

**Minute of Langstane Housing Association's hybrid Board of Management Meeting
held at 680 King Street, Aberdeen, AB24 1SL on Thursday, 12 June 2025 at 12.30pm**

Meeting start time	12.30pm	Meeting end time	14:13pm
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Present	In Person	Remote Attendance
	J Knowles (Vice chairperson)	J Gillies
	T Dinozzi	I Jamieson
	J Fraser	
	A Stevenson	

In Attendance	In Person	Remote Attendance
	H Gauld, chief executive	
	A Jenkins, director of housing	
	M Macarthur, director of finance and corporate services	
	K Irvine (minutes)	

Apologies	M Martin (chairperson), K Butler, J Drummond
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1. Introduction

1.1 Board discussions (in-camera)

D Campbell, tenant welfare advisor, gave a short presentation to the Board, explaining his role and the benefits this brings to the Association and its tenants. A number of questions followed, and the Board thanked D Campbell for the informative talk.

1.2 Chief executive statement

The chief executive confirmed there was nothing on the meeting's agenda that knowingly contravenes the rules, regulations and regulatory requirements of the Association.

1.3 Apologies / absences

The apologies noted above were intimated to the board.

1.4 Declarations of interest

There were no declarations of interest.

1.5 Draft minute – 17 April 2025

Decision: The minute of the previous meeting was approved as an accurate record.

1.6 Matters arising

The chairperson attended a meeting with the chairperson of Grampian Housing Association. In the chairperson's absence, the chief executive confirmed it was a positive meeting, and the Associations will be looking at how they can work together moving forward. The chief executive noted it is proving difficult to arrange a meeting for all the

locally based housing association CEOs and chairs. This will likely be pushed back to the end of July/August after the holiday period.

2. Discussion / decision making

2.1 CEO update report

The chief executive confirmed the Association received approval for the change from mid-market rent to social rent for the 41 properties involved. This is now currently underway

The Scottish Federation of Housing Associations conference took place. It was announced the new chairperson of SFHA is going to be Richard Meade. The chief executive will provide more information as the announcement was only just made the day before. An employee was shortlisted for an award at the conference and unfortunately did not win but the chief executive conveyed the achievement of being nominated and shortlisted for this award was great. The employee was supported by the director of housing at the conference.

[REDACTED]

The Association was successful in bidding for the upstream tenancy sustainment fund from the Scottish Government. The director of housing will be taking this forward with their team.

[REDACTED]. A detailed report will follow from the director of housing regarding this new approach.

Decision: The board noted the CEO update report.

2.2 Mid-market rent letting plan

[REDACTED]

Decision: The board approved the rent letting plan.

2.3 Annual treasury report

[REDACTED]

[REDACTED]

Decision: The board noted the annual treasury report.

2.4 Loan portfolio annual return 2025-26

The director of finance and corporate services advised the Board the Loan Portfolio Annual Return gets filed with the regulator every year and is a summary of the Association's loans. [REDACTED]

Decision: The board approved the Loan Portfolio Annual Return 2025-26, subject to the director of finance and corporate service's correction.

2.5 Langstane group insurance renewal

The director of finance and corporate services advised an insurance renewal meeting was held yesterday. [REDACTED]

[REDACTED]

The chief executive informed the Board that information on the higher-level insurance claims will be brought to the performance committee.

2.6 Annual strategy update

With the addition of two new directors on the leadership team, the chief executive explained to the Board that strategies will be looked at and some could be pulled forward for review quicker than anticipated due to the changes being proposed from the leadership team. J Knowles queried the grant funding to provide assistance with the provision of fuel, and grant funding to meet net zero ambitions and questioned where the funding has come from. The chief executive confirmed it is from the Scottish Government – sometimes via different agencies such as the Scottish Federation of Housing Associations. The Association has accessed funding a few times and on occasion hasn't spent it all, but it is available to support the tenants.

The chief executive suggested investigating income generating ideas, where J Knowles asked if the Association had sponsors. This was identified as a market the Association could benefit from.

The chief executive confirmed a new technology strategy will be brought to the Board, and announced the IT manager is leaving the Association. J Knowles queried if the recruitment process is underway, however the chief executive confirmed this is under discussion as the direction of the role needs to change with a new approach moving forward.

Decision: The board noted the annual strategy update.

2.7 Corporate document review

2.7.1 Business planning framework

Minor changes were documented.

Decision: The board approved the business planning framework amendments.

2.7.2 Code of conduct – Board of management

The chief executive confirmed the code of conduct is based on the model code of conduct which is agreed between the Scottish Federation of Housing Associations and the Scottish Housing Regulator. J Fraser inquired when the code of conduct was last updated. The chief executive thought this was circa 2022 and assured Board members, the Association signs this on an annual basis. I Jamison commented there was no mention of being found guilty of a crime, the chief executive advised it would depend on the crime and this may be covered by one of the many headings. Langstane has followed the model code of conduct but will explore whether or not the above forms a loophole in the Association's documentation.

Decision: The board approved the code of conduct – Board of Management

2.7.3 Code of conduct – Employees

Decision: The board approved the code of conduct – Employees.

2.8 Board annual review – Summary report

The Board annual review was presented and was created by the chairperson. In the chairperson's absence, the chief executive confirmed the Association will be seeking two new Board members prior to the AGM in September. T Dinozzi questioned the requirements for the new Board members and the chief executive explained the skill sets of existing Board members are examined and the Association will look to fill those gaps. J Gillies confirmed that IT skills were mentioned in the chairperson's review as a skill set which is required.

J Knowles thanked the chairperson for the report and their comments.

Decision: The board noted the Board annual review.

2.9 Digital signatures proposal

The director of housing sought approval to shift, in some cases, the way Langstane gets its lease agreements signed and wants to adopt more digital signatures. J Fraser queried the process for any tenants that are not capable of doing this. The director of housing confirmed where it is not suitable for some tenants, this can still be done on paper.

There was some confusion among the wording in the proposal. I Jamieson expressed his disagreement in removing the face-to-face engagement. However the chief executive confirmed face-to-face engagement will continue. The housing officers will still meet with the tenant, however they will have a tablet in front of them to use digital signatures, rather than a hard copy document. Once this was made clear to the Board members, this was approved.

Decision: The board approved the use of digital signatures for lease agreements.

3. Routine monitoring reports

3.1 Statement of outstanding business

The chief executive stated the long-term funding strategy is due December 2025.

3.2 Health and safety update

The chief executive confirmed there has not been a health and safety meeting but will ensure any meeting minutes are passed on to the Board. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3.3 Draft management accounts - 31 March 2025

The director of finance and corporate services presented the management accounts to the Board.

4. General

4.1 AOCB

The director of housing confirmed a new cabinet of secretary has been appointed for housing, Mhàiri McAllan from Glasgow.

4.2 Date of next meeting

Thursday, 21 August 2025 (Changed from 28 August)