CASTLEHILL HOUSING ASSOCIATION

Minutes of the **Management Committee** meeting held on Monday **25 May 2026** via MS Teams and 7 Waverley Place, Aberdeen.

Present: Mr John Black (Convener) Mr Ben Westland, Mrs Janice Lyon, Mr Andrew Brown, Mrs Sue Freeth, Mrs Pauline Innes

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

1 **Apologies for absence and declarations of absence** – Apologies were received from Graeme Ogston.

2 **Committee Membership and Appointment of Company Secretary –** Julia Urbankowska's and Alan Pilkington's resignations from the Management Committee were formally accepted. Peter Rice was formally co-opted to the Management Committee and will be able to attend the August meeting as a full member. Concerns were raised regarding member attendance and engagement, with it being noted that failure to attend meetings without apologies is not considered acceptable behaviour.

Discussion took place regarding ongoing recruitment to the Board. Members were encouraged to consider potential candidates and use personal and professional networks to identify suitable individuals, while it was also noted there may be opportunities to engage with managers, contractors, tenants to identify prospective members. Consideration was also given to approaching individuals from outside the immediate region or local councillors, although it was noted that local demographic understanding remains important.

DL will formally resign as Company Secretary effective 30 June 2026, and Isla Gray was formally appointed as Company Secretary effective 1 July 2026.

3 **Minutes of Meeting 4 March 2026** – The minutes were approved with no amendment.

4 **Matters Arising from the minutes –**

Item 4 **-** An update was provided on Urquhart Road, where an offer has been received and accepted; however, progress has been slower than anticipated. The purchaser requested that the title deeds be amended to reflect the eight individual flats rather than a singular building, however there would be costs associated addressing the arrangement. PI will confirm with Scottish Government contact the position on repayment of grant on this property.

Item 5.3 – ME updated the contract has now been returned from legal review and is expected to be finalised shortly. Funding has been secured for both the current year and next year, providing stability in the short term. The intention is for Care and Repair to implement the new service during the current year before reviewing the impact on workload and assessing any additional resource requirements for the team. It was also noted that there was hope Aberdeen City Council's minor adaptations work will form part of the project, with the longer-term aim of enabling Care and Repair to become more self-sustaining.

Item 14 – **Information redacted to comply with data protection regulations and confidentiality.**

5 **Departmental Updates**

5.1 Q4 Housing Services Report – ME provided no additional updates however particular recognition was given to the Housing Services team in their overall success of arrears management activity. **Information redacted to comply with data protection regulations and confidentiality** operating as a

Trust property was discussed. The proposed structure would involve the Trust entering a lease with CHA. It was recognised that this arrangement constitutes a notifiable event. In principle agreement was given by Committee to progress this approach, with further detail being brought back to the August meeting.

5.1.1 **Information redacted to comply with data protection regulations and confidentiality.**

5.2 Q4 Property Assets Report – MM provided a recruitment update confirming a PSO and Maintenance Joiner had been appointed to fill vacancies created from successful internal appointments. The contents of the report were noted with no questions raised.

5.2.1 Stock Condition Survey Example – MM highlighted the stock condition survey programme is now progressing with the aim to complete the programme within the current financial year. A significant amount of detailed property data is being captured however, it was noted that current systems, are limited in their ability to manage the volume and complexity of data being collected. Discussions are underway with Zenzero regarding potential management solutions, as there is currently no dedicated asset database in place. The intention is to maximise use of Homemaster where possible and further work is required to understand system capabilities and constraints, particularly given the level of investment already made.

5.3 Q4 C&R Report – The contents of the report had been noted by the committee with no questions raised.

6 **Strategic Plan 2026-27-** DL presented the Strategic Plan highlighting the updated changes incorporating feedback from the strategy day. The revised Plan was formally approved.

7 **Annual Return on the Charter – 31 March 2026–** The committee formally approved the return for signing and submission to the regulator.

8 **Approach to Self-Assurance and outstanding actions –** DL presented the Self-Assurance report highlighting the 2 areas we are planning to target and advised there were no outstanding actions for approval. The committee approved SMT's approach to Self-Assurance for 2026.

