



19th November 2024

Dear Board Member,

There will be a Board Meeting on **MONDAY 25TH NOVEMBER 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

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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
Chair <u>Des Phee</u>	Chair <u>Stephen Baxter</u>	Chair <u>Louise Bacon</u>	Chair <u>XXX</u>	Chair <u>XXX</u>
Christine McCormack Morag Cameron Claire Taylor Des Phee Louise Bacon Stephen Baxter Kevin Boyle Stephen Kelly Lucy Madigan	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 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
November	25.11.24		18.11.24		01.11.24	
2025/26						
Jan	27.01.25					
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	New Date				
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	New Date				

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 25th November 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 (28.10.24)	Chair	Approval	✓
	b) Matters Arising from Previous Meeting (28.10.24)	Chair	None	✗
	c) Draft Minutes of the Audit & Assurance Committee Meeting (18.11.24)	Chair	Noting	✓
	d) Matters Arising from Previous Meeting of Audit & Assurance Committee Meeting (18.11.24) <ul style="list-style-type: none"> • 4d2a - Risk Register • 4d3a - WBG Cyber Security Report (final) • 4d4a & b - Management Accounts Q2 • 4d5a & b – Tender Report: Landscaping 	Chair	Approval	✓
5.	Chief Executive Officer & Governance Report	CEO	Approval	✓
ITEMS REQUIRING A DECISION				
6.	Development Report	GHC	Approval	✓
7.	Rent Increase & Consultation 2025/26	CEO	Approval	✓
8.	Policy Review:			
	a) Customer Care Policy	CEO	Approval	✓
	b) Service Standards Policy	CEO	Approval	✓
	c) Risk Management Policy	CEO	Approval	✓
	d) Decant Policy	CM	Approval	✓
ITEMS FOR NOTING				
9.	Membership Report	CM	None	✗
10.	Notifiable Events Report	CM	None	✗
11.	Rent Report: October 2024	SHO	Noting	✓

12.	Business Plan 2024-27: Strategic Objectives Delivery Plans (Q2)	CEO	Noting	✓
13.	Business Plan 2024-27: Operational Delivery Plans (Q2)	CM	Noting	✓
14.	Key Performance Indicators (Q2)	CEO	Noting	✓
15.	GDPR & FOI Review & Training	RGDP	Training	✗
16.	Correspondence	Secretary		
			Noting	✓
			Noting	✓
			Noting	✓
17.	Any Other Competent Business:	Chair		
	a) Health & Safety – Policy Statement			
18.	Date of next meeting	Chair	Noting	✗
	Monday 27th January 2025 at 6.00pm			