

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 Thursday, 12 December 2024 at  
12.30pm**

<b>Meeting start time</b>	12.30pm	<b>Meeting end time</b>	2.19pm
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<b>Present</b>	<b>In Person:</b>	<b>Remote Attendance</b>
	M Martin (Chairperson)	T Dinozzi
	K Butler	J Gillies
	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 Ballance, director of property
	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>	J Drummond
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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 / 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 – 31 October 2024

The attendance list will be updated to include A Stevenson's presence and to note J Gillies' absence.

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

## 1.6 Matters arising

There were no matters arising.

## 1.7 Draft minute – 14 November 2024

Item 2.2.1 in the first paragraph will be updated for completeness.

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

## 1.8 Matters arising

### 2.2.1 Business continuity plan

An update on the business continuity plan will be shared in due course. Currently, there is no succession plan policy in place for employees. To address this the people committee will establish a timeline for developing a succession plan, at their next meeting in January.

## 2. Discussion / decision making

### 2.1 CEO's Update Report

*Decision: Agenda item 2.4 has been ratified by the board of management.*

### 2.2 Budget 2025-2026

The chairperson noted that the proposed budget may not provide sufficient flexibility. Given the comparative analysis of competitors, the association is at the lower end of rent increases.

Concerns were raised regarding affordability for under-21s earning minimum wage. It was suggested that discounts for these tenants could help maintain affordability, although determining the affected population is challenging.

The director of housing clarified that while it is difficult to identify tenants' earnings accurately, individual cases could be examined for possible discounts. Currently, we have 319 tenants aged 16 to 24 with local authorities offering hardship funds on a case-by-case basis. The director advocated for minimal rent increases, as many tenants continue to face cost-of-living challenges.

The chief executive acknowledged the association's housing stock differs from that of peers who have a larger proportion of sheltered and family accommodation. Consequently, it may be challenging to justify higher rents compared to local authorities, especially as some are considering substantial increases for new build homes.

Other members expressed the need to maintain budgetary efficiencies to address increased costs.

*Action: The final draft budget will be presented for approval at the February board of management meeting.*

*Action: The leadership team will conduct a thorough review of expenditure efficiencies.*

## 2.3 Corporate document report

### 2.3.1 Governance manual

The document was compiled by a consultant in 2019/20, after which it was reviewed and updated for use by Langstane.

This is the second review of the document.

*Action: J Gillies requested a clean copy of the manual once it has been approved.*

## 2.4 Annual policy review timetable

*Action: The annual policy review timetable was noted by the board.*

## 2.5 Meeting schedule 2025

*Decision: The meeting schedule 2025 was approved by the board of management.*

## 2.6 Annual planning calendar 2025

*Decision: The annual planning calendar 2025 was noted by the board of management.*

## 2.7 Review of under performing schemes

This document outlines each scheme, the high-level reasons for underperformance, performance trends since the review's completion, and a brief options appraisal with recommendations for future steps.

## 2.8 Efficiencies report

In October 2023 a new integrated housing and financial system was implemented within Langstane Housing Association. The director of finance and corporate services circulated an efficiencies report which highlighted the following areas:

- General Background
- Achievements and Efficiencies
- Other On-Going Improvements
- Areas of Development

The finance team's experience, in conjunction with other directors' input, has generally reflected a positive stance towards Homemaster, leading to valuable insights.

The introduction of Blazor is expected to enhance reporting capabilities significantly.

J Gillies inquired about the experiences of other directors. The director of housing noted that certain tasks, particularly in housing, have longer

processing times, necessitating the exploration of workarounds. The positives of the tool, including the advantage of improved reporting timelines, with data available by day two rather than day fifteen, were discussed.

The chief executive confirmed there will be a meeting of the local CEOs to discuss a plan to exert pressure on Homemaster to elevate its service level, thereby benefiting the sector as a whole.

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

#### 3.1 Statement of outstanding business

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

#### 3.2 Financial report to 31 October 2024

*Decision: The financial report to 31 October 2024 was noted by the board of management.*

### **4. Draft minutes of committees**

#### 4.1 Draft Minute – People committee – 11 November 2024

The convenor of the people committee, A. Stevenson, reported on the We Thrive survey, which achieved an impressive 78% response rate, with only 17 employees not participating. This reflects positively on the engagement levels within the organisation.

The feedback has revealed numerous opportunities for improvements, and the team is committed to addressing these by this time next year. A summary of the results has been shared with the Housing Regulator, who provided positive feedback, expressing satisfaction with the results. Their report will focus on governance matters, and they are keen to receive ongoing updates regarding the committee's engagement in these areas.

### **5. AOCB**

#### 5.1 Health and safety – Board of management

J Fraser initiated a discussion regarding the board's role in health and safety in light of the recent health and safety audit results and noted that the report indicated the necessity for board members to be informed about health and safety and risk management proactively, rather than reactively.

It was proposed to include a specific item on the agenda to enhance awareness.

The chief executive confirmed the IOSH Managing Safely course was considered for the board's members and options will be revisited and updated provided at the next suitable meeting.

#### 5.2 Care inspectorate

The board was informed that the housing support service team has received questionnaires from the care inspectorate, indicating an imminent inspection.

*5.3 Fully redacted*

**6. Date of next meeting:**

Thursday, 6 February 2025