

**CRAIGDALE HOUSING ASSOCIATION LIMITED****BOARD MEETING****MONDAY 24<sup>TH</sup> APRIL 2023****AGENDA ITEM: 4A MINUTES OF PREVIOUS MEETINGS: APPROVAL OF MINUTES OF BOARD MEETING: 27.03.23****CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 27<sup>TH</sup> MARCH 2023 AT 6.00PM****THE SECTION HIGHLIGHTED IN YELLOW HAS 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
Christine McCormack	Board Member	Stephen Kelly	Board Member
Helen Bayne	Board Member		

Linda Chelton	Chief Executive Officer (CEO)
Frances Cunningham	Senior Corporate Services Officer (SCSO)

**1. Apologies for Absence**

Apologies were tendered on behalf of John Kilpatrick (Board Member) and Lisa Campbell (SHSO).

**Leave of Absence:** None.

**Absent:** None.

**2. Chairperson's Remarks**

The Chair thanked everyone for their attendance tonight and hoped that everyone enjoyed the training on Friday.

**3. Declaration of Interests**

- D Phee (Chairperson) declared an interest in relation to Agenda Item 5, CEO Report regarding Southside Housing Association.
- L Chelton (CEO) declared an interest following on from our Code of Conduct training on 24.03.23 in relation to her son A Chelton working at Ardenglen Housing Association and her brother A Young working at East Kilbride Housing Association.

**4. Minutes of Previous Meetings:**

<b>CRAIGDALE HOUSING ASSOCIATION LIMITED</b>		
<b>BOARD MEETING</b>		<b>MONDAY 24<sup>TH</sup> APRIL 2023</b>
<b>AGENDA ITEM:</b>	<b>4A</b>	<b>MINUTES OF PREVIOUS MEETINGS: APPROVAL OF MINUTES OF BOARD MEETING: 27.03.23</b>

**CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 27<sup>TH</sup> MARCH 2023 AT 6.00PM**

**THE SECTION HIGHLIGHTED IN YELLOW HAS BEEN REDACTED DUE TO THE CONTENT BEING PRIVATE AND CONFIDENTIAL.**

**4.a Approval of Minutes of Board Meeting held on Monday 6<sup>th</sup> February 2023 (Private & Confidential)**

The Board approved the private and confidential minute as a correct record of the meeting held on Monday 6<sup>th</sup> February 2023 as proposed by Christine McCormack and seconded by Hilary Tennant. The minute was signed and sealed by the Chair.

**4.b Approval of Minutes of Board Meeting held on Monday 27<sup>th</sup> February 2023**

The Board approved the minute as a correct record of the meeting held on Monday 27<sup>th</sup> February 2023 as proposed by Stephen Kelly and seconded by Louise Bacon. The minute was signed and sealed by the Chair.

**4.c Approval of Minutes of Board Meeting held on Monday 27<sup>th</sup> February 2023 (Private & Confidential)**

The Board approved the private and confidential minute as a correct record of the meeting held on Monday 27<sup>th</sup> February 2023 as proposed by Morag Cameron and seconded by Christine McCormack. The minute was signed and sealed by the Chair.

**4.d Matters Arising from the Board Meeting held on Monday 27<sup>th</sup> February 2023**

The Chair asked if anyone had any matters arising from the previous minutes of Monday 27<sup>th</sup> February 2023.

**B196, 06.02.23, 14. Policy Review Register:** L Bacon highlighted that she had emailed over the information from her works email. If the CEO could check if she had received it.

**B197, 27.02.23, 5 CEO's Report & Governance Report, 3.3.3 ERMG Risk Management Services:** The SCSO advised that we have scheduled a meeting for Tuesday 28<sup>th</sup> March to discuss our options in relation to the Risk Management Service and will feed this back to the Board.

The Chair asked if we needed a Company to run our Risk Register. The CEO asked while we embed the new staff structure it would be prudent for at least this year if we continued with this service.

