

CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 24th OCTOBER 2022 AT 6.00PM VIA ZOOM

THE SECTIONS HIGHLIGHTED IN YELLOW HAVE BEEN REDACTED DUE TO THE CONTENT BEING PRIVATE AND CONFIDENTIAL.

PRESENT:

Des Phee	Chairperson	Hilary Tennant	Board Member
Morag Cameron	Vice Chair	Gemma Woodrow	Board Member
Louise Bacon	Secretary	Stephen Baxter	Board Member
Claire Taylor	Treasurer	Kevin Boyle	Board Member
Helen Bayne	Board Member	Stephen Kelly	Board Member
John Kilpatrick	Board Member		

IN ATTENDANCE:

Linda Chelton	Chief Executive Officer (CEO)	
Frances Cunningham	Senior Corporate Services Officer (SCSO)	(Minute Secretary)
Lisa Campbell	Housing Services Officer (SHSO - Temp)	
Graham Harper	Graham Harper Consulting (GHC)	(In Part)

1. Apologies for Absence

Apologies were tendered on behalf of Christine McCormack (Board Member).

Leave of Absence: None.

2. Chairperson's Remarks

The Chair highlighted that Agenda Item 6: Development Opportunity-Castlemilk West Church Site Update Report, would be brought forward so Graham Harper could present their reports and leave the meeting.

3. Declaration of Interests

D Phee declared an interest in relation to Agenda Item 5, CEO Report regarding Southside Housing Association.

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4. Minutes of Previous Meetings:

4.a Approval of Minutes of Board Meeting held on Thursday 15th September 2022

The Board approved the minute as a correct record of the meeting held on Thursday 15th September 2022 as proposed by John Kilpatrick and seconded by Morag Cameron. The minute was signed and sealed by the Chair.

4.b Matters Arising from the Board Meeting held on Thursday 15th September 2022

The Chair asked if anyone had any matters arising from the previous minutes of Thursday 15th September 2022. The SCSO advised that she had no further updates from this meeting.

No matters arose or questions asked by the Board.

The Board noted and approved the Matters Arising Report from the Board meeting held on Thursday 15th September 2022.

4.c Approval of Minutes of Board Meeting held on Tuesday 20th September 2022

The Board approved the minute as a correct record of the meeting held on Tuesday 20th September 2022 as proposed by Stephen Kelly and seconded by Kevin Boyle. The minute was signed and sealed by the Chair.

Page 7, Agenda Item 12. Board Training Plan: M Cameron asked for her question to be reworded that she was referring to training for all Board Members in Governance.

4.d Matters Arising from the Board Meeting held on Tuesday 20th September 2022

The Chair asked if anyone had any matters arising from the previous minutes of Tuesday 20th September 2022. The SCSO updated the Board as follows:

B98, 4.f Matters Arising from the Audit & Assurance Committee Meeting (09.08.21) Recommendations: The SCSO advised that the defibrillator had been installed and has been registered with the Emergency Services. We have advertised this on our Facebook page and will also have an article in the newsletter.

B158, 5. CEO's Report & Governance Report: 2.6 Visit to Castlemilk West Church Site: The SCSO has spoken with the Site Agent, and he has advised that we do not require to wear safety boots for the site visit however you will be required to wear a covered sensible shoe and he will provide hard hats and high visibility jackets.

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The SCSO asked what dates would suit the Board to visit the site.

B167, 7. Governance Review Action Plan Report – Board Members Application Form & Handbook: The SCSO advised that she has emailed out the annual declarations and Board Members Handbook today and have the annual declaration form for the Board to sign if possible, tonight.

The SCSO asked the Board if they had any questions.

No questions were asked.

The Board noted and approved the Matters Arising Report from the Board meeting held on Tuesday 20th September 2022.

5. Chief Executive Officer Report & Governance Report

The CEO presented the Chief Executive Officer Report & Governance Report to the Board and gave a brief update on the following:

2.2 EICR's: The CEO advised that out of the 28 non-compliant laptops we have six no accesses. We have issued forced access letters to these tenants.

2.3 Cost of Living Crisis: The CEO advised that the SFHA bid for additional funding to help with cost-of-living crisis was unfortunately unsuccessful. The CEO mentioned that she is currently looking at efficiencies needed for the budget and is currently forecasting internal inflation at 18%.

- J Kilpatrick asked what rent increases we would be considering i.e. 3%, 5% or 7%. The CEO advised that we were basing the budget currently on 7%.

3.1 Staff: The CEO asked for permission to extend Corporate Services Assistants (Linda Burns) position to the end of March 2023. **The Board agreed to extend the Corporate Services Assistants contract until the end of March 2023.**

3.2 Holiday & TOIL Checks: This section of the minute has been redacted due to the confidential nature.

3.3.2. Bulk Uplift Service/Caledonian: The CEO advised that we have received quotes from Caledonian (£85) and Alan Jamieson (£40) to remove fridge freezers. The CEO highlighted that we need to look at another solution however would the Board meantime agree to using Alan Jamieson to carry out this work.

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The Board agreed to use Alan Jamieson to remove fridge/freezers.

