CASTLEHILL HOUSING ASSOCIATION

Minutes of the **Management Committee** meeting held on Monday **14 September 2026** via MS Teams and 7 Waverley Place, Aberdeen.

Present: Mr John Black, Mr Ben Westland, Mrs Janice Lyon, Mrs Sue Freeth, Mrs Pauline Innes, Mr Andrew Brown, Mr Peter Rice

In attendance: Ms Isla Gray, Mrs Joanne Ramsay, Mrs Mhorag Ewen, Mrs Charlotte Mackintosh, Miss Amy Fyfe (for item 7 only)

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

2 **Declarations of Interest –** No declarations of interest.

3 **Minutes of Meeting 24 August 2026**– The minutes were approved subject to updating section 5.1 to confirm the feedback from the Tenant Satisfaction Survey will be provided to the October Management Committee meeting rather than the September meeting.

4 **Matters arising from the minutes–** There were no matters arising from the minutes.

5 **Rule 68 confirmation by Company Secretary -** It was formally confirmed and approved that the requirements of Rule 68 had been followed.

6 **Report on Self-Assurance and Outstanding Actions –** JR presented the Self Assurance documents and highlighted the 6 outstanding actions that were required to be approved. The committee approved all outstanding actions as completed along with the updated evidence banks. A draft of the self-assurance statement will be presented at the October committee meeting for approval.

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

8 **Annual Update on Asset Management Strategy–** IG provided an update on the progression of the stock condition survey highlighting a positive progression with 251 properties now completed and provided an update on the UTS opportunity noting the final contract is still yet to be formalised. It was acknowledged the comprehensive report provided a strong overview of the condition of our assets. Future new build development was discussed with potential for opportunities could be progressed from 2027/28 onwards, subject to master planning however this will depend on private finance capacity and Scottish Government HAG funding.

9 **Policies for Approval –**

9.1 Antisocial Behaviour – The ASB definitions on page 5 were discussed, particularly how categories are defined and whether they accurately reflect the legal position. There was also discussion around target response times and the risk of tenants categorising incidents themselves. It was suggested that the policy could remove formal ASB categories, instead providing examples of ASB while keeping response times as an internal process. The policy was approved by the committee, subject to some amendments to the wording and definitions.

9.2 Estate Management – The policy was approved by the committee.

9.3 Handling Insurance Claims – The policy was approved by the committee.

10 **Update on Data Protection Legislation**– JR presented the report noting the new policy and process had been driven by changes in legislation and process sets out the relevant rules and procedures, including the changes required, compliance requirements and the documents impacted. The Data Protection Complaints Process and Data Protection Policy were approved by the committee.

11 Minutes of Subsidiary and Sub-Committee Meetings

11.1 Solutions Board of 24 August 2026 – The minutes of the Solutions Board meeting were noted by the committee for information.

12 Standing Items

12.1 Report on the Use of the Seal and Signing of Legal Documents – The Committee noted the contents of the report for information.

12.2 Notifiable Events – The disposal of Waverley Place remains the only outstanding notifiable event.

Information redacted to comply with data protection regulations and confidentiality.

12.3 Health and Safety – Nothing to report.

12.4 Freedom of Information – Nothing to report.

13 AOCB - JR encouraged committee members to complete the meeting arrangement questionnaire that had been circulated prior to the meeting. Responses would allow us to better understand future meeting arrangements while alternate venue options are explored.

Date of next meeting – Monday 26 October 2026 at 4pm

Approved by the Management Committee on 26 October 2026