

Note of meeting held 18th November 2025

Subject: Tenant Scrutiny Group – meeting eleven.

Venue: Aberdeen Office – 680 King Street, Aberdeen

Time: 11am till 1.30pm

People present	Apologies
Samantha Hough (SH) Tenant Participation Officer	KP – tenant, Stonehaven
Kirsty Irvine (KI) Admin Assistant	KR – tenant, Aberdeen
RB – tenant, Aberdeen	MM – tenant, Aberdeen
KH – tenant, Stonehaven	WR – tenant, Aberdeen
BL – tenant, Aberdeen	
RB – tenant, Aberdeen	
DO – tenant, Aberdeen	

Overview of the meeting

The aim of the meeting was to discuss our neighbourhood walkabout project along with a review of the Association's new tenant pack which includes a 'Guide to your New Home' and a 'Tenant Health & Safety Handbook'.

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 initially discussed the new role of RB in that he will be helping SH organise the meetings and agendas. The group continue to be happy to work with RB to get a draft agenda in place prior to meetings.</p>
Apologies	<p>Apologies were received from three group members, which SH relayed to the group.</p>
Peterhead walkabout project update	<p>SH discussed with the group the next steps in the walkabout project. In terms of what the group need to achieve to move the project forward with the report and recommendations.</p> <p>This will include reviewing the following:</p> <ul style="list-style-type: none"> • The policy containing instruction on neighbourhood walkabouts • How the Association selects which neighbourhood to visit • How staff organise times and dates and invite tenants and staff to the event • How can we improve the process and follow up actions <p>The next step is for SH to complete a plan of the project and for group meetings to be organised during January and February so we can complete the exercise in full. The group were in agreement and look forward to moving this project forward in the new year.</p>
Review tenant pack	<p>The group were provided with copies of the draft documents for review a week in advance of the meeting. They were asked to read them and bring their comments and suggestions to the meeting.</p> <p>Prior to the discussion we welcomed KI to the meeting as she has been part of the staff group who have written and designed the draft documents.</p> <p>SH loaded the documents to the big screen so we could move through the pages and refer to them when a particular item or page was referred to.</p> <p>The discussion started with the group members sharing their individual feedback on the documents. This included suggestions for changes to wording, graphics, text colour and layout of information throughout the two documents. KI took note and welcomed more feedback from anyone who had ideas after the meeting finished.</p> <p>Overall, the group members were pleased with the guide and handbook and congratulated KI and her colleagues on their work.</p>
Plans for next meeting	<p>The next meeting will be an informal meeting in December. Scrutiny meetings will start again in January 2026. As detailed above we will work in January and February to complete the walkabout project.</p>
Any other business...	<p>To say that CN left the group after the July meeting. We thank him for his involvement up to July and wish him well for the future.</p>
Date for next meeting	<p>The group will meet in December for an informal get together to wish each other well for the festive period.</p> <p>We hope to introduce fixed dates for 2026. SH will send a follow up email to all group members to circulate these dates. The meeting in 2026 will take</p>

Item discussed	Notes
	place on the third Tuesday of every second month with 20 January 2026 being the first meeting. Meeting times will continue to be 11am till 1pm.

Outcomes

- Attendance continues to be good with apologies provided where needed.
- Good round the table discussion with the group on the planned topics.
- A photo was taken for use in the winter newsletter to highlight to others the progress of the group.

Next / future steps for SH

- Continue working on a document detailing our walkabout process review project.
- Send email detailing our December Christmas get together and 2026 fixed meeting dates.
- Send out meeting notes with deadline for any comments, edits or additions.