



18th August 2025

Dear Board Member,

There will be a Board Meeting on **MONDAY 25TH AUGUST 2025 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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0141-631-5005

<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 Members

Christine McCormack		
Morag Cameron		
Claire Taylor	Treasurer	
Des Phee	Chairperson	
Louise Bacon	Vice Chair	
Stephen Baxter	Secretary	
Kevin Boyle		
Stephen Kelly		
Lucy Madigan		
Rebecca Leedham		
Leza Lafferty		
Maryam Idris		

BOARD & COMMITTEE MEETING SCHEDULE FOR 2025/26

The Board	Audit & Assurance Committee	Policy Committee	Community Events Group	Staffing Committee
	Finance, Audit, Risk Man, H&S & Policy	Policy Review	Delivering community events	Extra-ordinary Staffing Issues
Chair <u>Des Phee</u>	Chair <u>Stephen Baxter</u>	Chair <u>XXX</u>	Chair <u>XXX</u>	Chair <u>Stephen Kelly</u>
Christine McCormack Morag Cameron Claire Taylor Des Phee Louise Bacon Stephen Baxter Kevin Boyle Stephen Kelly Lucy Madigan Rebecca Leedham Leza Lafferty Maryam Idris	Morag Cameron Claire Taylor Stephen Baxter Stephen Kelly Lucy Madigan	Christine McCormack Morag Cameron Louise Bacon Stephen Baxter Leza Lafferty	Christine McCormack Morag Cameron TO BE ARRANGED WHEN REQUIRED	Christine McCormack Morag Cameron Des Phee Stephen Baxter Stephen Kelly Lucy Madigan TO BE ARRANGED WHEN REQUIRED
Linda Chelton Frances Cunningham Lisa Campbell Callyn McTaggart	Linda Chelton Frances Cunningham Fettes McDonald Callyn McTaggart	Linda Chelton Frances Cunningham Lisa Campbell Callyn McTaggart	Lisa Campbell Jaclyn McMahon Linda Burns	Linda Chelton Frances Cunningham

	The Board	Audit & Assurance Committee	AGM	Business Away Day	Board Training	Policy Committee
	Monday	Monday	Thurs	Friday	Monday	Monday
	6.00pm	6.00pm	6.30pm	9.00am	6.00pm	6.00pm
2025/26	Monthly	3 months	Annual	Annual		
September	22.09.25		04.09.25			15.09.25
October	27.10.25			24.10.25		
November	24.11.25	17.11.25				
December						01.12.25
2026/27						
January	19.01.26					12.01.26
February	23.02.26	16.02.26				
March	30.03.26					23.03.26
April	27.04.26					
May	18.05.26	11.05.26				
June	29.06.26					22.06.26
August	31.08.26	17.08.26				
September	21.09.26		07.09.26			14.09.26
October	26.10.26					

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 August 2025 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 (30.06.25)	Chair	Approval	Y
	b) Matters Arising from Previous Meeting of the Board (30.06.25)	Chair	Noting	Y
	c) Approval of Minutes of Staffing Committee Meeting (30.06.25) (Confidential)	Chair	Approval	Y
	d) Matters Arising from Previous Meeting of the Staffing Committee Meeting (30.06.25)	Chair	Noting	N
	e) Draft Minute of the Audit & Assurance Committee Meeting (18.08.25)	Chair	Noting	Y
	f) Matters Arising from Previous Meeting of the Audit & Assurance Committee Meeting (18.08.25) Ratify Recommendations 4g5a – WBG Internal Audit Corporate & Governance 4g5b – WBG Internal Audit Void Management & Allocations 4g5c – Internal Audit: Various Action Plan Update Report 4g5c - Stock Profile – 2025 4g6a - Financial Statement 31.03.25 4g6b - Audit Summary Report 31.03.25 4g6c - Letter of Representation 4g6d - Draft Response to Audit Summary Report 4g6e - Reconciliation of Surplus to Management Accounts 4g6f – RSL Technical Update Document 4g6g – Management Accounts (Q1) 4g7a – Risk Register Report 4g8b - Key Performance Indicators	Chair	Approval	Y

	ITEMS FOR APPROVAL			
5.	Tender Report: Anti-Condensation Work to Loft Spaces & Associated Works	CEO	Approval	Y
6.	Rent Report: July 2025	SHO	Approval	Y
7.	Membership Report (Confidential) b) Membership Application Forms	CM	Approval	Y
8.	Board Application Report (Confidential) b) Board Application Forms	CM	Approval	Y
9.	AGM – Arrangements & Secretary's Report	CM	Approval	Y
	ITEMS FOR NOTING			
10.	Notifiable Events	CM	None	N
11.	a) Chief Executive Officer b) Staffing & Service Provider Update c) Governance Update	CEO CEO CEO	Noting Noting Noting	Y Y Y
12.	Business Plan 2024-27: Strategic Objectives Delivery Plans	CEO	Noting	Y
13.	Business Plan 2024-27: Operational Delivery Plans	CM	Noting	Y
14.	Draft: Annual Assurance Statement	CEO	Noting	Y
15.	Register of Interests	CM	Noting	Y
16.	Correspondence			
	a) EVH: July & August 2025 Flyer	Secretary	Noting	Y
	b) GWSF: July 2025 Update	Secretary	Noting	Y
	c) TPAS: Annual General Meeting	Secretary	Noting	Y
	d) GWSF: Annual General Meeting	Secretary	Noting	Y
17.	Any Other Competent Business:	Chair		
	a) RBS Form of Compliance Certificate	CEO	Noting	Y
18.	Date of next meeting	Chair	Noting	*
	Monday 22nd September 2025 at 6.00pm			