

Note of meeting held 20th January 2026

Subject: Tenant Scrutiny Group

Venue: Aberdeen Office – 680 King Street, Aberdeen

Time: 11am till 1pm

People present	Apologies
Samantha Hough (SH) Tenant Participation Officer	KP – tenant, Stonehaven
RB – tenant, Aberdeen	KR – tenant, Aberdeen
KH – tenant, Stonehaven	RB - tenant, Aberdeen
BL – tenant, Aberdeen	WR - tenant, Aberdeen
DO – tenant, Aberdeen	DG - tenant, Findhorn
MM – tenant, Aberdeen	
HB – tenant, Forres	

Overview of the meeting

As this was the first meeting of 2026 the intention was for the group to make their first annual review of the partnership agreement. From this we wanted to assess any training needs along with a discussion about anything else the group feel they needed to complete their remit.

The meeting was also to discuss the neighbourhood walkabout project and subsequent closing date for this project. Also to be discussed were the next steps for the group once this project has concluded.

Item discussed	Notes
Welcome and housekeeping	<p>Members and guests were welcomed by SH and offered refreshments.</p> <p>No fire alarm was scheduled for today.</p> <p>We welcomed a new member (HB) to the meeting from Forres, Moray.</p>
Apologies	Apologies were received from five group members.
Meeting etiquette	<p>SH wanted to mention some etiquette issues recently raised.</p> <p>These relate mainly to sticking to agenda items and group members not bringing their individual issues related to their tenancies into meetings and / or focus groups, which can be distracting. If there are issues then members are advised to keep them to the end of the meetings or report directly to the Association outwith meeting times.</p> <p>The other point raised was that there is to be no swearing or cursing throughout meetings as this can be offensive to other members.</p>
Update on walkabout project	<p>The group were provided with materials to review as we progress and move forward in the new year with the walkabout review project.</p> <p>These materials include:</p> <ul style="list-style-type: none"> • Plan document detailing the stages of the project • Procedure undertaken by the Tenant Participation Officer when organising, completing and following up on a walkabout • The Estate Management policy detailing the role and responsibility concerning the arrangement of walkabouts • Templates of emails and letter invitations • Template of the action plan • Links to our online resources concerning walkabouts <p>SH went through the documents with the group. A further meeting was arranged for 03 February to go through relevant questions (which will be provided by SH) to review the materials supplied today. The group were asked to attend in person (apart from those in Moray) to complete this stage of the plan.</p> <p>From this work SH will complete the report and create recommendations to be presented to the Leadership Team and Board of Management.</p>
Future projects	The group discussed taking a break from a scrutiny project to focus on reviewing existing publications and policies for the Association. Therefore, the next project will be for the group to look at our publications – mainly our Summer Newsletter 2026. This will be to see is it reflective of what our tenants want to read about.
Tenant focus group process	KH wanted to share his thoughts on the December focus group arranged to discuss the rent setting consultation. He will provide SH with a full brief on his feedback due to time constraints at this meeting so we can use this feedback to improve the process for the next consultation process which includes the consultation information and the tenant focus groups.
Extreme weather updates	KH wanted to ask how other group members got on in the snow experienced across the area the week before. There was a five minute discussion about this.
Any other business...	There will not be an agenda for the 03 February meeting as it will primarily focus on the walkabout project.

Item discussed	Notes
Date for next meeting	Date of next meeting will be 03 February which is an extra meeting to specifically continue work on the walkabout project. From there we will be back to our schedule as mentioned in the November 2025 meeting notes. Next meeting will therefore be the 17 March from 11am till 1.30pm.

Outcomes

- Attendance continues to be good with apologies provided and new members joining.
- Good round the table discussion with the group on the current topic along with other agenda items.

Next / future steps for SH

- Complete questions for the group to review at the 03 February meeting.
- Follow up with those who provided apologies to the meeting, so they have the materials needed for the review going forward. Also send copies to our new members in Moray.
- Provide copies of the partnership agreement to those who have requested another copy.
- Set up a separate meeting with our Moray tenants so they have the opportunity to ask questions, catch up with SH and start their scrutiny journey.
- Send out meeting notes with deadline for any comments, edits or additions.