

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

**Minute of Langstane Housing Association's hybrid Board of Management Meeting held at 680 King Street, Aberdeen, AB24 1SL on 13 June 2024 at 12.30pm**

<b>Meeting start time</b>	12:55pm	<b>Meeting end time</b>	1:39pm
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<b>Present</b>	<b>Members - in person</b>	<b>Members - remote attendance</b>
	J Knowles, vice chair	J Fraser
	D Bain	S Gray

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

<b>Apologies</b>	
	T Dinozzi
	J Drummond
	I Jamieson
	M Martin, chair
	A Stevenson
	G Urquhart

<b>Not present / No apologies</b>	A Habib
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## 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 / absence

The apologies noted above were intimated to the board.

1.4 Declaration(s) of interest

There were no declarations of interest.

1.5 Draft minute – board of management – 18 April 2024

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

## 1.6 Matters arising

### 1.6.1 7.1 – Business plan

J Knowles inquired about the feasibility of achieving net zero completion by 2029 through the three interconnected documents: the business plan, asset management strategy and 5-year financial plans. The chief executive explained the documents outline the preparations for delivering net zero emissions, a sentiment echoed by the director of property, who confirmed the asset management strategy aims to detail the team's preparations for achieving net zero in the upcoming year, following updated guidance. While a limited number of projects may be implemented by 2029 pending available funding, achieving net zero is expected to extend beyond that timeframe.

### 1.6.2 7.2 – Asset management strategy

### 1.6.3 8.3 – 5-year financial plan

Following T Dinozzi's proposed to review the staffing structure for cost efficiencies the chief executive confirmed the team continuously strive to look at posts as they become vacant to understand where cost saving measures can be implemented. Additionally, the team are seeking to understand how IT systems can provide better cost efficiencies. The hope is that HomeMaster will free up staff resource to provide them with space to carry out priority tasks.

### 1.6.4 13. – Phoenix futures

The Scottish Housing Regulator have been informed of the phoenix futures project. The director of housing is currently awaiting a copy of the lease before identifying appropriate properties for lease.

## 2. Discussion / decision making

### 2.1 Draft financial report to 31 March 2024

The draft financial report for the period ending March 31, 2024 was presented to the Board and will be included with the statutory financial statements. The accounts are in draft format pending auditor approval. The director of finance and corporate services confirmed that TPT has provided notification regarding the pension deficit, which has been incorporated into the accounts. The figures generally align with the budget, although direct costs are higher. The director assured those present that the association remains within covenant limits.

*Action: The leadership team will give consideration to changing the scheme of delegation and policies to provide directors with the ability to vire budgets for their departments, thereby enabling them to respond promptly to business needs.*

### 2.2 Annual treasury report

The annual treasury report was presented to the board of management, summarising information already included in the monthly financial statements.

The director of finance recommended condensing the report for future submissions, and J Knowles agreed that it was essential for board members

to comprehend the content. The chief executive noted that while the report is not a regulatory requirement, its inclusion is considered good practice.

*Decision: The director of finance will condense the report to a one-page document for future submissions.*

### 2.3 Loan portfolio

*Decision: The board approved the loan portfolio annual return 2023-24 which will be submitted to the Scottish Housing Regulator ahead of the deadline date of 30 June 2024.*

### 2.4 Insurance

The 2024 insurance cost has been maintained at a similar level to 2023, and the director of finance and corporate services will explore options to extend the coverage to secure a longer-term rate lock-in, considering expected cost increases upon policy expiration.

*Decision: The board of management reviewed and noted the insurance updates for 2024.*

*Decision: The board of management granted the leadership team delegated authority to make decisions regarding insurance matters, as necessary.*

### 2.5 Tenant consultation update

The director of property spoke through the previously circulated report which gave an update on the property and housing related consultation comments which formed most of the feedback in the rent consultation from the property perspective.

The director noted the various learning points gained in relation to communications between the team and tenants and setting the appropriate expectations.

J Fraser stated it had been useful to read over the comments and responses and how each item had been handled.

*Decision: The board of management reviewed and noted the tenant consultation update.*

### 2.6 CEOs update

In addition to the contents of the report the following were noted:

#### 2.6.4 Housing emergency

Another council has declared a housing emergency, with statistics still awaited for Aberdeenshire and Moray.

