

This Minute has been edited to remove commercially sensitive or confidential discussions.

**Minute of the meeting of the Langstane Housing Association Board of Management
held on Thursday, 21 August 2025 at 12.30pm held
at 680 King Street, Aberdeen, AB24 1SL1**

Meeting start time	12.30pm	Meeting end time	2.17m
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Present	In person:	Remote attendance
	M Martin (chairperson)	J Drummond
	K Butler	
	T Dinozzi	
	J Fraser	
	A Stevenson	

In attendance	In person:	Remote attendance
	H Gauld, chief executive	B Jack, director of property
	A Jenkins, director of housing	
	M Macarthur, director of finance and corporate services	
	H Lawson, team lead executive office & communications (minutes)	

Apologies	J Gillies
	I Jamieson
	J Knowles

1. Introduction

1.1 Board discussions (in-camera)

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 – 12 June 2025

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

1.6 Matters arising

1.6.1 Choice based lettings

The director of housing confirmed that an update will be provided at the next appropriate meeting of the board of management.

1.6.2 Lettings initiative

The director explained a local letting initiative was proposed to manage the future allocation of 34 of the previously mid-market rent homes to essential workers. This was introduced to give reassurance to the current tenants and will be reviewed after the first year. Ongoing discussions are taking place regarding improvements to the association's stock, and an updated initiative may be required as part of a property retrofit project. This will be presented to the board at a future meeting.

2. Discussion / decision making

2.1 Chief executive report update

In addition to the previously circulated report, the chief executive confirmed that a meeting had been held with members of Langstane Property Limited (LPL), J Marshall and C Lynch, to provide an update on the current status of the transfer between mid-market and social rent properties. Both J Marshall and C Lynch accepted invitations to join the Langstane Housing Association's (LHA's) board of management.

In response to T Dinozzi regarding the upcoming meeting with the Scottish Housing Regulator in Dundee, the chief executive advised that attendees are likely to include board members and chief executives, subject to confirmation of the meeting date.

The chief executive is awaiting confirmation from Bosch regarding the items the association is expected to receive. It is currently assumed this involves a donation of end-of-line, but new, products. Discussions are ongoing.

The chairperson commented that the Homewards project is a positive initiative, and congratulations were extended to all involved.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Decision: *The board noted the chief executive report update and confirmed its ratification of all associated decisions.*

2.2 Report on financial statements

[REDACTED]

Action:

[REDACTED]

Action:

[REDACTED]

Decision: *The report on financial statements was noted by the board of management.*

2.3 LHA draft annual report and financial statements – year ended 31 March

The accounts are pending finalisation due to minor amendments noted, RSM has yet to respond. Notably, write-downs in operating costs for buildings and landbanks have increased expenses, resulting in a loss position. However, this is considered a one-off and not expected to recur.

[REDACTED]

[REDACTED]

[REDACTED]

J Fraser inquired whether the procurement strategy involves collaboration with other registered social landlords (RSLs) and authorities for kitchen and bathroom contracts. The chief executive confirmed that previous joint initiatives had not always delivered economies of scale but this is always considered. However, the director of property is looking at ways in which this can be achieved.

The director of property has comparative data on kitchens and bathrooms, identifying potential savings. A meeting is scheduled to review contract terms, durations, and opportunities for increased efficiency. Additionally, a retrofit report due later in today's agenda indicates potential energy savings [REDACTED]

An away day is planned for October, with managers and team leaders. It was agreed the discussion would be restricted to members of the board and leadership team. A Stevenson proposed that board members participate in the employee away day scheduled for early September 2025. Details will be communicated to board members.

[REDACTED]

Action: [REDACTED]

Decision: *Delegated authority was granted to the chair and vice-chair to sign the annual accounts once the required adjustments had been finalised.*

2.4 LPL draft annual report and financial statements – year ended 31 March 2025

The report was brief with no significant issues, aside from the ongoing project, which is nearing completion. There is minimal impact expected on next year's accounts.

