

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

**Board of management
Langstane housing association limited
hybrid meeting Thursday, 5 February 2026 at 12.30pm
reconvened Wednesday, 18 February 2026, at 12pm**

Thursday, 5 February			
Meeting start time	12.30pm	Meeting end time	4.07pm
Present	In person	Remote attendance	
	M Martin (Chairperson)	J Drummond	
	K Butler	J Gillies	
	T Dinozzi	I Jamieson	
	J Fraser		
	J Knowles		
	A Stevenson		
In Attendance	In person	Remote attendance	
	H Gauld, chief executive	E Garry, development consultant	
	B Jack, director of property		
	A Jenkins, director of housing		
	M Macarthur, director of finance and corporate services		
	H Lawson, team leader executive office and communications (minutes)		
Apologies	J Marshall		
No contact	C Lynch		

Wednesday, 18 February			
Meeting start time	12pm	Meeting end time	12.53pm
Present	In person	Remote attendance	
	M Martin (Chairperson)	K Butler	
	J Fraser	T Dinozzi	
	J Knowles	J Drummond	
	C Lynch	J Gillies	
	A Stevenson	I Jamieson	
		J Marshall	
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 leader executive office and communications (minutes)		

	<i>Decision</i>	[REDACTED]
	<i>I Jamieson and J Gillies left the meeting.</i>	
	1.5 Chief executive's 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.	
	1.6 Draft minute – 11 December 2025 Agenda item 2.4.1, it was agreed the long-term funding strategy minute would be revised to incorporate the director of property mentioned discussions with developers were ongoing and specifically noting the director hoped to bring a potential development (with the developer discussed at today's meeting) before the board in early 2026.	
	<i>Decision:</i>	<i>Upon the suggested amendment being made, the board of management approved the minutes of the meeting held on 11 December 2025.</i>
	1.7 Matters arising There were no matters arising.	
	2. Discussion / decision making	
	<i>H Lawson left the meeting</i> 2.1 Employee structure update The chief executive presented proposed staffing changes to the board of management. [REDACTED] [REDACTED] [REDACTED] a) [REDACTED] [REDACTED] [REDACTED] b) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	

[REDACTED]

H Lawson re-joined the meeting

2.2 Proposed rent increase consultation results

The chair proposed proceeding with the recommendations outlined in the report, emphasising several key points:

- Feedback to be grouped into categories to better illustrate how points raised will be addressed. For each category, the team should provide thoughts on how to effectively manage and resolve the concerns.
- It was noted that developing a comprehensive plan and regular reporting on how these issues are being addressed is essential. The director of housing noted that many comments relate to staffing structures, emphasising that many challenges stem from people issues such as having the right employees, roles, attitude, and managing the interface and relationships with tenants.
- The chief executive explained that annually, an action plan is produced in order to take steps to address issues where possible. The chief executive reminded board members that in 2023-24 a very detailed 30-year financial plan had, that included component and maintenance spend, been agreed by board members. This involved a challenging spend during the first 10 years but thereafter the situation allowed spend well that facilitated well maintained, affordable homes. Whilst progress is being made, it has not been as rapid as tenants would prefer, partly because of higher maintenance costs, but also as existing schemes are now becoming quite dated.
- In response to a query from T Dinozzi, the director of housing acknowledged there has been work needed to align expectations. The chair expressed confidence the association is taking tenant concerns seriously and that a clear, actionable

approach will be developed over the next few weeks, with plans to revisit and discuss progress at a future meeting.

<i>Decision</i>	<i>The board of management approved the following recommendations:</i> <ul style="list-style-type: none">- <i>Rent increase of 6% for 2026-27;</i>- <i>Rent increase of 6% for occupancy charges, shared ownership and other leases as appropriate;</i>- <i>A cap of £40 for properties that are part of the ongoing rent harmonisation programme; and</i>- <i>The ability to cap any increase to service charges at £10 should this be felt appropriate once final costs are received from suppliers and the impact considered.</i>
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2.3 Budget 2026–27

Discussions highlighted several strategic initiatives to improve efficiency and manage costs effectively.