Amidst ongoing debates and shifting political landscapes, housing issues have gained increased attention and prominence.

#### 2.6.7 Low level fraudulent activity

The chief executive confirmed this has now been reported to the Scottish Housing Regulator (SHR) as a notifiable event and the external auditor has also been notified.

The chief executive stressed there had been no wrongdoing internally.

- 2.6.8 Decision making under delegated power – for ratification  
*Decision: Board members ratified the decision making under delegated power noted in the report.*
- 2.6.9 Decision making at Committee – for ratification  
*Decision: The Board ratified the decisions made at Audit and Governance Committee (23 April 2024), Performance Committee (21 May 2024) and Langstane Property Limited's Board of Management (23 May 2024).*
- 2.7 Business Case – Future of LPL
- 2.8 Business plan – actions  
*Decision: The board of management approved the Business Plan 2024-29 actions, as presented.*
- 2.9 Corporate document update
- 2.9.1 Entitlements, payments and benefits policy  
*Decision: The board of management approved the entitlements, payments and benefits policy, as presented.*
- 2.9.2 Code of conduct – Governing body  
*Decision: The board of management approved the code of conduct – governing body, as presented.*
- 2.9.3 Code of conduct – Employees  
*Decision: The board of management approved the code of conduct – employees, as presented.*
- 2.9.4 Scheme of delegation  
*Decision: The board of management approved the scheme of delegation, which was made available to view in the portal, as presented.*
- 2.9.5 Electrical safety policy and management plan  
The electrical safety policy and management plan was presented as a new policy in response to increased requirements arising from 5 yearly electrical inspections, electrical equipment testing and associated master key accessing of properties.  
*Decision: The board of management approved the electrical safety policy and management plan, as presented.*

### **3. Routine monitoring reports**

- 3.1 Statement of outstanding business  
The long-term funding strategy is being aligned with the development strategy to facilitate a comprehensive reconfiguration of stock and new build program, targeted for completion in 2028/29. The anticipated completion date for the strategy has been revised to December 2024.

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

### 3.2 Annual strategic update

*Decision: The board noted the annual update on the associations strategies.*

## 4. Information to note

### 4.1 Annual accounts progress report

The auditors will be in-house from Wednesday, 19 June – Friday, 28 June. There is no reason to believe it won't go according to schedule.

An update external audit plan was circulated to the members of the audit committee with the only change to the version presented to the audit committee by Kelly Adams earlier in the year being an update to the detail of RSM's final materiality.

### 4.2 Annual assurance statement update

The chief executive informed the board of management that all key matters are under control, and the team is on schedule to deliver the annual assurance statement by its deadline.

### 4.3 Changing face of social housing

The document "The Changing Face of Social Housing" was distributed via email to the board of management prior to today's meeting. J Fraser commended the paper as being of high quality. No further comments were provided.

## 5. Draft minutes of committees

### 5.1 Board of Management – Langstane Property Limited – 23 May 2024

*Decision: The board of management noted the minute of the Board of Management – Langstane Property Limited – 23 May 2024*

### 5.2 Performance committee – 21 May 2024

*Decision: The board of management noted the minute of the Performance committee – 21 May 2024*

## 6. AOCB

### 6.1 Annual review update

The chief executive requested guidance from the board of management on the people committee's proposal to hold board meetings at varying locations. The chief executive expressed willingness to consider alternative venues, but emphasised the importance of ensuring that any chosen location is cost-effective and financially viable, taking into account potential attendance levels. Board members had expressed their willingness to join walkabouts however, the chief executive confirmed there are no walkabouts planned over the next two months. A tenant scrutiny group is scheduled for 16<sup>th</sup> of July 2024.

Board inductions are progressing with T Dinozzi scheduled in on 29 July 2024.

The performance committee considered five areas of focus for the future because that was again something that that board members wanted to see. arrears, voids, repairs satisfaction levels, procurement and former tenant arrears collected by the sheriff officers on behalf of the association.

The chief executive sought to confirm that the leadership team are looking at all times at how the association can become more efficient. An update organogram has been created and this will be distributed to members of the board of management following todays meeting.

*Decision: The board agreed to table the proposal to hold board meetings at varying locations for further consideration.*

**7. Date of next meeting**

Thursday, 22 August 2024