<b>CRAIGDALE HOUSING ASSOCIATION LIMITED</b>		
<b>BOARD MEETING</b>		<b>MONDAY 24<sup>TH</sup> APRIL 2023</b>
<b>AGENDA ITEM:</b>	<b>4A</b>	<b>MINUTES OF PREVIOUS MEETINGS: APPROVAL OF MINUTES OF BOARD MEETING: 27.03.23</b>

**CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 27<sup>TH</sup> MARCH 2023 AT 6.00PM**

**THE SECTION HIGHLIGHTED IN YELLOW HAS BEEN REDACTED DUE TO THE CONTENT BEING PRIVATE AND CONFIDENTIAL.**

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

**The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 27<sup>th</sup> February 2023.**

**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:

**3.2 Mentoring Services:** The CEO highlighted that she had emailed the information around staff and would be discussing it further with staff and the team meeting.

**3.3 Castlemilk West Church Site:** The CEO highlighted that we are having some issues with the out of hours service Safeguard and has scheduled a meeting with AS Homes next week.

The Chair mentioned the article in the Scottish Housing News and asked if we will be doing an article when we do the launch. The CEO confirmed that yes we will do an article when we do the launch. We are waiting to hear back from the Housing Minister with a date.

**4.3.2 Bulk Uplift Service / Caledonian:** The CEO mentioned that still having issues with the uplift of fridges/freezers. Due to a fire at a Perth depot GCC are refusing to take fridge/freezers with food in them. Staff are currently talking to our contractor about emptying the fridge/freezers before taking them to the recycling centre.

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

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

**6. Development Report:**

**a) Phase 10 Update Report:**

The SCSO advised that the Board agreed on 27.02.23 that this report could be moved to a

<b>CRAIGDALE HOUSING ASSOCIATION LIMITED</b>		
<b>BOARD MEETING</b>		<b>MONDAY 24<sup>TH</sup> APRIL 2023</b>
<b>AGENDA ITEM:</b>	<b>4A</b>	<b>MINUTES OF PREVIOUS MEETINGS: APPROVAL OF MINUTES OF BOARD MEETING: 27.03.23</b>

**CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 27<sup>TH</sup> MARCH 2023 AT 6.00PM**

**THE SECTION HIGHLIGHTED IN YELLOW HAS BEEN REDACTED DUE TO THE CONTENT BEING PRIVATE AND CONFIDENTIAL.**

quarterly cycle. The next report is scheduled for 24.04.23.

**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 SCSO advised that there were no updates this month other than a couple of completed items that Board had signed off that have been removed from the report leaving us with 15 outstanding items and 8 of these related to the review of the Business Plan.

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

**The Board noted and approved the updated Governance Review Action Plan Report.**

**8. Board Schedule 2023/24**

The SCSO highlighted that the purpose of this report was to comply with a recommendation from Quinn Internal Auditors review of the Regulator Standards of Governance & Finance Management that the Board should consider implanting an annual planner so that standardised reporting is detailed in advance for each coming year.

The SCSO mentioned that all areas highlighted in blue related to the Board, green related to the Audit & Assurance Committee and yellow related to the Operational Services Committee, anything highlighted in red or white relate to annual & quarterly returns.

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

**The Board noted and approved the Board Schedule for 2023/24.**

**9. Policy Review: Asset Management Strategy**

The CEO presented the Asset Management Strategy for discussion and approval to the Board. The CEO highlighted that on Page 6, the area highlighted in yellow may need to be changed after the review of the Business Plan in October.

The CEO asked the Board if they had any questions.

<b>CRAIGDALE HOUSING ASSOCIATION LIMITED</b>		
<b>BOARD MEETING</b>		<b>MONDAY 24<sup>TH</sup> APRIL 2023</b>
<b>AGENDA ITEM:</b>	<b>4A</b>	<b>MINUTES OF PREVIOUS MEETINGS: APPROVAL OF MINUTES OF BOARD MEETING: 27.03.23</b>

**CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 27<sup>TH</sup> MARCH 2023 AT 6.00PM**

**THE SECTION HIGHLIGHTED IN YELLOW HAS BEEN REDACTED DUE TO THE CONTENT BEING PRIVATE AND CONFIDENTIAL.**

C McCormack highlighted Page 2, Bullet Point 6 was there anything missing from this point as the sentence just ends with a and. The SCSO explained that it was the end of the sentence and a semicolon (;) should have been inserted.

H Bayne mentioned that there were a couple of bullet points that didn't read correctly as if the sentence was round the wrong way.

Page 3, Bullet Point 9. The bullet point does not flow.  
Page 3, Bullet Point 26. The English does not read right.

K Boyle asked if stock condition survey are due to be carried out. The CEO mentioned that they will be carried out later in the year.

