

## **CASTLEHILL HOUSING ASSOCIATION**

Minutes of the **Management Committee** meeting held on **Monday 26<sup>th</sup> August 2024** via MS Teams and 7 Waverley Place, Aberdeen.

*Present:* Mr Bob Hutcheson (Convener), Mr Paul King (virtually), Mr Gordon Kyle, Mr Graeme Ogston, Mrs Janice Lyon, Mr John Black, Mr Ben Westland (virtually)

*In attendance:* Mr David Lappin, Mrs Joanne Ramsay, Mrs Mhorag Ewen, Mr Matthew MacAulay, Mrs Lynn Palmer (virtually) Mrs Jenifer Soley (virtually until after item 5.1), Mr Phil Nicol (until after item 5.2), Mrs Karen Milne (virtually until after item 5.3)

**1 Apologies for absence** –Mr Alan Pilkington.

**2 Declarations of interest** – No declarations of interest were made.

**3 Minutes of the meeting of 27 May 2024** - The minutes were approved without amendment.

**4 Matters arising from the minutes**

Item 16 – AOCB. DL confirmed that CHA won the prestigious TPAS award for Involving Tenants in Shaping & Scrutinising Services. JL gave her congratulations to all involved.

**5 Departmental Updates**

5.1 Q1 Housing Services Report – JS presented her report and highlighted that under section 2.3 the Source of Lets total figure was 71 but under section 2.7 the Lets Per Region total figure was 69. JS explained the Source of Lets figure included 3 Mutual Exchanges but excluded Management Transfers and the Lets Per Region figure excluded the 3 Mutual Exchanges but included the Management Transfers.

Section 2.6 – Customer Satisfaction. When the office was recently closed for renovation purposes the Housing Officers had taken the opportunity to contact customers in ask how satisfied they were with the standard of their home when moving in. The results were as follows: 34 people Very satisfied, 5 Fairly satisfied and 58 individuals were not available for contact.

Section 2.7 JS checked the ACC figures for Relets per Region and confirmed it was correct.

The Committee noted the contents of the report.

5.1.a Bad Debts Write off – JS presented the report which the committee discussed in depth.

ME confirmed that CHA are adopting an early intervention strategy in terms of former tenant arrears. Housing will focus on communication with the tenant as soon as CHA are aware that they will be leaving the property. For current tenants CHA will intervene at the point they fall behind. There have been 3 rent arrears days to provide information and further highlight and tackle this issue. The committee agreed to approve the write off of £104,491.

5.2 Q1 Property Assets Report – PN presented his report which the Committee noted.

DL advised he had a SFHA Board Meeting on 28<sup>th</sup> August during which he will look to see if there is any update on the funding request of £168,000 for adaptations and provide an email update thereafter to the Committee members.

MM confirmed this it is having a negative impact on those waiting, there are a number of major adaptations such as bathrooms and door widening that are on hold for the time being. CHA are fitting handrails and minor works at their own cost. It would appear however that all other RSLs are in the same situation. Similarly, the bid to the Social Housing Net Zero heat fund is still under review. There is a risk that the funding will not proceed and CHA would need to contribute 50% of the costs of the works.

JL advised the committee would like to see sight of the design for Thomson Street once confirmed and MM advised there may be an opportunity for the consultant to carry out a presentation.

5.3 Care & Repair Report – KM presented her report and the committee noted the contents.

5.4 Chief Executives Report

David advised he will be standing down from the SFHA board after 7 years at the end of this year. David gave an update on the Housing Bill that is currently going through parliament.

## **6 Formal approval and signing of Accounts and associated documents for 2023/24**

AAB had presented their 2024 Audit findings report to the Finance, Audit & Risk sub-committee on August 19<sup>th</sup> 2024 and the 2023/24 accounts were considered and recommended to Management Committee for approval.

Management Committee approved the 2023/24 accounts for Castlehill Housing Association and the Consolidated accounts and associated documents, and JR will now arrange for these to be signed.

- Extension of 3-year contract with AAB recommended at FAR Committee on 19<sup>th</sup> August 2024 and approved by Management Committee
- Annual Accounts 2023/24 – Castlehill Solutions Ltd - approved at Solutions Board meeting earlier today
- Annual Accounts 2023/24 – Castlehill Trust Ltd – were approved at the Trust Board Meeting on 21<sup>st</sup> August 2024.

## **7 Terms and Conditions Review & Equality Impact Assessment (EIA)**

JR presented the Review and the Assessment document. The committee considered the points in the report and approved the draft documents included. The committee thanked the staff members involved in the T&Cs review for all their hard work thus far.

## **8 Policy Review Approval**

8.1 Financial Regulations - Committee approved the updated policy

8.2 Former Debt Management Policy - Committee approved the updated policy

8.2a Former Debt Management Policy EIA – Committee noted

## **9 Update on SHR Engagement Plan**

ME presented the report and the Committee noted the contents.

## **10 Management Committee Collective Effectiveness Review**

It was agreed that BH along with GK and AP would automatically go up for re-election at the AGM. The committee confirmed the continued effectiveness of members with greater than 9 years' service, being: JL, GK and GO.

The Collective Effectiveness review discussion was held at the close of the meeting and is minuted as a separate document. ME,MM and JR left the meeting for this portion of the Review.

**11 Minutes of subsidiary and subcommittee meetings**

11.1 Finance, Audit & Risk sub committee of 20 May 2024 – the minutes were noted for information.

11.2 Finance, Audit & Risk sub committee of 19 August 2024 – BW gave a verbal update, and the information was noted.

11.3 Corporate Services Sub-Committee 20 May 2024 – The minutes were approved and noted for information.

11.4 Solutions Board meeting of 27 May 2024– The minutes were noted for information.

**12 Standing items**

12.1 Report on Use of the Seal & Signing of Legal Documents – The committee noted for information.

12.2 Notifiable events – Nothing to report.

12.3 Health & Safety – Nothing to report.

12.4 Freedom of Information –Nothing to report

12.5 Corporate Scorecard Q1 – was noted.

12.6 Complaints Summary Q1– was noted.

**13 AOCB** - ME advised she had submitted an application for a CIH award for team of the year under Independent Living. She will be notified on the outcome on 8<sup>th</sup> November.

**Date of next meeting** – Monday 16<sup>th</sup> September 2024 followed by the AGM.

*Approved by the Management Committee on 16 September 2024.*