- J Kilpatrick asked if we were reporting this as fly tipping the CEO advised that we were however the Council are not doing anything about this issue.

4.1 Procurement: The CEO highlighted that we are looking for permission to add MCN (Scotland) Ltd to our approved Framework for bathroom and kitchen replacement work. **The Board agreed to add MCN (Scotland) Ltd to our approved Framework.**

The CEO asked the Board if they had any questions.

No matters arose or questions asked by the Board.

The Board noted and approved the Chief Executive Officer Report & Governance Report.

6.A Development Report: Phase 10 - Castlemilk West Church Site Update Report

G Harper presented the Development Report, Phase 10 - Castlemilk West Church Site Report and asked the Board to note the following points:

We have been given the following provisional handover dates as follows:

- Block A – w/c 29 Nov 22
- Block B – w/c 17 Jan 23
- Block C – w/c 7 Feb 23

G Harper asked the Board if they had any questions.

- The CEO asked if the week commencing 29th November was a realistic date. G Harper confirmed that yes, the date is realistic.
- The Chair asked if we had any publicity scheduled. The CEO advised that we are looking to have an event in the Spring.

The Board noted and approved the Development Opportunities: Castlemilk West Church Site Update Report.

6.B Development Report: Phase 10 - Castlemilk West Church Site Update Report

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G Harper advised that the purpose of this report is to seek board approval to acquire the site at Glenacre Terrace as shown in appendix one of this paper should certain conditions arise.

G Harper explained that the Association had previously expressed an interest in developing the adjacent site to the current development on the church site. Discussions have taken place with Glasgow City Council Neighbourhood Regeneration Services (NRS) who indicated that the site was owned by Glasgow City Council and Glasgow Housing Association in two separate ownerships. NRS further advised that the site could be made available to the Association at nil value and that they would be content to fund the acquisition, and to fund a Phase 2 of the current development with AS Homes. The Association has included the site in their Strategy and Development Funding Plan submission.

G Harper advised the Board of the estimated costs to acquire the site.

Legal Fees	£	7,500
Design Fees	£	131,250
Site Investigation	£	25,000
Planning Consent	£	12,864
Miscellaneous Reports	£	15,000
Development Agent	£	20,000
Total	£	211,614

G Harper asked the Board if they had any questions.

- J Kilpatrick asked if there were any risks. G Harper advised that the risk would be low.
- M Cameron asked how long will the grant be available? G Harper advised that the grant is in excess of what they would normally offer but, the thing that would take the longest would be the planning.
- C Taylor didn't seem to be a reason not to buy and asked how long Planning would last. G Harper advised that Planning could last for 5 years however, if we put in a road access, we would be fine.
- J Kilpatrick asked if this was already in the SHIP. G Harper wasn't sure but would find out.
- M Cameron asked if the site layout would close the access to the lane. The SHSO (Temp) explained the site layout and advised that the lane was still there.

The CEO asked the Board if they wished to discuss the acquisition in private. **The Board agreed to this decision and G Harper left the meeting.**

CRAIGDALE HOUSING ASSOCIATION LTD		
BOARD MEETING		MONDAY 28TH NOVEMBER 2022
AGENDA ITEM:	4A	APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

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The CEO advised the Board that due to the current financial climate FMD are against the development of the site at present and G Harper has a stake in the fees.

- The CEO advised that she has a meeting with NRS on Wednesday if they wished to delay their decision until next month and she can feedback her discussion with NRS.
- M Cameron highlighted that we are here to build homes.
- Chair highlighted that we don't need to make a decision today as there are no time constraints.
- H Tennant highlighted that to grow we need to build but, agreed to hold the decision.

The Board noted the content of the report however agreed to discuss this project further with FMD and G Harper.

Graham Harper left the meeting at 6.15pm

7. Governance Review Action Plan Report

The SCSO presented the Governance Review Action Plan Report which gives an update on progress to date against the external Governance Review completed in 2021. The action plan was approved by the Board on 28th June 2021, with updates to be provided monthly to the Board.

The SCSO presented the draft Value for Money Statement for Tenants and advised that she had given three examples' actions of VFM that we could look at for 2023/24.

The SCSO asked the Board if they had any questions.

The Board asked in relation to the Value for Money Statement for Tenants if we could evidence value for money of peer comparisons.

The Board noted the updated Governance Review Action Plan Report with further work to be done to the Value for Money Statement for Tenants.

8. Annual Assurance Statement

The CEO presented the Annual Assurance Statement (AAS) and explained that we must submit an AAS, which is approved by the Board and signed by the Chair by 31st October 2022 at the latest this year, and thereafter annually at any time between April and October.

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The AAS must provide assurance that we are complying with all the regulatory requirements that apply to Housing Associations, as set out in Chapter 3 of the 2019 Regulatory Framework.

The Statement must confirm specifically that we comply with all regulatory requirements, including all relevant standards and outcomes in the Scottish Social Housing Charter; all relevant legislative duties; and the Standards of Governance and Financial Management.

The Statement must confirm that the Board have seen and considered appropriate evidence to support the level of assurance stated. Evidence doesn't have to be submitted, but SHR may subsequently ask to see it.