The Chair highlighted Page 5, 5.0 Compliance with Regulatory Standards & Legislation, 4<sup>th</sup> Paragraph this AMS was develop taking into account the SHR's recommended practice document ... The Chair mentioned that SHR have just updated the guidance. That we may want to double check it before publishing the AMS.

The Chair asked if any of our EPC's failed. The CEO advised that none of our properties currently fail.

H Bayne highlighted Page 9, 11.0 Stock Profile she mentioned stripping some of the information out.

The CEO mentioned that the only item missing from the AMS was the rebuild valuation of stock and was working in partnership with North View Housing Association to procure these accurate valuations.

**The Board noted and approved the Asset Management Strategy Policy with the above mentioned amendments.**

**10. Rent Report: February 2023**

The CEO went through the Rent Report for February 2023. The CEO advised that the rent arrears had decreased this month and that we are in a better position than other RSL.

<b>CRAIGDALE HOUSING ASSOCIATION LIMITED</b>		
<b>BOARD MEETING</b>		<b>MONDAY 24<sup>TH</sup> APRIL 2023</b>
<b>AGENDA ITEM:</b>	<b>4A</b>	<b>MINUTES OF PREVIOUS MEETINGS: APPROVAL OF MINUTES OF BOARD MEETING: 27.03.23</b>

**CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 27<sup>TH</sup> MARCH 2023 AT 6.00PM**

**THE SECTION HIGHLIGHTED IN YELLOW HAS BEEN REDACTED DUE TO THE CONTENT BEING PRIVATE AND CONFIDENTIAL.**

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

**The Board noted and approved the contents of the Rent Report for February 2023.**

**11. Share Capital Report**

The SCSO advised that there were no applications for membership this month. The Board noted the level of membership was currently 79.

**12. Notifiable Events Report**

The SCSO advised that there were no new notifiable events this month.

**13. Correspondence**

The Secretary presented tonight's correspondence:

- a) EVH Newsletter: March 2023
- b) Corporation Tax 2021/22: The SCSO advised that we received our Corporation Tax return for 2021/22 from our External Auditors. The SCSO advised that we have a nil return and require Board approval. **The Board approved the Corporation Tax Return for 2021/22.**

**14. Any Other Competent Business**

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

- a) **Investigation Action Plan:** The CEO presented the Action Plan and highlighted that Wendy McCracken has made a number of recommendations within her Report.

The CEO advised that the Report will be brought monthly to the Board and quarterly to the SHR.

- b) **Scottish Housing Regulator – Engagement Plan:** The CEO advised the Board that

<b>CRAIGDALE HOUSING ASSOCIATION LIMITED</b>		
<b>BOARD MEETING</b>		<b>MONDAY 24<sup>TH</sup> APRIL 2023</b>
<b>AGENDA ITEM:</b>	<b>4A</b>	<b>MINUTES OF PREVIOUS MEETINGS: APPROVAL OF MINUTES OF BOARD MEETING: 27.03.23</b>

**CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 27<sup>TH</sup> MARCH 2023 AT 6.00PM**

**THE SECTION HIGHLIGHTED IN YELLOW HAS BEEN REDACTED DUE TO THE CONTENT BEING PRIVATE AND CONFIDENTIAL.**

she had received the draft Engagement Plan from SHR. The Plan states that we are Compliant however SHR will be engaging with us in relation to the Investigation Action Plan.

- c) **Building Insurance:** The CEO advised that we had received our insurance renewals in and advised that our building insurance came in £20k over budget. The Chair mentioned that it may be prudent to add this to our Risk Register.
- d) **Fair Work Statement:** H Tennant asked if the Association had one either through the Union or EVH. The FWS will be a condition of grant funding in relation to Living Wage and do we comply. H Bayne advised to check with EVH as they may have one. H Tennant mentioned that a statement should also be inserted into tender documents. The CEO will speak to EVH and also JMP for further clarification.
- e) **Resignation – Helen Bayne:** The Chair highlighted that Helen Bayne had tendered her resignation and would be leaving the Board from tonight. The Board thanked Helen for all her hard work, support and dedication that she has given to the Association and presented her with flowers.

**15. Date of Next Meeting**

Monday 24<sup>th</sup> April 2023 at 6.00pm                      Board Meeting

**The meeting concluded at 7.20pm**