

## MANAGEMENT COMMITTEE

Members of the Management Committee are invited to attend a meeting **on Monday 25 August 2025 at 4pm** via Microsoft Teams and at 7 Waverley Place, Aberdeen.

David Lappin  
Chief Executive

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## AGENDA

- 1 Apologies for absence & leave of absence for Julia Urbankowska
- 2 Declarations of interest
- 3 Minutes of the meeting of 26 May 2025 **(enclosed)**
- 4 Matters arising from the minutes
- 5 Departmental updates
  - 5.1 Q1 Housing Services Report **(enclosed)**
  - 5.2 Q1 Property Assets Report **(enclosed)**
  - 5.3 Q1 C&R Report **(enclosed)**

### Items for approval/action

- 6 Formal approval and signing of Accounts and associated documents for 2024/25 **(enclosed)**
  - 6.1 A<sup>2</sup>+B Report to the Finance, Audit & Risk Sub-committee
  - 6.2 Consolidated Annual Accounts 2024/25– Castlehill Housing Association Ltd
  - 6.3 Annual Accounts 2024/25– Castlehill Housing Association Ltd
  - 6.4 CHA Audit Representation Letter to AAB
  - 6.5 Annual Accounts 2024/25– Castlehill Solutions Ltd **(to be approved by Solutions Board 25<sup>th</sup> August 2025)**
  - 6.6 Annual Accounts 2023/24 – Castlehill Trust Ltd **(to be approved by Trust Board 20<sup>th</sup> August 2025)**
- 7 Policy Reviews
  - 7.1 Procurement Policy (enclosed)
  - 7.2 Debt Management Policy Former Tenants **(enclosed)**
  - 7.3 Information Security Policy **(enclosed)**
  - 7.4 Information Security Procedures **(enclosed)**
  - 7.5 Gas, Asbestos and Legionella Policy updates (enclosed)
- 8 Management Committee Collective Effectiveness Review **(enclosed)**

#### Items for note

- 9 Minutes of subsidiary and sub-committee meetings
- 9.1 Finance, Audit & Risk sub committee of 18 August 2025 **(enclosed)**
- 9.2 Trust Board of 20 August 2025 **(enclosed)**
- 9.3 Solutions Board of 26 May 2025 **(enclosed, verbal update at last meeting)**
- 9.4 Solutions Board of 25 August 2025 **(verbal)**
  
- 10 Standing Items
- 10.1 Report on Use of the Seal & Signing of Legal Documents – No items to report
- 10.2 Notifiable Events
- 10.3 Health & Safety
- 10.4 Freedom of Information
- 10.5 Corporate scorecard Q1 **(enclosed)**
- 10.6 Complaints Summary Q1 **(enclosed)**
  
- 11 AOCB

Date of the next meeting –15 September 2025 at 2pm