The CEO advised that the Chair came back with the following suggested changes:

- Equalities, I think the SHR are wanting specific assurance from RSLs with regard to their plans they have for equality data collection. Could we perhaps put a sentence in that section of the statement that says something like *“we have developed a plan and methodology for collecting equalities data across the nine protected characteristics with regard to our tenants, applicants for housing, governing body members and staff”*?
- EICRs – Again the SHR in its updated FAQ's on the Annual Assurance Statement suggests that if an RSL hasn't been able to carry out all EICRs it should mention this in its AAS. We will be among the higher end of the sector I imagine at 98+%, that possibly will have achieved full compliance by the time the AAS is due to be submitted. Is it worth mentioning perhaps in a *'Tenant Safety'* sub-heading that *we achieved practically complete or complete compliance with EICRs and also 100% compliance with installation of integrated smoke and heat alarms and carbon monoxide detectors?*
- Notifiable Events – Can see the merits of listing those on our AAS, personally I would probably opt to leave them off of the AAS, but happy enough to include them on it if that is the general consensus.

The CEO advised that she has drafted two versions of the AAS the original statement that was circulated to all Board Members and an amended statement to include these suggestions.

The CEO asked the Board if they had any questions.

No matters arose or questions asked by the Board.

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The Board noted and approved the amended Annual Assurance Statement 2022 to include the new amendments and gave delegated authority for the CEO to upload our AAS to the Scottish Housing Regulators Portal.

9. Policy Review

The SCSO advised that the Board agreed to suspend the Policy Review for a 12-month period until September 2023.

10. Share Capital Report

The SCSO presented the Share Capital and highlighted that we have received an application for membership from:

- Catherine Gilmour

The Board approved the membership which brings our membership to 80 members.

The Board noted and approved the Share Capital Report.

11. Notifiable Events Report

The SCSO advised that there were no new notifiable events this month and that the CEO had given an update in relation to the notifiable events raised in June.

The Board noted and approved the Notifiable Events Reports.

12. Rent Report: September 2022

The SHSO went through the Rent Report for September 2022.

The SHOS asked the Board if they had any questions. No questions were asked.

The Board noted and approved the contents of the Rent Report for September 2022.

13. Correspondence

The Secretary presented tonight's correspondence:

- a) Letter of Engagement – Azets: The Board gave delegated approval to the CEO to sign the letter on behalf of the Association.

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- b) Caring Operations Joint Action Council (COJAC) – Donation: The Board agreed to donate 2 x £50 Asda Vouchers to COJAC for their raffle.

14. Any Other Competent Business

The Chair asked if anyone had any other competent business for discussion.

a) **Meeting Schedule: New Committee Members**

The SCSO advised the Board that she had asked in advance of tonight’s meeting if they would be interested in joining the various Committees.

Audit & Assurance Committee deals with Risk, Audit, Finance, Governance, Corporate & Staffing, Health & Safety, Policy Review and Procurement.

The following Board Members have agreed to join this Committee: Claire Taylor, Helen Bayne, Hilary Tennant, Gemma Woodrow & Stephen Baxter.

Operational Services Committee deals with Rent, Housing Management, Maintenance (Reactive, Cyclical & Planned) Factoring, Wider Role and Policy Review.

The following Board Members have agreed to join this Committee: Christine McCormack, Morag Cameron, Claire Taylor, Des Phee, Louise Bacon, Kevin Boyle and Stephen Kelly.

Staffing Committee deals with extra ordinary staffing issues.

The following Board Members have agreed to join this Committee: Christine McCormick, Morag Cameron, Helen Bayne and John Kilpatrick. Stephen Kelly has also asked to join this Committee however will join once the current staffing situation has been concluded.

The CEO highlighted that we would look at the meeting schedule and bring a report to the Board with options to discuss further to try and alleviate the amount of meetings and training days.

b) **Authorised Signatories**

The SCSO asked the Board to consider our authorised signatories these are generally the following Board & Staff Members:

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The Bank:

Chairperson:	Des Phee
Vice Chairperson:	Morag Cameron
Secretary:	Louise Bacon
Treasurer:	Claire Taylor
Board Member:	Christine McCormack

Chief Executive Officer:	Linda Chelton
Senior Corporate Services Officer:	Frances Cunningham
Senior Housing Services Officer:	Lisa Campbell

HARP Payment Submissions, Accept Grant Offers & Grant Claims:

Chairperson:	Des Phee
Vice Chairperson:	Morag Cameron
Secretary:	Louise Bacon
Treasurer:	Claire Taylor
Board Member:	Christine McCormack

Chief Executive Officer:	Linda Chelton
Senior Corporate Services Officer:	Frances Cunningham
Senior Housing Services Officer:	Lisa Campbell
Maintenance Services Officer:	Daniel Murray
Development Officer:	Graham Harper

15. Date of Next Meeting

Monday 7 th November 2022 at 6.0ppm:	Operational Services Committee Meeting
Monday 14 th November 2022 at 6.00pm:	Audit & Assurance Committee Meeting
Monday 28 th November 2022 at 6.00pm:	Board Meeting

The meeting concluded at 7.15pm