

MANAGEMENT COMMITTEE

Members of the Management Committee are invited to attend a meeting **on Monday 28th August 2023 at 4pm** in person at 7 Waverley Place or via Microsoft Teams.

David Lappin
Chief Executive

<i>E-mail:</i> david.lappin@castlehillha.co.uk	Tel: 01224 628111 (direct)
<i>or</i>	
<i>E-mail:</i> charlotte.mackintosh@castlehillha.co.uk	Tel: 01224 628106 (direct)

DL/JR/

AGENDA

- 1 Apologies for absence and co-opt of John Black
- 2 Declarations of interest
- 3 Minutes of the meeting of 29 May 2023 **(enclosed for approval)**
- 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)**
 - 5.4 Chief Executive's Update **(verbal)**

Items for approval/action

- 6 Formal approval and signing of Accounts and associated documents for 2022/23 **(enclosed)**
 - 6.1 A²+B Report to the Finance, Audit & Risk Sub-committee
 - 6.2 Consolidated Annual Accounts 2022/23– Castlehill Housing Association Ltd
 - 6.3 Annual Accounts 2022/23– Castlehill Housing Association Ltd
 - 6.4 CHA Audit Representation Letter to AAB
 - 6.5 Annual Accounts 2022/23– Castlehill Solutions Ltd **(to be approved by Solutions Board 28th August 2023)**
 - 6.6 Annual Accounts 2022/23 – Castlehill Trust Ltd **(approved by Trust Board 17th August 2023)**
- 7 Housing Support Services Team Proposal **(enclosed)**
- 8 Management Committee Collective Effectiveness Review **(enclosed)**
- 9 Policy review approvals
 - 9.1 Customer Service Strategy Cover report **(enclosed)**
 - 9.2 Draft Customer Service Strategy **(enclosed)**
 - 9.3 Customer Service Strategy Equalities Impact Assessment **(to follow)**

Items for note

- 10 Minutes of subsidiary and sub-committee meetings
 - 10.1 Finance, Audit & Risk sub committee - 22 May 2023 **(verbal report at last meeting, minute now enclosed)**

- 10.2 Finance, Audit & Risk sub committee - 21 August 2023 **(verbal report)**
- 10.3 Corporate Services sub-committee - 22 May 2023 **(verbal report at last meeting, minute now enclosed)**
- 10.4 Solutions Board - 29 May 2023 **(verbal report at last meeting, minute now enclosed)**
- 10.5 Solutions Board - 28 August 2023 **(verbal report)**
- 10.6 Castlehill Housing Trust minutes – 17 August 2023 **(enclosed)**

11 Standing Items

- 11.1 Report on Use of the Seal & Signing of Legal Documents **(enclosed)**
- 11.2 Notifiable Events
- 11.3 Health & Safety **(verbal)**
- 11.4 Freedom of Information **(verbal)**
- 11.5 Corporate scorecard Q1 **(enclosed)**
- 11.6 Complaints Summary Q1 **(enclosed)**

12 AOCB

Date of the next meeting – 18 September 2023