

CASTLEHILL HOUSING ASSOCIATION

Minutes of the **Management Committee** meeting held on **Monday 9 December 2024** via MS Teams and 7 Waverley Place, Aberdeen.

Present: Mr John Black (Convener), Mr Gordon Kyle, Mr Graeme Ogston, Mrs Janice Lyon, Mr Ryan Bremner, Mr Shaun Sambrook and Mr Andrew Brown joined as an observer.

In attendance: Mr David Lappin, Mrs Joanne Ramsay, Mrs Mhorag Ewen, Mr Matthew MacAulay and Ms Charlotte Mackintosh, Mr Jamie McCallum and Mr Bill Coltart attended the meeting to present at agenda item 10.

1 Apologies for absence – Apologies were received from Ben Westland, Alan Pilkington, Paul King and Julia Urbankowska.

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

3 Co-Opt of new Management Committee Member & Appointment of Convener / Vice Convener – Ryan Bremner was formally co-opted to the Management Committee and was welcomed. Bob Hutcheson had resigned on 25 November 2024, for personal reasons. Thanks and recognition were given for his commitment and contribution to Castlehill Housing Association.

JB agreed to the appointment of Convener and BW agreed to the appointment of Vice Convener prior to the meeting, these appointments were approved by the Committee.

4 Minutes of the Meeting 28 October 2024 – The minutes were approved without amendment.

5 Matters arising from minutes –

Item 4 - JL requested a further update on the adaptations funding. DL advised the £44k allocated funding was rejected on the grounds of not meeting the criteria for Fairer Work First due to not being able to clearly demonstrate collective voice and all staff salaries not meeting the Scottish Living Wage (SLW) since this was increased in November. DL highlighted he had not been aware of the FWF relevance until the application was rejected. DL confirmed this would be appealed on the basis that we have 6 months to comply with increases in SLW and highlighting some of the collective voice examples (e.g. office move working group and H&S Group) in place in the year. DL highlighted on the positive side the SFHA lobbying on Adaptations funding had been successful and adaptation grant as a whole has had a significant increase which will have a more positive effect long term.

Item 4 – JL requested an update on the housing emergency meeting with the council which had been cancelled. DL confirmed this is still ongoing with a new meeting date set for January and meeting local MSP this week.

6 Departmental Updates –

6.1 Q2 Housing Report - The committee had no questions relating to the content and were happy to note the contents of the report for information.

6.2 Q2 Property Report – The committee had raised questions in advance relating to the report which were answered satisfactorily, and the committee were happy to note the contents of the report for information.

6.3 Q2 C & R Report - The committee had no questions relating to the content and were happy to note the contents of the report for information.

7 Budget Reforecast– JR highlighted the reforecast had been presented in the November FAR meeting and summarised the main update was to the planned maintenance spend. There is a slight increase in

overheads and there had been emergency works required at Craigievar Court due to a potential health and safety issue with facias & soffits. Professional fees have increased and there has been some interest savings on the long-term deposits. The reforecast was approved by the committee in line with the FAR recommendation .

JL raised concerns on the level of professional fees incurred due to the planned maintenance tendering works and it was agreed that a 2-year PM budget would be presented to the March Committee meeting for approval along with the 2025-26 budget to help reduce costs and enable works to be completed earlier in the financial year.

- 8 **Outcome Rent Consultation / Agree Rent Increase**– ME presented the results of the consultation. Discussions were held regarding the consultation approach on offering the tenants 2 increase options. It was agreed that future rent consultation with tenants would be based around the rent increase required for the business plan rather than a measure based on CPIH. This would show what we are able to deliver based on the rental increase and aims to give tenants a better understanding of the impact of any rent change.

After a comprehensive discussion on the impact of 4.1% and 4.6% increase, factoring in the changes announced in the Autumn statement, specifically around the increase in employers National insurance contributions, the committee agreed on the 4.6% increase. It was agreed in future years that the decision on consultation rate would be delayed until any changes arising from imminent Budget announcements were known.

- 9 **Cromar Court Net Zero Proposal** – MM presented his report briefly recapping the outcome of the NetZero application having no funds left and no more funds to be approved this financial year. MM summarised his discussions with Procast and concluded individual air source units at Cromar Court was the best way to proceed. The budget has been revised to factor in the work costs required of £ [REDACTED] being funded from Eco4.

Discussions were held regarding the cost of individual units in comparison to an alternative heating system. Costs were discussed of Quantum Storage Heating of approx. [REDACTED] which would only result in a £20k saving and the potential loss of Eco4 funding. Storage heating would also see the tenants incur approx. 50% increase in operating costs. DL highlighted the project was a one-off and would not be used as a template for other sites. MM added an application for additional funding of £ [REDACTED] had been applied for from SSEN and we should find out the outcome in January.

The committee approved the proposal subject to Eco4 funding being available.

- 10 **Thomson Street Proposal & Presentation**– Brian Coltart and Jamie McAllum from Coltart Earley Architects joined the meeting to present the Project Feasibility Report and Scottish Enterprise Green Heat Retrofit Innovation Challenge and the proposed project options. The report recommends replacing the gas communal boiler with innovative technologies. MM highlighted there may be several options to consider such as Quantum Storage Heating or going along the Eco4 Route should Thomson Street match the EPC D rating. MM highlighted Scottish Enterprise may provide full funding for the project however the certainty is unknown.

The committee approved the proposal on the basis SEG funding is awarded at the level noted in the paper presented by MM. MM to update the committee as the project progresses.

- 11 **Analogue to Digital Update** – The contents of the report were noted by the committee.

- 12 **Engagement Plan Update** – The contents of the report were noted by the committee.

13 Report on Outcomes of MC appraisal process & updated skills matrix/succession plan – JR thanked the committee for providing their feedback and completing their appraisals. JR presented the updated skills matrix. JB reinforced that committee members are welcome to join the CHA Staff meetings in person or remotely and that he would attend the February meeting.

14 Minutes of Subsidiary and Sub-committee Meetings

14.1 Finance, Audit and Risk sub-committee 19 August 2024 – The minutes were approved by the committee and noted for information.

14.2 Finance, Audit and Risk sub-committee 25 November 2024 – The minutes were approved by the committee and noted for information.

14.3 Castlehill Solutions Board 25 November 2024 – The minutes were noted for information.

14.4 Castlehill Housing trust Board 13 November 2024 – The minutes were noted for information.

14.5 Corporate Services 28 October 2024 - The minutes were approved by the committee and noted for information.

15 Standing Items

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

15.2 Notifiable Events – Nothing to report.

15.3 Health and Safety – Nothing to report.

15.4 Freedom of Information – Nothing to report.

15.5 Complaints Report Q2 – Was noted for information.

15.6 Corporate Scorecard Q2 - Was noted for information.

16 AOCB –

- MM highlighted to the committee of proposed staffing changes in the Property Services department. A job evaluation panel has been scheduled for mid January to review the affected job profile. As the position will be a new post created this will require Management Committee approval. A one item meeting will be set for late January.

Date of next meeting – Wednesday 5 March 2025 at 4pm.

Approved by the Management Committee on 5 March 2025.