment of two new members at the meeting.	Approve Approve Information Action Information Approve Approve Action Approve

	Agenda Item Details	Action Required
2.	MINUTES OF PREVIOUS BOARD MEETING 13 AUGUST 2025	
2.1	<u>Noted</u> that the Chair lead on the minutes.	Note
2.2	<u>Noted</u> that Members agreed that these were a true and accurate minute of the meeting. The minutes were <u>approved</u> by David Bond and <u>seconded</u> by Clare Marshall.	Note/ Approved
3.	IT STRATEGY	
3.1	The Depute CEO presented the report circulated with the agenda on the Digital Strategy.	Information
3.2	Board <u>noted</u> the outcomes of the last strategy that spanned a three year period.	Note
3.3	Board <u>noted</u> the contents of the revised strategy and how it aimed to ensure our systems are fit for purpose with a focus on the immediate, medium and long term needs of the Association.	Note
3.4	A Board member queried the timings of the Knowledge and Information Management and Data Loss Protection steps in the strategy and Melville's recovery plans. The Depute CEO advised that further details on this would be provided post meeting.	Action
3.5	After consideration Board <u>approved</u> the Digital Strategy.	Approve
3.6	Board <u>noted</u> the request to consider and nominate a Cyber Security Board Member who would act as a champion, and it was <u>agreed</u> that John Dalley would consider this role following a meeting with the IT Manager to determine what it would entail.	Information Action

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4.	CORPORATE PLAN REVIEW	
4.1	<u>Noted</u> that the Chief Executive gave a brief update on review of the plan.	Note
4.2	<u>Noted</u> that Board approved the Corporate Plan working copy subject to any amendments identified during the Board Away Day sessions tomorrow.	Approve
4.3	Board <u>noted</u> progress on the design of the summary version of the Corporate Plan.	Note
4.4	<u>Noted</u> that the intention was to have the summary plan issued at the 30 th anniversary celebrations.	Action
4.5	<u>Noted</u> that a copy of the summary design will be issued to members for information.	Action
4.6	<u>Noted</u> comments on simplifying the summary copy for members to understand to include wording of key objectives rather than a list.	Note
5.	ANNUAL ASSURANCE STATEMENT 2025 APPROVAL	
5.1	<u>Noted</u> that the draft assurance toolkit assessment was circulated to Board in August with a further copy issued with this meeting papers.	Note
5.2	<u>Noted</u> that a discussion took place on this year's AAS. Board felt it was a good reporting framework with plenty of evidence to provide assurance that Melville is compliant.	Note
5.3	<u>Noted</u> the draft Action Plan circulated with the agenda.	Note
5.4	<u>Approved</u> the action plan and <u>noted</u> monitoring on the Action plan to be presented to Board.	Approve Note
5.5	The Board <u>noted</u> the contents of this report and approved the signing of the Annual Assurance Statement.	Note/ Approved

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5.6	<u>Noted</u> the Assurance Statement would be issued to the Scottish Housing Regulator.	Note
6.0	DEVELOPMENT STRATEGY	
6.1	<u>Noted</u> that the Head of Asset Management gave an overview of the draft strategy at the meeting.	Note
6.2	It was <u>noted</u> that the Key Priorities for (2025–2028) are: • Growth – Deliver more affordable homes in Midlothian. • Net Zero – All new builds to meet EESSH2 & contribute to 2045 Net Zero target. • Quality – Safe, sustainable, and adaptable homes built to HVN & Secure by Design. • Partnerships – Work with Council, Government, developers & communities. • Tenant Voice – Involve tenants in design & gather feedback to improve. • Value for Money – Robust procurement, funding, and risk management. Housing Development Focus • Tenures: ◦ Social Rent (main focus) but will also look at ◦ Mid-Market Rent via IDL and where opportunities arise ◦ Low-Cost Home Ownership (Shared Ownership/Equity, Discounted Sales) • House Types: ◦ Mix of flats and houses, smaller homes prioritised while continuing to provide ◦ Specialist/adapted housing where needed	Note

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	Energy & Sustainability - All New builds to achieve: - Section 7 Silver (energy & emissions) as standard - Air Source Heat Pumps, triple glazing, and enhanced insulation when possible While continuing to Explore Passivhaus & modern methods of construction - Where required our existing stock will undergo - Long-term upgrades to meet Net Zero 2045 with consideration given to EnerPHit retrofits – these are a type of renovation aimed at improving the energy efficiency of an existing building. They follow the principles of the Passive House standard, but they are specifically designed for buildings that can't meet the full Passive House criteria due to structural or other limitations. The EnerPHit retrofit involves upgrading a building to make it much more energy-efficient by improving insulation, sealing air leaks, upgrading windows, and ensuring efficient heating and ventilation systems. The goal is to reduce energy consumption, lower heating bills, and make the building more comfortable to live or work in, without needing to demolish or rebuild the structure. Partnerships That Deliver Midlothian Council – Align with LHS. Midlothian Council's Local Housing Strategy (LHS) is a strategic plan that outlines the Council's priorities and actions for housing in the area over a five-year period. It sets out how the Council will address key housing issues such as the supply of affordable homes, homelessness, housing quality, energy efficiency, and support for independent living. The strategy is developed in consultation with local communities and stakeholders to ensure it reflects local needs and contributes to broader	

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	aims like tackling poverty, improving health, and meeting climate targets. Changeworks & Midlothian Alliance – Energy projects & funding – We are scheduled to meet with Midlothian Council and other RSLs with stock in Midlothian to gauge interest in partnership working – the intention being to form a collaborative initiative bringing together housing providers across the region to advance retrofit strategies that improve energy efficiency, reduce carbon emissions, and tackle fuel poverty. It was reported that this forum will provide a space for coordinated action, knowledge sharing, and peer support to deliver equitable, tenant-focused retrofit programmes. The shared goal is to contribute meaningfully to Scotland’s net zero targets while ensuring affordability, comfort, and wellbeing for residents.	
6.3	It was also <u>noted</u> that the Association will consider Disposal of unsuitable stock only – i.e. when disposal provides clear benefits for both present and future tenants.	Note
6.4	Board therefore <u>approved</u> the strategy.	Approve
6.5	The Board <u>noted</u> the contents of the disposals section as outlined in the strategy.	Note
6.6	The Board requested that their thanks be passed to all members involved in pulling the strategy together and to the Development Manager.	
7.0	ANY OTHER COMPETENT BUSINESS	
7.1	<u>Noted</u> that there was no other competent business raised.	Note

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8.0	DATE OF NEXT MEETING	
8.1	<u>Noted</u> that the next meeting of the Board is Wednesday 12 November 2025 at 6pm and that this will be a hybrid meeting.	Note
8.2	Noted the next training session is planned for Wednesday 10 November at 6.00pm via zoom with SHARE providing Health & Safety training.	Note

Minutes Approved By:

Signature: _____

12 November 2025