

## MANAGEMENT COMMITTEE

Members of the Management Committee are invited to attend a meeting **on Monday 29 August 2022 at 4pm** via Microsoft Teams or in person at 7 Waverley Place.

David Lappin  
Chief Executive

|   |                            |
|---|----------------------------|
| <i>E-mail:</i> <a href="mailto:david.lappin@castlehillha.co.uk">david.lappin@castlehillha.co.uk</a> | Tel: 01224 628111 (direct) |
| <i>or</i>   |                            |
| <i>E-mail:</i> <a href="mailto:wendy.oneill@castlehillha.co.uk">wendy.oneill@castlehillha.co.uk</a> | Tel: 01224 628106 (direct) |

DL/JR

### AGENDA

- 1 Apologies for absence
- 2 Declarations of interest
- 3 Minutes of the meeting of 30 May 2022 (**enclosed – for approval**)
- 4 Matters arising from the minutes
- 5 Departmental updates
  - 5.1 Q1 Property Report
  - 5.2 Q1 Development & Asset Management Report
    - 5.2.1 Balmedie Update Report August 2022
  - 5.3 Q1 C&R Report
  - 5.4 Q1 Housing Report
    - 5.4.1 Confidential Report (distributed by email)

### Items for approval/action

- 6 Formal approval and signing of Accounts and associated documents for 2021/22 (**papers enclosed**)
  - 6.1 A<sup>2</sup>+B Report to the Finance, Audit & Risk Sub-committee
  - 6.2 Consolidated Annual Accounts 2021/22– Castlehill Housing Association Ltd
  - 6.3 Annual Accounts 2021/22– Castlehill Housing Association Ltd
  - 6.4 Audit Representation Letter to AAB
  - 6.5 Annual Accounts 2021/22– Castlehill Solutions Ltd (**to be approved by Solutions Board 29<sup>th</sup> August 2022**)
  - 6.6 Annual Accounts 2020/21 – Castlehill Trust Ltd (**approved by Trust Board 17<sup>th</sup> August 2022**)
- 7 Procurement policy & cover report (**enclosed**)
- 8 AGM Re-election and Management Committee Collective Effectiveness Review (**enclosed**)

## Items for note

- 9 Minutes of subsidiary and sub-committee meetings
  - 9.1 Finance, Audit & Risk sub committee of 23 May 2022 **(verbal report at last meeting, enclosed)**
  - 9.2 Finance, Audit & Risk sub committee of 22 August 2022 **(verbal report)**
  - 9.3 Solutions Board of 23 May 2022 **(verbal report at last meeting, enclosed)**
  - 9.4 Solutions Board of 29 August 2022 **(verbal report)**
  - 9.5 Castlehill Housing Trust minutes of 17 August 2022 **(enclosed)**
  
- 10 Standing Items
  - 10.1 Report on Use of the Seal & Signing of Legal Documents **(enclosed)**
  - 10.2 Notifiable Events **(enclosed)**
  - 10.3 Health & Safety **(verbal)**
  - 10.4 Complaints report Q1 **(enclosed)**
  - 10.5 Freedom of Information **(verbal)**
  - 10.6 Corporate scorecard Q1 **(enclosed)**
  
- 11 AOCB
  - Rent consultation

Date of the next meeting - Monday 19 September 2022 at 2pm followed by AGM