

# CRAIGDALE HOUSING ASSOCIATION

## BOARD MEETING

MONDAY 25<sup>TH</sup> APRIL 2022

### AGENDA ITEM: 4A APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

## CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 28<sup>TH</sup> MARCH 2022 AT 6.00PM VIA ZOOM

### PRESENT:

John Kilpatrick	Chairperson	Christine McCormack	Board Member
Morag Cameron	Vice Chair	Claire Taylor	Board Member
Des Phee	Secretary	Hilary Tennant	Board Member
Helen Bayne	Treasurer	Louise Bacon	Board Member

### IN ATTENDANCE:

Frances Cunningham	Senior Corporate Services Officer (SCSO)	(Minute Secretary)
Sam Morton	Senior Housing Services Officer (SHSO)	
Lisa Campbell	Housing Services Officer (HSO)	
Graham Harper	Graham Harper Consulting	(In Part)
Fettes McDonald	FMD Financial Services Ltd	(In Part)

### 1. Apologies for Absence

Apologies were tendered on behalf of Gemma Woodrow (Board Member), Linda Chelton (CEO) and David Logan (Board Member).

#### Leave of Absence:

Catherine Jones, Board Member

#### Absent:

None

### 2. Chairperson's Remarks

The Chair thanked everyone for attending tonight's meeting.

The Chair highlighted that Agenda Item 6: Development Opportunity-Castlemilk West Church Site Update Report and Agenda Item 8: Budget 2022/23 – Final Report, would be brought forward so Graham Harper and Fettes McDonald 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.

### 4. Minutes of Previous Meetings:

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**4.a Approval of Minutes of Board Meeting held on Monday 28<sup>th</sup> February 2022**

The Board approved the minute as a correct record of the meeting held on 28<sup>th</sup> February 2022 as proposed by Morag Cameron and seconded by Christine McCormack. The minute was signed and sealed by the Chair.

L Bacon asked for an amendment to the minute. Page 11, Agenda Item 14 (e), Any Other Competent Business, Liveable Neighbourhoods: L Bacon asked that proposes be inserted into the sentence so it could read: *L Bacon highlighted that this maybe because Castlemilk could fall under the proposed GCC Thriving Places.*

**4.b Matters Arising from the Board Meeting held on Monday 28<sup>th</sup> February 2022**

The Chair asked if anyone had any matters arising from the previous minutes of Monday 28<sup>th</sup> February 2022.

**B39, 21.09.20-5.CEO Report & Governance Report:** We have received a letter from French Duncan in relation voting rights. The letter will be forwarded onto BTO for assistance before returning it to French Duncan.

**B124, 31.01.21-9 Policy Review, Legionella Policy:** The tank was drained last week, and all water pipes were disconnected.

**The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 28<sup>th</sup> February 2022.**

**5. Chief Executive Officer Report & Governance Report**

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

**2.2.2 Private Finance Issues:** The SCSO advised that Cassiltoun have agreed to sell the land to us if we cover their legal cost which has been approved. The disposition is with TC Young solicitors for approval, once received staff will organise for the disposition to be signed. G Harper is dealing with GCC NRS with regards to the sale of GHA land to the association.

**2.2.3 Housing Recruitment Crisis:** The SCSO asked if the Board would like a report brought to the April Board meeting in relation to salaries. **After discussion it was agreed that a Staffing Committee meeting would be called, and report represented to the Staffing Committee first.**

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**2.2.5 ICT Upgrades – SDM Authorisation:** The SCSO advised that we are looking to increase the authorisation limits for Senior Management i.e., SHSO £5k to £10k, SCSO £5k to £10k & and CEO £20k to £30k as we are having some teething issues relating to authorising invoices at a higher level. SCSO had spoken with FMD, and their other clients have similar authorisation levels.

D Phee asked if we would have to review the Financial Regs. The SCSO advised that yes, we would update the delegated authorities' level within the Finance Regs, the Standing Orders and the Procurement.

**The Board agreed to increase the delegated authority levels as follows:**

**Senior Corporate Services Officer increase authority level from £5k to £10k**  
**Senior Housing Services Officer increase authority level from £5k to £10k**  
**Chief Executive Officer increase authority level from £20k to £30k**

**The Financial Regulations, Standing Orders and Procurement policies will be updated in line with the amended figures.**

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

**Graham Harper joined the meeting at 6.00pm**

**6. 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:

- Timber kit and stair cores progressing and AS Homes estimate that they have pulled back 3 weeks of the 9-week delay.
- CEO met with RBS, and they are confident that private finance will be in place prior to the HAG final draw down.
- G Harper highlighted that almost all of the grant has been drawn down prior to the year end.
- Community Benefits: AS Homes have visited the local schools in relation to apprenticeships and will organise a site visit for interested school leavers. G Harper also mentioned if there were any areas that AS Homes could help in relation to projects for materials or financial contribution to let him know and he will discuss with AS Homes. SHSO highlighted that she would be in contact to discuss the Lens Garden Project.

