

## MANAGEMENT COMMITTEE

Members of the Management Committee are invited to attend a meeting **on Monday 11 December 2023 at 11am** via Microsoft Teams or in person at 7 Waverley Place.

David Lappin  
Chief Executive

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or

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DL/JR

### AGENDA

- 1 Apologies for absence
- 2 Declarations of interest
- 3 Applications for Membership of the Association and co-opt of new Management Committee members
  - Shaun Sambrook (membership and co-opt to MC)
  - Julia Urbankowska (membership and co-opt to MC)
  - Sue Freeth (membership only)
- 4 Minutes of the meeting of 30 October 2023 & amendment to minute of 28 August 2023 **(enclosed)**

Note: The MC agenda for 28 August 2023 included “co-opt of John Black to the Committee”. This was discussed on the day and the Committee approved John Black being co-opted to the Committee. However, this was omitted from the minutes that were subsequently approved on 18 September 2023. Approval is sought for an amendment to the minutes of 28 August 2023 to recognise John Black’s appointment.
- 5 Matters arising from the minutes
- 6 Departmental updates
  - 6.1 Q2 Housing Report **(enclosed)**
  - 6.2 Q2 Property Report **(enclosed)**
  - 6.3 Q2 C&R Report **(enclosed)**
  - 6.4 Chief Executive’s Update **(verbal)**

### Items for approval/action

- 7 Budget Reforecast **(enclosed – recommended by FAR for approval)**
- 8 Outcome rent consultation/ agree rent increase **(to follow)**
- 9 Policies for approval **(enclosed)**
  - 9.1 Communications Policy and Plan
  - 9.2 Financial Regulations **(recommended by FAR for approval)**
  - 9.3 Equalities Strategy & Action Plan
  - 9.4 Voids Management Policy
  - 9.5 Abandonment Policy
  - 9.6 Estate Management Policy

## Items for note

- 10 Report on outcomes of MC appraisal process & updated skills matrix/succession plan **(enclosed)**
- 11 Staff survey results and action plan **(enclosed)**
- 12 Minutes of subsidiary and sub-committee meetings
  - 12.1 Finance, Audit & Risk sub committee 20<sup>th</sup> November 2023 **(enclosed for approval)**
  - 12.2 Castlehill Solutions Board 20<sup>th</sup> November 2023 **(enclosed)**
  - 12.3 Castlehill Housing Trust Board 9<sup>th</sup> November 2023 **(enclosed)**
  - 12.4 Corporate Services 20<sup>th</sup> November 2023 **(verbal report at last meeting, minutes now enclosed for approval)**
- 13 Standing Items
  - 13.1 Report on Use of the Seal & Signing of Legal Documents **(enclosed)**
  - 13.2 Notifiable Events
  - 13.2 Health & Safety
  - 13.4 Freedom of Information
  - 13.5 Corporate scorecard Q2 **(enclosed)**
- 14 AOCB

Date of the next meeting – Wednesday 6<sup>th</sup> March 2024 4pm