Board of Management
Langstane Housing Association Limited
Hybrid meeting Thursday, 11 June 2026 at 12.30pm

Meeting start time	12.30pm	**Meeting end time**	2pm

Present	**In person**	**Remote attendance**
	J Knowles	J Gillies
	K Butler	J Marshall
	T Dinozzi	
	J Fraser	
	C Lynch	
In Attendance	**In person**	**Remote attendance**
	B Lamb, tenant / prospective board member	J Thorn, Altair
	H Gauld, chief executive	
	B Jack, director of property	
	M Macarthur, director of finance and corporate services	
	H Lawson, team leader executive office and communications (minutes)	

Apologies	M Martin (Chairperson)
	J Drummond
	I Jamieson
	A Stevenson
	A Jenkins, director of housing

1. Introduction

1.1 Board discussions (in-camera)

1.2 Apologies / absences

The apologies were noted above.

1.3 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.

1.4 Declarations of interest

There were no declarations of interest.

1.5 For ratification - Audit plan for 2026-27

The scheduled audit and governance committee meetings for 2026 have been postponed due to attendance. Consequently, this item presented to the board, requires ratification prior to further progression.

Audits not completed within a significant timeframe will be prioritised for review.

J Marshall inquired whether the planned audits had been diarised. The chief executive confirmed that the audits need to be scheduled in consultation with TIAA, with dates to be arranged subsequently. The timeline has been slightly delayed due to postponements of previous meetings.

T Dinozzi observed that the audits span approximately three years and inquired about the leadership team's confidence in the consideration of cybersecurity. The chief executive responded that additional audit measures, such as penetration testing and phishing attack simulations, are in place to ensure ongoing security assurance. The ICT and service delivery manager will attend the next board meeting in August to provide an overview of these matters.

Decision: *The board approved the audit plan for 2026-27*

1.6 Draft minute – 16 April 2026

Decision: *The board meeting minute of 16 April 2026 was approved by the board of management.*

1.7 Matters arising

2.1 CEO report

C Lynch asked for an updated regarding progress with choice based lettings. It was previously indicated that participation was not permitted however, this has now changed, and the association is now able to participate in its current format.

In response to C Lynch's question regarding the new housing structure, the chief executive confirmed a report will be presented to the people and performance committee outlining how the structure is functioning in practice.

2. Discussion / decision making

2.1 CEO update

Decision: *The board ratified all decision making at agenda item 2.1.10*

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2.3 Loan portfolio return

This document presents the current year's return, reflecting the current position. [redacted]

Decision: *The board approved the request to proceed with the submission of the current year's return.*

2.4 Corporate document report

2.4.1 Conflict of interest policy

Decision: *The board approved the conflict of interest policy, as presented.*

2.4.2 Digital strategy

Decision: *The strategy will be revised to include a clear definition of SaaS (Software as a Service).*

Decision: *Subject to the aforementioned amendments, the board approved the digital strategy.*

2.5.3 Communication strategy

Decision: *The board approved the communication strategy, as presented.*

2.5.4 Procurement strategy

Decision: *The board approved the procurement strategy, as presented.*

2.5.3 Standing orders

Decision: *The board approved the standing orders policy, as presented.*

2.6 Insurance renewal

[redacted]

[redacted]

[redacted]

[redacted]

Decision: *The board approved the final premium and gave the director of finance delegated authority to sign the various insurance documents which are* *required to be provided* [redacted] *and subsequently ensure all insurance invoices are settled.*

3. Routine monitoring reports

3.1 Statement of outstanding business

Decision: *The board noted the statement of outstanding business.*

3.2 Health and safety update

The previous meeting was held on 23 March, with the next scheduled for the end of June. Since 1 April, there has been one recorded incident involving a staff member who encountered a dog upon arriving at work, resulting in a fall.

A near miss was reported involving a panel heater placed under a desk, which caused the socket to trip due to overheating. A circular was circulated emphasising the policy against having panel heaters at desks. All heaters have now been removed. The team is currently working on air conditioning solutions for the summer.

A second near miss involved a tenant at the front of the office during a disagreement with staff, which escalated to loud and aggressive behaviour. The response was not deemed entirely appropriate; the housing team is investigating and considering de-escalation strategies.

Employees are encouraged to record all incidents and near misses to promote a safer working environment.

The chief executive invited board members to attend the upcoming health and safety meeting.

T Dinozzi expressed concern that there have been no DLO submissions. The director of property confirmed he is satisfied with the current reporting, noting that the previous quarter included DLO submissions.

Action: *The director of property will include a high level report in future meetings to provide an overview without taking up excessive time.*

3.3 Financial reports to 31 March

At the year-end, the financial position exceeded the budget for three primary reasons, salaries were lower than initially anticipated, a property sale during the year resulted in a gain of £200,000 and the interest budget did not account for the reduction in SONIA, with £165,000 of interest costs budgeted but not realised.

The associations financial status remains strong relative to the budget, with cash reserves maintained. The identified savings against budget during the current year have favourably impacted covenant compliance

4. General

4.1 AOCB

4.1.1 Air conditioning

The property director has identified the office drawings, which had previously contributed to the delay in obtaining a quotation. The current hold-up is due to difficulties in procuring materials, as the contractor encounters challenges in securing pricing. Communication remains ongoing, and progress is being made.

4.1.2 Gardening contract - delegated authority

The board has approved delegated authority to proceed accordingly.

4.2 Date of next meeting

Thursday, 27 August 2026