[Redacted content]

<p>J Knowles discussed investment in ICT improvements, specifically the implementation of new software designed to reduce arrears, ultimately improving cash flow management. This system is viewed as an investment that will automate arrears processes and, alongside a move into choice-based lettings, create additional income.</p> <p>Overall, these measures aim to enhance operational efficiency, reduce costs, and support sustainable financial management.</p>	
<p><i>Action:</i></p>	<p><i>T Dinozzi requested detailed quarterly cost breakdowns for components, which the director of property confirmed would be provided to the board to monitor progress and savings.</i></p>
<p><i>Decision:</i></p>	<p><i>The board of management approved the budget 2026–27.</i></p>
<p>2.4 ATFS approval</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>J Fraser questioned whether the association should seek external advice before making a final decision. The chief executive clarified it is for the board of management to make the ultimate decision on whether to proceed with any new funding. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<p><i>Decision</i></p>	<p><i>The board of management approved the proposal, with a clear emphasis on timing, funding, and the importance of strategic advice [REDACTED]</i></p> <p>[REDACTED]</p>
<p>2.5 [REDACTED]</p>	

2.6.3 Scheme of delegation	
<i>Decision:</i>	<i>The board of management approved the updated scheme of delegation which follows the SFHA model EPB policy and allows the director of housing to approve, subject to reporting to board, leases that meet the EPB policy.</i>
<p>2.7 CEO update</p> <p>In addition to the previous report, the chief executive highlighted an update had been given to the Scottish housing regulator regarding her retirement plans and provided further clarification. [REDACTED]</p>	
3. Routine monitoring reports	
3.1 Statement of outstanding business	
<i>Decision:</i>	<i>The board of management noted the statement of outstanding business.</i>
<p>3.2 Health and safety update</p> <p>The director of property reported the previous two separate groups have now been merged to prevent duplication, with the new combined group set to start at the end of March. This topic was discussed at the audit and governance committee and actioned in collaboration with the health and safety advisor, Safety Scotland. Currently, Safety Scotland is conducting a building operations procedures audit covering Elgin and DLO stores. Later in the year, a CDM procedures audit related to construction and post-construction, will be undertaken.</p> <p>T Dinozzi asked whether there have been any incidents since the last board update. [REDACTED]</p> <p>[REDACTED] However, [REDACTED]</p> <p>[REDACTED]</p> <p>T Dinozzi stressed the need for health and safety updates to include a summary of incidents and near misses, specifying their severity and any lost time, to enable effective tracking. A detailed dashboard should be maintained. BJ confirmed that this information is being reported through the people and performance committee. However, following a brief discussion it was agreed the board should have full visibility of a health and safety reporting dashboard.</p>	
<i>Action:</i>	<i>Health and safety data to be available via a dashboard to board on a quarterly basis.</i>

	3.3 Financial reports 3.3.1 Financial report to 31 December 2025
	<i>Decision:</i> <i>The board noted the financial report to 31 December 2025.</i>
	3.3.2 Financial report to 30 November 2025
	<i>Decision:</i> <i>The board noted the financial report to 30 November 2025.</i>
	3.4 Quarter 3 reports: 3.4.1 Quarter 3, strategic risk register
	<i>Decision:</i> <i>The board noted the quarter 3, strategic risk register.</i>
	3.4.2 Signings report
	<i>Decision:</i> <i>The board noted the quarter 3, signings report.</i>
	3.4.3 Communications report
	<i>Decision:</i> <i>The board noted the quarter 3, communications report.</i>
4.	General
	4.1 AOCB 4.1.1 [REDACTED] [REDACTED] [REDACTED] In accordance with the asset management strategy, the property is being disposed of.
	4.2 Date of next meeting Following the meeting held on Thursday, 5 February 2026, the board of management agreed to reconvene on Wednesday, 18 February 2026, at 12pm [REDACTED] [REDACTED] [REDACTED] The subsequent meeting is scheduled for Thursday, 16 April 2026.