Decision: *The LPL accounts were approved by the board of management.*

2.5 Draft letter of representation

2.5.1 LHA management letter of representation 2025

Decision: *The LHA management letter of representation 2025 was approved as presented.*

2.5.2 LPL management letter of representation 2025

Decision: *The LPL management letter of representation 2025 was approved as presented.*

2.6 Draft group support letter

Decision: The draft group support letter was approved as presented.

2.7 Audit findings report year ended 31 March 2025 – The Langstane Group

Decision: The audit findings report year ended 31 March 2025 was noted by the board.

2.8 Annual assurance statement covering report

K Butler inquired whether the recent data privacy breach should be included in this year's submission. The chief executive responded that, given the ICO's conclusion within the same day, they do not consider it as highly significant. However, the potential for a significant impact was the concern and why this was brought to the board's attention. A meeting with the software provider is scheduled for tomorrow.

Action: The chief executive will report back to Board on the progress of health and safety training for members.

Decision: The annual assurance statement and all appendices from 2.8.1 – 2.8.5 were approved by the board with delegated authority given to the chairperson to sign Langstane's annual assurance statement prior to submission to the Scottish Housing Regulator by the chief executive.

2.9 AGM report (by company secretary)

Decision: The AGM report (by company secretary) was approved by the board.

2.10 Retrofit report



Due diligence has been undertaken with engagement taking place with retrofit companies and other housing associations within Aberdeen. Feedback indicates these

organisations have already implemented similar measures, benefiting both stock and tenants.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Decision: The proposals set out in the retrofit report were approved by the board.

2.11 AGM prep

The papers have now been circulated to all members.

Dave Milton, Hillcrest Housing Association, will be in attendance to present on developments.

2.12 Board away day

The focus for the day was agreed earlier in today's meeting.

Action: Circulate a poll to board members regarding preferred meeting dates as currently A Stevenson and T Dinozzi have to submit their apologies for the proposed date of Thursday, 16 October 2025.

2.13 Corporate document review

2.13.1 Anti bribery policy

Decision: The updated anti bribery policy was approved as presented.

2.13.2 Anti-fraud policy

Decision: The updated anti-fraud policy was approved as presented.

2.13.3 Equality, diversity and inclusion policy

Decision: The updated equality, diversity and inclusion policy was approved as presented.

2.13.4 Child protection policy

Decision: The updated child protection policy was approved as presented.

2.13.5 Freedom of information and environmental information policy

Decision: The updated freedom of information and environmental policy was approved as presented.

2.13.6 Business continuity plan

Decision: The updated business continuity plan was approved as presented.

3. Routine monitoring reports

3.1 Statement of outstanding business

Decision: The statement of outstanding business was noted by the board.

3.2 Health and safety update

The landlord working group has met and the meeting notes will be circulated at the next suitable board meeting.

Regarding health and safety, there is a positive outlook on upcoming initiatives. A meeting has been scheduled with Safety Scotland next week. Pilots are underway to review ongoing tasks and ensure compliance with safety standards. Additionally, efforts are being made to develop a training matrix, and toolbox talks for the direct labour organisation (DLO). The team is also focused on maintaining good housekeeping practices. Completion is anticipated shortly, with a comprehensive update to be provided at the next meeting.

The employee working group is due to meet in early September.

3.3 Financial reports

Decision: Leading on from previous discussions, the LHA management accounts from May – June 2025 were noted by the board.

Decision: The LPL management accounts from May – July 2025 were noted by the board.

3.4 Quarter 1 2025–26 reports

3.4.1 Strategic risk register

Decision: The strategic risk register was noted by the board.

3.4.2 Signings report

Decision: The signings report was noted by the board.

3.4.3 PR, communication and social media report

Decision: The PR, communication, and social media report was noted by the board.

4. General

4.1 AOCB

4.1.1 Board recruitment

Areas for board recruitment include building surveyor, housing management, and IT. J Fraser to share contact details for a possible board recruit with the chief executive.

A reminder the board meeting immediately following the AGM will focus on filling vacancies for various board and committee positions.

4.2 Date of next meeting

- Annual General Meeting Thursday, 18 September 2025
- Board meeting Thursday, 18 September 2025