

## **CASTLEHILL HOUSING ASSOCIATION**

Minutes of the **Management Committee** meeting held on **Monday 16 September 2024** via MS Teams and 7 Waverley Place, Aberdeen.

*Present:* Mr Bob Hutcheson (convener), Mr Graeme Ogston, Mr Gordon Kyle, Mrs Janice Lyon, Mr John Black, Ms Julia Urbankowska, Mr Alan Pilkington, Mr Shaun Sambrook

*In attendance:* Mr David Lappin, Mrs Joanne Ramsay, Mrs Mhorag Ewen, Mr Matthew MacAulay, Ms Charlotte Mackintosh

1 **Apologies for absence** – Apologies were received from Mr Ben Westland and Mr Paul King.

2 **Declarations of interest** – There were no declarations of interest.

3 **Minutes of the meeting 26 August 2024** – The minutes were approved without amendment.

4 **Matters arising from minutes** –

Item 5.2 – JL had requested an update on the funding request for adaptations and if there were any further update on the Net Zero heat fund. MM responded the situation remains the same and the funding outcome is imminent with RSL's in Edinburgh and Glasgow now having received their funding.

5 **Chief Executive Update Including Strategic Plan** –

DL presented the updated actions for the Strategic Plan highlighting to the committee the document can be accessed in the key documents section of the committee SharePoint folder. DL summarised by highlighting areas that of the strategic plan that had been achieved such as the Independent Living model, relocation of staff and office structural works with Waverley Place also now being actively on the market. DL advised the committee CHA has been accepted on to the Scottish Procurement Framework for Gas and Electric which would positively impact those tenants sharing Central Plant boilers and for CHA for the common areas now included in rental income.

DL confirmed the external funding from Unity Bank and Barclays has now been signed off and finalised and updated committee members on the plan to proceed with the CAF/ Flagstone Deposit platform which will allow us to have more control and spread deposits across several accounts.

DL concluded his update by raising awareness to the committee of the Housing Emergency that was declared in Aberdeen City. DL advised CHA and other local HAs have responded by issuing an open letter offering support to the council.

6 **Report on Self-assurance and Outstanding Actions** –

JR presented her paper to the committee and all self-assurance documentation was approved by the committee. DL will now draft the Self Assurance Statement for approval at the October committee.

7 **Rule 68 confirmation by Company Secretary** –

It was formally confirmed and approved that Rule 68 had been followed.

8 **Asset Management Strategy Update** –

MM presented the strategy highlighting the purpose of achieving balance of aspiration and realism to where we currently are and what funding is available, advising external funding is critical to understanding what we can achieve. The Property Services team have good operational knowledge and understanding of stock with repairs and compliance remaining a critical aspect. NetZero remains the critical focus in terms of future projects. NetZero guidance should become available which will

assist in delivering the NetZero plan and understanding of properties to bring them up to the NetZero standard.

JR highlighted the life cycles of general needs kitchens is proposed to extend to 20 years and UPVC windows had been revised to 30 years to reflect actual timings in the 30 year plan and to reflect reality of life span of these items. The updated Asset Management Strategy was approved by Committee.

## **9 IT Implementation Update –**

ME updated the committee on the progression of Home Master summarising the project was going well and was on track with project timescales. The project is proving to be a huge amount of work however staff remain motivated, and we are currently moving towards the testing stage. It was agreed committee members could see Home Master in action once full implementation was achieved.

## **10 Policy Reviews –** JR presented the following updated policies highlighting the changes that were reviewed.

10.1 Management Committee Recruitment – The policy was approved by the committee

10.2 Management Committee Member Role Description - The policy was approved by the committee

10.3 Chair Role Description- The policy was approved by the committee

10.4 Vice Chair Role Description - The policy was approved by the committee

## **11 Minutes of subsidiary and sub-committee meetings –**

11.1 Finance, Audit and Risk Sub Committee 19 August 2024 – The minutes were approved by the Management Committee with no amendments.

11.2 Solutions Board 26 August 2024 – The minutes were noted by the committee for information.

11.3 Castlehill Housing Trust 21 August 2024 – The minutes of the Trust were noted by the committee for information.

## **12 Standing Items**

12.1 Report on the Use of the Seal and Signing of Legal Documents – There were no items to report.

12.2 Notifiable Events – Nothing to report.

12.3 Health and Safety – Nothing to report. DL advised the committee the “Organisation” Health and Safety Manual will be undergoing review.

12.4 Freedom of Information – Nothing to report.

## **13 AOCB –**

- The committee were reminded to arrange a date with Alison Watson to have their appraisal carried out.
- DL discussed with the committee the possibility of an infrastructure project [REDACTED]

[REDACTED] at our Balmedie site. The project is in the early talking stages and DL will update the committee with further information on any progress.

**Date of next meeting** – Monday 28 October 2024 at 4pm

*Due to be approved by the Management Committee on 28 October 2024*