

**Minute of Langstane Housing Association's hybrid Board of Management Meeting  
held at 680 King Street, Aberdeen, AB24 1SL on Thursday, 17 April 2025 at 12.30pm**

<b>Meeting start time</b>	12.30pm	<b>Meeting end time</b>	13.49pm
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<b>Present</b>	<b>In Person</b>	<b>Remote Attendance</b>
	M Martin (Chairperson)	J Drummond
	K Butler	J Gillies
	T Dinozzi	
	J Fraser	
	I Jamieson	
	J Knowles	
	A Stevenson	

<b>In Attendance</b>	<b>In Person</b>	<b>Remote Attendance</b>
	H Gauld, chief executive	
	M Macarthur, director of finance and corporate services	
	J Sutherland, director of housing	
	H Lawson, team leader executive office and communications (minutes)	

<b>Apologies</b>	M Ballance, director of property
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## **1. Introduction**

### 1.1 Board discussions (in-camera)

### 1.2 Chief executive statement

In the chief executive's absence, the director of housing 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 – 6 February 2025

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

### 1.6 Matters arising

#### 1.6.1 -1.6.3 Efficiencies report

The chief executive confirmed that MS Blazor was implemented in March 2025.

Aaeron, the owner of the initial housing management system used by the Association, has recently acquired HomeMaster, raising concerns. Previous experiences with customer service have contributed to apprehension within the teams regarding this acquisition.

#### 1.6.2 - 2.1 Chief executive update report

Laura Gillespie has been appointed as the regulation manager at the Scottish Housing Regulator.

#### 1.6.3 - 2.2 Budget 2025-26 + Proposed rent increase consultation results

The chair proposed circulating an invitation to board members for an in-depth examination of the Association's budget and finance processes. Additionally, he noted an upcoming meeting with the new chairperson of Grampian Housing Association to discuss areas of mutual interest.

#### 1.6.4 - 2.4.2 Treasury management policy

The board approved a request for minor amendments to the treasury management policy to show the CIPFA guidance was updated in 2021 and to reference guidance from SFHA.

#### 1.6.5 - 3.2 Health and safety update

The chief executive confirmed training for the board of management will be discussed as part of the people committee agenda on Tuesday, 29 April 2025.

## 2. Discussion / decision making

### 2.1 CEO update

J Fraser inquired about house sales and whether there are any (HAG) issues. The chief executive confirmed there are none currently known. If any HAG remains, it is normal practice for this to be repaid to the Scottish Government.

Bob Jack has signed his contract of employment as the Association's new director of property.

*Decision: The board ratified the decisions made on property disposals.*

*Decision: The board ratified decision-making under delegated powers.*

*Decision: The board ratified decision-making at committee level.*

### 2.2 5-year financial plan

*Decision: The board approved the 5-year financial plan.*

#### 2.2.1 30-year projections

The 30-year projections were made 'available to view' within the board portal.

*Decision: The board noted the 30-year projections.*

## 2.3 Funding strategies

### 2.3.1 Long term

This document is pending an update, as the director of finance and corporate services has confirmed that work is ongoing to revise it.

### 2.3.2 Short-term

*Decision: the board noted the long-term funding strategy and approved the approach for the short-term funding strategy.*

## 2.4 Annual assurance statement brief

At the upcoming audit and governance committee meeting, a brief will be provided outlining the planned process rollout. The committee will scrutinise the documents and make recommendations to the board.

*Decision: The annual assurance statement brief was approved*

## 2.5 Corporate document review report

### 2.5.1 Health and safety policy

*Decision: The board approved the health and safety policy*

### 2.5.2 Housing support service annual report

The chair inquired whether there was a perceived unmet need regarding housing support. The director of housing explained that housing and property officers are instructed to use a referral process when they encounter individuals in need while out in the community. Those they identify but do not hear from, are followed up by housing officers. The programme is being rolled out to potentially increase referrals to the Langstane Housing Support Service (LHSS), ensuring comprehensive coverage for all tenants. The director confirmed that while some cases are prioritised, there is currently no waiting list.

J Knowles inquired about the associated costs. The director clarified that funding exists within the budget to address the needs of tenants facing difficulties. Support for these tenants is derived directly from the LHSS, with costs primarily limited to salaries. There are also small budgets available for additional resources, such as the fuel support fund. Overall, the financial impact on the association remains minimal beyond salary expenses.

*Decision: The board concurred it was an excellent annual report and was subsequently approved.*

### 2.5.3 Duty of candour report

*Decision: The duty of candour report was approved by the board of management.*

### 2.5.4 Scheme of Delegation

The scheme of delegation has been updated to include reference to Anne Jenkins commencing her role as director of housing next week, and with Bob Jacks imminent start

as director of property. Authority was delegated to include him in the relevant processes, enabling him to have the relevant authority from the start of his employment.

*Decision: The scheme of delegation was approved by the board of management.*

#### 2.5.5 Development policy

*Decision: The board of management approved the development policy with the understanding that it will be reviewed by Bob Jack upon his start as director of property later in 2025.*

### 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

##### 3.2.1 Landlord - 250204 draft minutes

I Jamieson inquired whether plumbing systems are tested after being drained to confirm their proper functioning. It was affirmed that testing is conducted prior to tenant move-in to ensure effective operation.

J Fraser raised a concern regarding the action items, noting that no dates are assigned to them. It is recommended that these dates be incorporated into the tracker.

##### 3.2.2 Employee - 250324 draft minutes

T Dinozzi raised a query regarding the failure to activate alarms during the incident involving verbal abuse directed at an employee. The director of housing responded by confirming that alarms have been tested since the incident and that the interview rooms are designed with safety considerations in mind. In the event of incidents at reception, multiple employees are tasked with attending to ensure the well-being of their colleague.

I Jamieson expressed concern that core priority issues were not being addressed due to "time constraints" and recommended revising the agendas to ensure that these priorities are discussed with urgency.

#### Financial reports

##### 3.3.1 To 28 February

*Decision: The financial report to 28 February was noted by the board of management.*

##### 3.3.2 To 31 January

*Decision: The financial report to 31 January was noted by the board of management.*

#### 3.4 Quarter 4 reports

#### 3.4.1 Signings report

*Decision: The signings report Q4 was noted by the board of management.*

#### 3.4.2 Communication and marketing report

The board expressed satisfaction with the content and requested that the information be made more accessible as a separate item from the meeting papers.

*Decision: The communication and marketing report Q4 was noted by the board of management.*

### 4. General

#### 4.1 Draft minutes of committees

##### 4.1.1 Draft Minute – Performance committee – 4 March 2025

*Decision: The draft minute – performance committee – 4 March 2025 was approved by the board of management.*

#### 4.2 AOCB

##### 4.2.1 Homewards / Furniture Project video

A video was presented to the board of management highlighting the work undertaken by Rhona Ramsay on the furniture project, as well as the recent visit by the Prince of Wales to one of the associations tenants.

##### 4.2.2 Judith Sutherland retirement

The Board expressed its appreciation for Judith Sutherland's contributions and extended best wishes for her retirement stating that her time with the association was characterised by positivity and professionalism.

#### 4.3 Meeting date change

The August board meeting is scheduled for 28 August 2025. Following a brief discussion and confirmation from the auditors it was agreed the meeting will change to Thursday, 21 August 2025.

*Action: H Lawson to circulate new August meeting date to the board members.*

#### 4.4 Date of next meeting:

Thursday, 12 June 2025