



19th August 2024

Dear Board Member,

There will be a Board Meeting on **MONDAY 26TH AUGUST 2024 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
Chief Executive Officer

linda@craigdaleha.co.uk
0141-631-5005

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

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 Kelly</u>	<u>Chair Louise Bacon</u>	<u>Chair XXX</u>	<u>Chair XXX</u>
Christine McCormack Morag Cameron Claire Taylor Des Phee Hilary Tennant Louise Bacon Stephen Baxter Kevin Boyle Stephen Kelly Lucy Madigan	Christine McCormack Morag Cameron Claire Taylor Hilary Tennant 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 TO BE ARRANGED WHEN REQUIRED
Linda Chelton Frances Cunningham Lisa Campbell	Linda Chelton Frances Cunningham Fettes McDonald	Lisa Campbell Frances Cunningham Daniel Murray	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	
2024/25	6.00pm	6.00pm	6.00pm	6.30pm	9.00am	6.00pm
August	26.08.24		19.08.24			
September	23.09.24			05.09.24		09.09.24 In Office
October	28.10.24	21.10.24			01.11.24	
November	25.11.24		18.11.24			
2025/26						
Jan	27.01.25					
Feb	24.02.25		17.02.25			
March	31.03.25					
April	28.04.25					
May	19.05.25		12.05.25			

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 26th August 2024 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 (24.06.24)	Chair	Approval	✓
	b) Matters Arising from Previous Meeting (24.06.24)	Chair	Approval	✓
	c) Draft Minutes of the Audit & Assurance Committee Meeting (19.08.24)	Chair	Noting To follow later in week	✓
	d) Matters Arising from Previous Meeting of Audit & Assurance Committee Meeting (19.08.24) <u>Recommendations for Approval</u> I. Risk Register Report II. WBG: ARC Final Report III. Financial Statement 31.03.24 (Final) IV. Letter of Representation V. Audit Summary Report VI. Draft Response to Audit Summary Report VII. Reconciliation to Management Accounts VIII. Management Accounts Q1	Chair	Approval	✓
5.	Chief Executive Officer & Governance Report	CEO	Approval	✓
ITEMS REQUIRING A DECISION				
6.	Development Report	GHC	Approval	✓
7.	Business Plan 2024-27: Strategic Objectives Delivery Plans (Q1)	CEO	Approval	✓
8.	Business Plan 2024-27: Operational Delivery Plans (Q1)	CM	Approval	✓
9.	Annual Assurance Statement Self-Assessment Report	CEO	Approval	✓
10.	Draft: Annual Assurance Statement Review	CEO	Approval	✓
11.	AGM – Board Members Standing Down & Secretary's Report	CM	Approval	✓
12.	Register of Interests (01.04.24 to 30.06.24)	CM	Approval	✓
13.	Policy Review:			

	a) Rechargeable Repairs Policy	SHO	Approval	✓
	b) Business Continuity & Disaster Recovery Plan	CEO	Approval	✓
	c) Lone Working	CM	Approval	✓
14.	Tender Report: Bathroom Replacement Contract	CEO	Approval	✓
ITEMS FOR NOTING				
15.	Membership Report	CM	None	✗
16.	Notifiable Events Report	CM	None	✗
17.	Rent Report: June 2024	SHO	Noting	✓
18.	Correspondence	Secretary		
	a) Scotland Housing Conference: Retrofitting Housing Stock			✓
	b) SPSO Complaint			✓
	c) GWSF Letter to First Minister			✓
19.	Any Other Competent Business:	Chair		
	a) Complaint: Chief Executive Officer	CEO & CM	None	✗
20.	Date of next meeting	Chair	Noting	✗
	Monday 23rd September 2024 at 6.00pm			