9 **Treasury Management Strategy – 31 March 2026 –** JR presented the report highlighting we are currently in breach of our Golden Rules relating to fixed-rate borrowing. This is expected to be resolved through refinancing of the Virgin Money loan in 2026–27. A tender exercise has been completed to refinance the £9.1m Virgin Money bullet repayment, with CAF Bank approved by the FAR sub-committee.

10 **Annual Report on Contract Management & Procurement – 31 March 2026 –** JR summarised the report detailing the contracts procured in the year and key contracts managed and delivered over the past year.

Policies for Approval –

11.1 Whistleblowing – The policy was approved by the committee.
11.2 Communications Policy – The policy was approved by the committee.
11.3 Anti-Social Behaviour Policy – Concerns were raised regarding the potential impact on tenants and the perception that CCTV/doorbell footage may not be considered. It was acknowledged that this could affect tenant confidence and expectations. It was agreed that the wording of the policy will be reviewed and once finalised, members will be updated via email. It was agreed the policy would be reviewed after 1 year.
11.4 Criminal Record Checks – The policy was approved by the committee.
11.5 Paternity Leave Policy – The policy was approved by the committee.

11.6 Parental Leave Policy – The policy was approved by the committee.
11.7 Long Service Award Policy – The policy was approved by the committee.
11.8 Job Evaluation Policy – The policy was approved by the committee.
11.9 Pay Policy – The policy was approved by the committee.

12 Minutes of subsidiary and sub-committee meetings

12.1 Finance, Audit & Risk Sub-committee of 2 March 2026 – The minutes of the Finance, Audit & Risk sub-committee meeting were noted information.
12.2 Finance, Audit & Risk Sub-committee of 18 May 2026 – BW highlighted the Wylie Bisset attended to present the internal audit plan. The minutes of the Finance, Audit & Risk sub-committee meeting were approved without amendment.
12.3 Corporate Services Sub-Committee of 18 May 2026 The minutes of the Corporate Services sub-committee meeting were noted information.
12.4 Trust Board of 25 February 2026 - The minutes of the Trust were noted information.
12.5 Trust Board of 13 May 2026 - The minutes of the Trust were noted information.
12.6 Solutions Board of 4 March 2026 – The minutes were noted information.
12.7 Solutions Board of 25 May 2026 – JL provided a verbal update highlighting Solutions positive financial position with a £38k donation to CHA and the approval of the business plan including financial planning for 10 years. There are 2 significant arrears cases which are being managed and JL sought interest from Management Committee members to join the Solutions Board. JB agreed to join the Solutions Board with appointment commencing August 2026.

13 Standing Items

13.1 Report on the Use of the Seal and Signing of Legal Documents – The committee noted the contents of the report for information.
13.2 Notifiable Events – Isla Gray appointment was noted as a notifiable event.
13.3 Health and Safety – DL noted an audit will be carried out the Organisational Manual in July.
13.4 Freedom of Information – No freedom of information requests had been received.
13.5 Corporate Scorecard Q4 – Committee noted the scorecard for information.
13.6 Complaints Summary Q3- ME is developing a self-help area on SharePoint to support staff as a first point of reference with work ongoing with managers and senior staff to improve complaint handling timescales and the efficient gathering and sharing of information. PI suggested that future reporting could include statistics on the use of the Unacceptable Actions Policy, particularly in cases where tenant behaviour has exceeded acceptable boundaries. Committee noted the complaints summary for information.

14 AOCB

A formal note of thanks was given to DL in recognition of his long and distinguished career, including 33 years of service and 16 years as Chief Executive. Members acknowledged his exceptional contribution, loyalty, and commitment over this period. It was noted that DL has provided strong leadership, consistently demonstrating the organisation's values and accountability. Members expressed their appreciation for his dedication and wished him every success and fulfilment in his retirement.

Date of next meeting – Monday 24 August at 4pm

Approved by the Management Committee on 24 August 2026