

CASTLEHILL HOUSING ASSOCIATION

Minutes of the **Management Committee** meeting held on **Monday 28 October 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, Mr Paul King, Mr Ben Westland, Mrs Sue Freeth, Mr Ryan Bremner attended as an observer.

In attendance: Mr David Lappin, Mrs Joanne Ramsay, Mrs Mhorag Ewen, Mr Matthew MacAulay, Ms Charlotte Mackintosh, Mr David Chapman (Procast) attended the meeting to present at agenda item 10.

1 Apologies for absence – Apologies were received from Mr Alan Pilkington and Ms Julia Urbankowska

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

3 Minutes of the meeting 16 September 2024 – The minutes were approved without amendment.

4 Matters arising from minutes –

Item 5 – JL requested an update on the strategic plan with the council regarding the housing emergency. DL updated to advise that an initial meeting between local RSLs and ACC had been held and a further meeting has been arranged for the 27 November to restart strategic engagement.

Item 8 – JL requested an update on the adaptations funding. DL confirmed we have been granted £44,000 which is a quarter of what was applied for however the outcome appears to be similar across all RSLs. DL highlighted there are currently 5 outstanding OT referrals for adaptations which we will look further into to ascertain the work required. Lobbying on this issue via SFHA is continuing.

Item 13 – BH confirmed all committee board appraisals had now been completed.

Item 13



5 Appointment of Convener, Vice Convener, Conveners of Sub Committees and allocation of places on Sub Committees – BH agreed to retain the position of Convener of the Management Committee for a final year. GO has decided to stand down from his role as Vice Convener and JB agreed to take on the position as Vice Convener of the Management Committee.

PK has decided to stand down from his role as Convener of the Corporate Services Sub Committee and requested a period of absence for 1 year from his position on the Sub Committee. AP has agreed to take on the role of Convener for the Corporate Services Sub Committee. RB expressed his interest in joining the CS Sub Committee following co-opt to the Management Committee in December.

BW agreed to retain the role of Convener for the Finance, Audit and Risk Committee and JB agreed to join the FAR committee and stand down from the Corporate Services Sub Committee. All other members present agreed they were happy to stay on sub committees previously allocated to them. DL to follow up with JU and Shaun Sambrook their intentions regarding membership of sub committees.

- 6 **Rent Review 2024/25**– ME presented the Rent Review paper with the proposal of consulting on a rent increase of 2.6% plus 1.5% or 2%. DL highlighted to the committee this was only consultation stage and no decision is required at present. Inflation is relatively low however interest rates remain at high levels. Discussions were held in relation to the consultation process and whether it was necessary to present two options to tenants as it would be expected tenants will opt for the lower rent increase. ME highlighted last year’s rent consultation results shown a minority selecting the higher rent increase as there was an element of tenants who could see the long-term picture. PK declared that he was a tenant and commented that by providing an option to tenants allows them to voice their opinion and the proposed increases are lower than last year which will create a positive impact. Committee agreed to proceed with the Rent Review Consultation, based on the recommendations in the paper.
- 7 **Website Development Proposal** – ME presented her paper requesting approval from the committee to extend the services with Housing Online. ME advised the committee Housing Online can provide a complete integrated service allowing These Homes, MyHome and the CHA website all to be interlinked allowing a high level of automation which will lead to a positive impact. The committee approved the proposal.
- 8 **Policies for Approval**– JR presented the following updated policies highlighting the changes that were reviewed.
- 8.1 **Guide to Information** – The policy was approved by the committee.
- 8.2 **Staff Code of Conduct** – The policy was approved by the committee.
- 8.3 **Management Committee Code of Conduct** -The policy was approved by the committee
- 8.4 **Data Protection** – The policy was approved by the committee.
- 9 **Self Assurance Statement**– The statement was presented, and the Committee approved signing by BH, the Convener.
- 10 **Update on Net Zero Bid and Cromar Court Eco4 Proposal**– MM updated the board that there were no funds available from the Scottish Gov’t Net Zero Bid, however there may be additional funding announced in the budget this week and if funds are made available, they will be allocated. The general feedback on the Net Zero Fund has shown it to be a confusing process with no real clarity on what projects have been successful and communication has been poor.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

11 Annual Confirmation of Register of Interest – JR confirmed that all Management Committee members had updated their register of interests as part of the annual review process. The summary of gifts accepted by staff was noted by the Committee.

12 Minutes of subsidiary and sub-committee meetings –

12.1 Corporate Services sub-committee on 28 October 2024 – PK gave a verbal update summarising staff contract review had been implemented and almost all staff have now signed their contracts and the implementation of the new HR system PeopleHR had now gone live, and the department are busy reviewing procedure changes and training staff on how to use the system.

13 Standing Items

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

13.2 Notifiable Events – Nothing to report.

13.3 Health and Safety – Nothing to report.

13.4 Freedom of Information – Nothing to report.

14 AOCB –

- ME intended to update the committee on the A2D progress however due to technical issues could not proceed with a verbal update. The project update will be uploaded to SharePoint for the committee board members.

Date of next meeting – Monday 9 December 2024 at 10.30am followed by a buffet lunch.

Approved by the Management Committee on 9 December 2024