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G Harper asked the Board if they had any questions? No questions were asked.

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

**Graham Harper left the meeting at 6.08pm**

**7. Governance Review Action Plan Report**

The SCSO presented the Governance Review 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 28<sup>th</sup> June 2021, with updates to be provided monthly to the Board.

The SCSO gave the following update:

**Medium Term Actions**

**RS3:1 Reporting of Financial Ratios (Pg7):** This will be marked completed after discussion with FMD they have confirmed that we report our financial ratios, through the Budget, Management Accounts, Five Years Financial Projection (FYFP), 30 Projections, and Peer Comparisons once SHR release the finance statistics.

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

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

**8. Budget 2022/23 - Final**

F McDonald highlighted that there were some amendments in relation to the Final Budget.

F McDonald explained that since the draft budget several changes have been made following discussion with relevant staff. The changes related to the increase in maintenance costs as follows:

Expenditure: Estate Costs	1 <sup>st</sup> Draft	Amendment		Final Draft
Void maintenance	£30k	£10k	increase	£40k
EESH 2	£0	£6k	new	£6k
Decoration Allowance	£0	£20k	new	£20k
Cyclical Maintenance	£171k	£22k	increase	£192k

F McDonald mentioned that with the amendments the Association will still have a healthy

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surplus of around £345k and that the opening and closing cash balance for 2022/23 and throughout the year is fine.

F McDonald asked the Board if they had any questions.

M Cameron asked for an amendment to the report Page 2b, Expenditure Overheads, point 7 change Committee to Board.

**The Board noted and approved the final Budget 2022/23 with no further amendments.**

**Fettes McDonald left the meeting at 6.11pm**

**9. Policy Review**

**a) Information, Communication & Technology (ICT) Policy**

The SCSO advised that this document has been updated and with the insertion of a new section. All new inserts have been highlighted in yellow and deletions highlighted in blue for ease of reference.

The main changes relate to the title change from Information, & ICT Governance policy to Information, Communication & Technology Policy, changes to job titles and the policy insertion of Secure Remote Working Policy.

There were no major recommendations from the ICT Internal Audit, and they were happy with the format of the policy and the insertions of the secure remote working policy.

The SCSO asked the Board if they had any questions.

- D Phee asked if the Board would be required to sign the declaration. The SCSO advised that all Staff and Board Members will be required to sign the declaration. However, she would circulate a clean copy of the policy to everyone for signing.

**The Board noted and approved the Information, Communication & Technology (ICT) Policy with no further amendments.**

**b) Value for Money Policy**

The SCSO highlighted that this policy has had minor changes to wording to incorporate current tools and to remove obsolete methods such as scorecards. Job titles have been updated.

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The SCSO asked the Board if they had any questions.

- H Bayne asked the SCSO to double check that we are being consistent by calling the document either a policy or a strategy.

**The Board noted and approved the Value for Money with no further amendments.**

**c) Information & Advice Service Policy**

The SCSO highlighted that this policy has had minor changes to words. The equalities information has been updated and the staff structure has been changed to the most up to date version.

The SCSO asked the Board if they had any questions. The Board did not ask any further questions.

**The Board noted and approved the Information & Service Advice Policy with no further amendments.**

**d) Void Policy**

The SHSO highlighted that this policy is before the Board to make a slight change to the policy that will impact the associations reported performance on ARC indicators 18, 26.2 and 27.2. Allowing for changes to be made in the reporting of void loss in the ARC and how the association calculates the number of void days. The policy will now provide next of kin with 28 days from the date of death to clear the property and return the keys.

The SCSO asked the Board if they had any questions.

- H Bayne highlighted that she was happy with the amendment however, maybe it should read up to 28 days.

**The Board noted and approved the Void Policy with the following amendment: *The policy will now provide next of kin up to 28 days from the date of death...***

**e) Clear Desk Policy**

The SCSO highlighted that this is a new policy, written to ensure that all sensitive/confidential materials are removed from an employee's workspace and locked away when the items are not in use or when an employee leaves his/her

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workstation.

The SCSO asked the Board if they had any questions.

