

## CASTLEHILL HOUSING ASSOCIATION

Minutes of the **Management Committee** meeting held on **Monday 27 October 2025** via MS Teams  
And at 7 Waverley Place, Aberdeen.

**Present:** Mr John Black (Convener), Mr Ben Westland, Mrs Janice Lyon, Mr Graeme Ogston, Mrs Sue Freeth, Mr Andrew Brown,

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

**1      Apologies for absence** – Apologies were received from Alan Pilkington and Paul King. Paul King's resignation as a Committee Member was formally accepted effective 27 October 2025 due to personal commitments. Paul was thanked for his service and his commitment to the committee. Pauline Innes application for membership was formally accepted.

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

**3      Minutes of Meeting 15 September 2025 and Matters Arising** – The minutes were approved with no amendment.

**4      Matters Arising from the minutes –**

Item 4 – ME confirmed the AHSP draft agreement is currently with Aberdeen City Council, and we await feedback. However, we have a positive income generation and are above target for Q2 and should that continue, and if we are unsuccessful in securing funding our financial position should remain stable.

Item 7 – MM provided a comprehensive update on the ongoing planned maintenance projects advising we are hopeful to have a final proposal from Octopus Energy by the end of the month, and early indications are looking positive, however we are awaiting their surveys to be completed. MM confirmed the projected start date for the works at Aquorthies to commence Monday 3 November subject to construction safety plan being approved by the CDM coordinator. We still await the outcome on the feasibility funding application for Thomson Street.

Item 12 – DL updated the status of 87 Urquhart Road advising a report will be presented at the December Management Committee Meeting. We are currently exploring options with other RSL's as we need to exhaust all options prior to potential disposal.

**5      Appointment of Convener, Vice Convener, Convener of Sub-Committees, allocation of places on Sub Committees –**

JB agreed to retain the position of Convener of the Management Committee and BW agreed to retain the position of Vice Convener of the Management Committee.

The committee remain satisfied with the structure of the committee however due to resignations we need to look at the balance of the Sub-Committee appointments. AP has agreed to retain his position as the Convener of the Corporate Services Sub-Committee. AB expressed interest in joining the CS Sub-Committee and will sit in as an observer at the next meeting.

BW agreed to retain the role of Convener for the Finance, Audit and Risk Sub-Committee. JL volunteered as backup for FAR when required and Pauline Innes will be invited to join if co-opted at the December meeting. All other members present agreed they were happy to stay on Sub-Committees previously allocated to them.

**6 Rent Review 2025/26 –**

ME presented the Rent Review paper with the proposal of consulting on a rent increase of CPIH 4.1% plus 1.5%. ME highlighted to the committee this was only a consultation stage for the tenants and an opportunity to express their opinions. Discussions were held comparing the increase to other organisations and how we present the reasoning for the increase and the importance of what the whole budget can deliver to tenants. The committee discussed the level of rent increase required for the updated business plan and the projected financial position. The Committee agreed to proceed with the Rent Review Consultation of 5.6% (4.1% plus 1.5%), based on the recommendations in the paper.

**7 Self Assurance Statement-** The statement was presented, and the Committee approved signing by JB, the Convener.

**8 Policy Review-** JR presented the cover report highlighting there were no policies requiring approval and noting the policies that had been reviewed but required no changes. The Committee noted the contents of the report.

**9 Annual Confirmation of Register of Interests –** 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. DL highlighted the delay in revised guidance on EPB, due to issues relating to associated procurement legislation. CHA EPB Policy will be updated when revised guidance available.

**10 Minutes of Subsidiary and Sub-Committee Meetings**

10.1 Corporate Services Sub-Committee of 27 October 2025 – JL provided a verbal report summarising discussions on the upcoming employment rights bill and the unknown implications at this stage. The CS Sub Committee approved an additional £2k expenditure for a new learning management system and highlighted the discussion on the development of an appropriate career break policy.

**11 Standing Items**

11.1 Report on the Use of the Seal and Signing of Legal Documents – Nothing to report.

11.2 Notifiable Events – Nothing to report.

11.3 Health and Safety – Nothing to report.

11.4 Freedom of Information – JR addressed the 3 freedom of information requests summarising they related to fire doors, gas safety inspections and violent incidents against staff. The requests have been responded to accordingly.

**12 AOCB –**

- MM presented a letter from ██████████, Chair of CaRTO, relating to the gas safety policy contract. ██████████ suggested adopting an MOT-style gas servicing and a discussion was held with Committee Members regarding the complications with this style of servicing and it was agreed this is not an appropriate system for CHA to adopt due to the risk of non-compliance and tenant safety implications regardless of a minor cost saving. It was agreed a discussion on this issue would be held at the next CARTO meeting with Property Services and that a formal response would be issued by the Management Committee, signed by the Convener.

JB announced DL will retire as Chief Executive [REDACTED] which will be communicated to the wider staff at the staff meeting on 4 November. JB outlined the recruitment timeline with the proposed plan to appoint an executive search firm by the end of the year with BW and SF assisting in the selection process and a recommendation will be presented to the committee with the aim to appoint a Chief Executive [REDACTED]. This will be notified to the SHR in January 2026, [REDACTED]  
[REDACTED]

**Date of next meeting** – Monday 15<sup>th</sup> December 2025 at 11am followed by festive lunch.

*Approved by the Management Committee on 15 December 2025*