

CASTLEHILL HOUSING ASSOCIATION

Minutes of the **Management Committee** meeting held on **Wednesday 5 March 2025** via MS Teams
And at 7 Waverley Place, Aberdeen.

Present: Mr John Black (Convener), Mr Ben Westland, Mrs Janice Lyon, Mr Alan Pilkington, Mr Graeme Ogston, Mr Paul King, Mr Andrew Brown

In attendance: Mr David Lappin, Mrs Joanne Ramsay, Mrs Mhorag Ewen, Mr Matthew MacAulay, Ms Jennifer Soley, Mrs Karen Milne, Ms Charlotte Mackintosh

- 1 **Apologies for absence** – Apologies were received from Gordon Kyle, Shaun Sambrook, Julia Urbankowska, Sue Freeth and Ryan Bremner
- 2 **Declarations of interest** – Staff declared an interest in agenda item 7.
- 3 **Application for Membership & Co-option**– Andrew Brown was formally co-opted to the Management Committee and his membership application accepted. Andrew was welcomed and introduced himself to the committee.
- 4 **Minutes of Meeting 9 December 2024 and Matters Arising** – The minutes were approved with no amendment. JL had requested in advance of the meeting an update on the housing emergency which had been answered prior to the meeting.
- 5 **Minutes of Meeting 24 January 2025 and Matters Arising** – The minutes were approved with no amendment and there were no matters arising.
- 6 **Departmental Updates**
 - 6.1 **Q3 Housing Services Report** – The committee had raised in advance the need for a detailed discussion in relation to a recent eviction case that was circulated for approval. ME presented a comprehensive history of the case and a discussion took place in relation to the timing of when proceedings could commence. It was explained to the committee there are 12 pre-action requirements before any legal action can be taken and the case had been ongoing prior to new policies and procedures being in place. JS emphasised new policies and procedures would ensure engagement at the start of the tenancy to prevent high arrears accruing. The committee suggested a training session for Committee members to better understand arrears and the policy process in practice to understand what is within the Associations control.

ME presented an eviction case to the committee on the grounds of Antisocial Behaviour and gave history of the tenancy. It was noted there were also arrears on the account. The committee approved the eviction.
 - 6.2 **Q3 Property Assets Report** – The committee had no questions relating to the report and were happy to note the contents of the report for information.
 - 6.3 **Q3 C&R Report** - The committee had no questions relating to the report and were happy to note the contents of the report for information.
 - 6.4 **Chief Executive Update including 3-year Strategic Plan Objectives** – DL presented a verbal update highlighting the 3-year Strategic Plan actions have been updated for this year. The document is available on SharePoint and will continue to be updated throughout the year as items progress.

- 7 **Staff Cost of Living Award 2025** – All staff members withdrew from the meeting so the committee could discuss in confidence the cost-of-living award for the Financial Year 25/26 for CHA employees. It was noted that the committee agreed to a 2% pay rise to all paygrades and to maintain the Scottish Living wage for the lowest grade on the salary scale, as per the report.
- 8 **Castlehill Housing Association Budget 2025-26**– JR presented the budget report to the committee. BW summarised the discussions held at the Finance, Audit and Risk Sub-Committee surrounding the budget position on Planned Maintenance and the proposed 3-year programme highlighting the concerns raised of potential risks on funding availability. BW explained the budget was approved for recommendation on the basis that a paper will be presented to committee when a net zero project had been identified if matched grant funding available.
- The Committee approved the recommended budget.
- 9 **Solutions & CHA Service Level Agreement**– JR presented the updated Service Agreement, and the Committee approved the agreement for signing.
- 10 **Care & Repair Staffing Changes**– ME presented the report highlighting the proposed staffing changes following a review of the job profiles [REDACTED]
[REDACTED] It was confirmed the budget for 25/26 included the cost of the proposed staffing changes. The committee noted the contents of the report and approved the staffing changes.
- 11 **Learning & Development Report** – The committee discussed the succession planning and noted the report for information and approved the key objectives.
- 12 **Policies for Approval** –
- 12.1 **Performance Management Framework** – The policy was approved by the committee.
- 12.2 **Learning & Development** – The policy was approved by the committee.
- 13 **Minutes of subsidiary and sub-committee meetings**
- 13.1 **Finance, Audit & Risk Sub-committee of 4 March 2025** – BW gave a verbal update advising the committee the external auditors presented the audit plan for year end March 2025 and highlighted the discussion surrounding the proposed budget which was approved.
- 13.2 **Solutions Board of 5 March 2025** – JL provided a verbal update summarising Solutions financial position continues to improve and highlighted the Solutions charitable donation to CHA of £15k-£20k. JL concluded her update advising the CSL budget had been approved for 25/26.
- 14 [REDACTED]
- 15 **IT Implementation Update** – ME provided an update advising the committee the Dummy Go Live for Homemaster was scheduled for the 6 March and staff would be working conscientiously to ensure data balances on each system. The committee noted the contents of the report.
- 16 **Standing Items**
- 16.1 **Report on the Use of the Seal and Signing of Legal Documents** – The committee noted the contents of the report for information.
- 16.2 [REDACTED]

- 16.3 Health and Safety – Incident involving tenant throwing a kitchen knife towards two staff members in the garden was highlighted to the committee and there is an ongoing investigation. It was noted the staff will appear as witnesses in court in May with NOP being served to the tenant as a result of the incident. It was noted that staff involve had commented that they felt well supported and H&S Managment Group is reviewing procedures to see what can be learned from the incident.
- 16.4 Freedom of Information – A request was received for confirmation of the number of occupants and UK nationals CHA had recorded. Information was provided.
- 16.5 Corporate Scorecard Q3 – Committee noted the scorecard for information.
- 16.6 Complaints Summary Q3- Committee noted the complaints summary for information.

17 AOCB –

- MM advised the committee of a capability hearing that was due to take place imminently which may result in staffing changes that would require Committee approval.

Date of next meeting – Monday 26 May at 2pm

Approved by the Management Committee on 26 May 2025