



18th February 2025

Dear Board Member,

There will be a Board Meeting on **MONDAY 24TH FEBRUARY 2025 AT 6.00PM**

If you are unable to attend the meeting, please ensure that you submit your apologies.

If you feel you need additional information in advance of the Board meeting in relation to any Agenda Item, please do not hesitate to contact myself.

Yours sincerely

Linda

Linda Chelton

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<u>MISSION:</u>	<u>VISION:</u>	<u>VALUES:</u>
“WE ARE PASSIONATE ABOUT PROVIDING AFFORDABLE HOMES AND EXCELLENT SERVICES FOR OUR COMMUNITY”	“CHANGING LIVES FOR THE BETTER”	LISTENING RESPECT OPENNESS TRUST

BOARD & COMMITTEE MEETING SCHEDULE FOR 2024/25

The Board	Audit & Assurance Committee	Operational Services Committee	Community Events Group	Staffing Committee
	Finance, Audit, Risk Man, H&S & Policy	Housing, Maintenance, Factoring, Wider Role, Policy	Delivering community events (Open to Staff & Board Members)	Extra-ordinary Staffing Issues
<u>Chair Des Phee</u>	<u>Chair Stephen Baxter</u>	<u>Chair Louise Bacon</u>	<u>Chair XXX</u>	<u>Chair Stephen Kelly</u>
Christine McCormack Morag Cameron Claire Taylor Des Phee Louise Bacon Stephen Baxter Kevin Boyle Stephen Kelly Lucy Madigan Rebecca Leedham	Christine McCormack Morag Cameron Claire Taylor Stephen Baxter Stephen Kelly	Christine McCormack Morag Cameron Claire Taylor Des Phee Louise Bacon Kevin Boyle Stephen Kelly	Christine McCormack Morag Cameron TO BE ARRANGED WHEN REQUIRED	Christine McCormack Morag Cameron Stephen Kelly Des Phee Stephen Baxter TO BE ARRANGED WHEN REQUIRED
Linda Chelton Frances Cunningham Lisa Campbell Callyn McTaggart	Linda Chelton Frances Cunningham Fettes McDonald Callyn McTaggart	Lisa Campbell Frances Cunningham Daniel Murray Callyn McTaggart	Lisa Campbell Jaclyn McMahon	Linda Chelton Frances Cunningham

	The Board	Operational Services Committee	Audit & Assurance Committee	AGM	Business Away Day	Board Training
	Monday	Monday	Monday	Thurs	Friday	
	6.00pm	6.00pm	6.00pm	6.30pm	9.00am	6.00pm
2025/26						
Feb	24.02.25		17.02.25			
March	31.03.25					
April	28.04.25	14.04.25				
May	19.05.25		12.05.25			
June	30.06.25					
August	25.08.25		18.08.25			
September	22.09.25			04.09.25		
October	27.10.25	20.10.25				
November	24.11.25		17.11.25			
2026/27						
January	26.01.26					
February	23.02.26		16.02.26			

Quorum:	Board Meetings x 4	Committee Meetings x 3
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Meeting of the Board of Craigdale Housing Association

to be held on Monday 24th February 2025 at 6.00pm

Agenda

No	Agenda Item	Lead Person	Action Required	Enc
1.	Apologies	Chair		
2.	Chairperson's Remarks	Chair		
3.	Declarations of Interest	Chair		
4.	Minutes of Previous Meetings:			
	a) Approval of Minutes of Board Meeting (20.01.25)	Chair	Approval	✓
	b) Matters Arising from Previous Meeting of the Board (20.01.25)	Chair	None	✗
	c) Draft Minute of the Staffing Committee Meeting (13.02.25)	Chair	Noting	✓
	d) Matters Arising from Previous Meeting of the Staffing Committee (13.02.25)	Chair	Approval	✓
	e) Draft Minute of the Audit & Assurance Committee Meeting (17.02.25)	Chair	Noting	✓
	f) Matters Arising from Previous Meeting of Audit & Assurance Committee (17.02.25) <ul style="list-style-type: none"> • 4f5a – WBG Rent Setting & Affordability Report • 4f5b – WBG Risk Management Report • 4f5c – WBG Follow Up Report • 4f6a – Management Accounts (Q2) • 4f7a – Risk Register Report • 4f12a – WBG Extension of Contract 2 Years 	Chair	Approval	✓
5.	Chief Executive Officer & Governance Report	CEO	Approval	✓
ITEMS REQUIRING A DECISION				
6.	Development Report	GHC	Approval	✓
7.	Tender for Approval: Close Cleaning	CEO	Approval	✓
8.	Policy Review:			
	a) Environmental Information Requirements Policy	CM	Approval	✓
	b) Freedom of Information Policy	CM	Approval	✓
	c) Attendance and Absence Management Policy	CEO	Approval	✓

9.	Rent Report: January 2025	SHO	Approval	✓
ITEMS FOR NOTING				
10.	Membership Report	CM	None	✘
11.	Notifiable Events Report	CM	None	✘
12.	Board & Staff Members Training Plan	CM	Noting	✓
13.	Policy Review Register	CM	Noting	✓
14.	Key Performance Indicators (Quarterly 3)	SHO	Noting	✓
15.	Correspondence	Secretary		
	a) EVH Annual Conference		Noting	✓
	b) SHARE Annual Conference		Noting	✓
	c) Nationwide: Customer Mandate Form		Noting	✓
16.	Any Other Competent Business:	Chair		
17.	Date of next meeting	Chair	Noting	✘
	Monday 31st March 2025 at 6.00pm			