- H Tennant highlighted as this policy is in relation to GDPR would it be prudent to include it within the Data Protection Policy. The SCSO will double check the policy and if it fits with the content of the policy, she will include it within the policy and if it does not the Clear Desk Policy will remain a standalone policy.

**The Board noted and approved the Clear Desk Policy with no further amendments.**

**10. Additional Contractors for Framework Report**

The SHSO highlighted that in previous operational services meetings it has been mentioned that our main contractor on our framework, City Building, are consistently unable to provide trades to carry out our planned and reactive maintenance, or quote for larger works.

To continue to be able to meet the repairs targets, including ensuring work is completed within timeframes and provide value for money for all works, it is critical that additional contractors are added to the framework.

The Association is looking to add the following contractors:

David Mitchell Plastering & Building Ltd (multi-trade)  
Alwurk Electrical Ltd (electrical)  
Lanes Group Plc (drainage)

The SHSO asked the Board if they had any questions.

- C Taylor asked does the Framework allow for additional contractors to be added as this could possibly cause a problem with City Building as they are our main contractor. The SHSO highlighted that CB are one of a number of contractors on our Framework that we can use. It is just that CB are struggling to provide access to a number of trades.
- M Cameron asked if we would need to get three quotes. The SHSO advised that depending on the value of the project would depend if we required three quotes or have to advertise on quick quotes or the procure Scotland website.
- H Bayne asked how we selected the contractors to be added to the list. The SHSO confirmed that we have been working with David Mitchell's for almost a year, they have been carrying out our Medical Adaptations however they are a multi trade company that we could use when struggling with other contractors. Alwurk had written



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to asking if they could be included on our approved contractors list and the Lanes Group are a specialist drainage company who City Building sub-contract drainage works to when we require this work.

**Post Meeting Note:** The SCSO spoke to Tom Atkinson who procured our original Framework in relation to adding additional contractors. He confirmed that yes this would be allowed.

Tom also confirmed that the Framework and Gas Maintenance Contract ends 31<sup>st</sup> March 2023 and will have to be procured this year, so it is in place for 1<sup>st</sup> April 2023.

**The Board noted and agreed that they are happy in principle to add these contractors to our Framework however it may be prudent to check if the original framework allows this as we do not wish to be breaching any guidelines and also when the Framework is due for review as it may be worthwhile bring this forward.**

**11. Tender Report Internal Audit Services**

The SCSO advised that the CEO and herself evaluated the received tenders using the prescribed formula of 70% quality and 30% price. As can be seen from the evaluation the quality of all three tenders was extremely high and the decision ultimately came down to cost.

	Price	Contract Management	Service Delivery	Audit Team Experience	Overall Tender
Consultant 1	28%	13%	24%	27%	92%
Consultant 2	30%	13%	24%	28%	95%
Consultant 3	29%	13%	24%	27%	93%

**The Board noted and approved the recommendation to appoint Wylie & Bisset as our Internal Auditor for the next three years 2022/23, 2023/24 & 2024/25.**

**12. Share Capital Report**

The SCSO highlighted that there has been no change to the membership.

The Association's Membership stands at 77 Members.

**The Board noted and approved the Share Capital Report.**

**13. Notifiable Events Report**

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



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**The Board noted the verbal update in relation to the Notifiable Event.**

**14. Rent Report: February 2022**

The SHSO presented the Rent Report for February 2022.

The SHSO advised that there has been a decrease with actual arrears of £925.49 with an overall increase in arrears of £1,052.81 in February.

SHSO mentioned that HSO is working through the list of late payers to get them signed up to a repayment agreement prior to the year end.

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

**15. Correspondence**

The Secretary presented the following correspondence:

- a) EVH – February 2022 Newsletter: The Board noted the content of the EVH February 2022 newsletter.
- b) SFHA: Housing Scotland Magazine Spring 2022 which features an article on Linda Chelton.

**14. Any Other Competent Business**

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

- a) EVH: Salary Increase: H Tennant asked if we had heard what the salary proposal would be. The SCSO advised that the email would be sent to the CEO and that she did not have access to her email. D Phee mentioned that an email had come through just prior to the meeting proposing an increase of 4.1%.
- b) Board Meetings: M Cameron asked if the office would be open for the Board meeting next month. The SCSO confirmed that the Board Room would be available for the meeting and that she would email all Board Members shortly to find out who would be comfortable coming into the office.

**15. Date of Next Board Meeting**

- Monday 25<sup>th</sup> April 2022 at 6.00pm  
**The meeting concluded at 7.00pm**