

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING
HELD ON MONDAY 22ND SEPTEMBER 2025 AT 6.00 PM AT 83/85 DOUGRIE ROAD,
CASTLEMILK, G45-9NS**

Craigdale Housing Association Limited					
Report To:	Board of Management				
Meeting Date:	Monday 27 th October 2025				
Agenda Item:	4a	Approval of Minutes of Board Meeting – 22.09.25			
Status:	Confidential		For:	Approval	✓
	Non-Confidential	✓		Discussion	
				Noting	

PRESENT:

Des Phee	Chair
Stephen Baxter	Secretary
Christine McCormack	Board Member
Morag Cameron	Board Member
Kevin Boyle	Board Member
Stephen Kelly	Board Member
Lucy Madigan	Board Member
Leza Lafferty	Board Member
Rebecca Leedham	Board Member

IN ATTENDANCE:

Linda Chelton	Chief Executive Officer (CEO)
Lisa Campbell	Senior Housing Officer (SHO)
Callyn McTaggart	Corporate Assistant (CA)

1. Apologies for Absence

Apologies were tendered on behalf of Louise Bacon, Maryam Idris, and Frances Cunningham.

Leave of Absence: None.

Absent: None.

2. Chairperson's Remarks

The Chair welcomed everyone to the meeting and thanked members for attending.

3. Declaration of Interest

The Chair declared an interest in relation to the Welfare Rights Officer, noting that the officer is employed by his own association.

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4. Minutes of Previous Meetings:

4.a Approval of Minutes of the Board Meeting held on held on 25th August 2025

Morag Cameron highlighted that the minute still listed Claire Taylor, who has retired from the Board. The CEO confirmed this would be rectified.

The Board approved the minute as a true record of the meeting held on Monday 25th August 2025.

Proposed By: Lucy Maddigan Seconded By: Morag Cameron

The minute was signed and sealed by the Chair.

4.b Matters Arising from the Board Meeting held on Monday 25th August 2025

The Chair asked if anyone had any matters arising from the previous minute of Monday 25th August 2025.

There were no matters arising.

The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 25th August 2025.

4.c Approval of Minutes of the Board Meeting held on 4th September 2025

The Board approved the minute of the Board meeting as a true record of the meeting held on Monday 4th September 2025.

Proposed By: Morag Cameron Seconded By: Stephen Baxter

The minute was signed and sealed by the Chair.

4.d Matters Arising from the Board Meeting held on 4th September 2025

The Chair asked if anyone had any matters arising from the previous minute of Monday 4th September 2025.

There were no matters arising from the previous minutes.

Draft Minute of the Policy Committee Meeting held on 15th September 2025.

4.e Draft Minute of the Policy Committee Meeting held on 15th September 2025

- The CEO highlighted that the Policy Committee discussed Board expenses. The overnight allowance for the SHARE Conference was increased to £30.00, or £40.00 if food was not provided. Childcare allowance for Board Members is aligned with the Scottish National Living Wage.

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- Morag Cameron requested that future policy changes decided by the Policy Committee remain highlighted in red for the Board's copy to easily identify changes. *The CEO confirmed this would be implemented in future.*
- Stephen noted a typo in the Domestic Abuse Policy minute stating evidence should be required; the Corporate Assistant confirmed this was a minute typo only and did not affect the policy.
- The Board approved all policies presented from 4e.

The Board noted and approved the draft minute of the Policy Committee Meeting held on Monday 15th September 2025.

4.f Matters Arising from the Policy Committee Meeting held on 15th September 2025

The Board noted and approved the Matters Arising from the Policy Committee meeting held on Monday 15th September 2025 and ratified the recommendations for the following policies.

- **Domestic Abuse Policy**
- **Community Donations Policy**
- **Board Skills Appraisal Policy**
- **Board Induction Policy**
- **Board Recruitment Policy**
- **Board Expenses Policy**
- **Minute Taking Policy**
- **Internal Audit Policy**
- **Complaints Policy**
- **Rent Management Policy**
- **Membership Policy**

The Policy Committee agreed to present 15 policies at the next meeting, provided the policies were not all lengthy.

5. Development Report: Phase 11 – Glenacre Terrace (PRIVATE & CONFIDENTIAL)

Gail Sherriff submitted apologies as she is on holiday; the CEO presented the report on her behalf.

Redacted due to confidential nature.

The Board approved the Development Report & for Gail to contact a new procurement lawyer.

6. Confidential: Staffing Report

Redacted due to confidential nature.

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7. Notifiable Events

The CEO confirmed no new notifiable events.

8. Rent Report: August 2025

The SHO presented the Rent Report for August 2025 and gave the following update.

The SHO highlighted that the rent arrears on 31st August 2025 were £45,863.92 and had decreased by £326.73 from last month. The former tenants rent arrears were £11,823.10 and had increased by £72.62.

The SHO highlighted that void loss was below target due to six voids last month.

The SHO highlighted A previously reported case has been recalled to court with arrears exceeding £4,000.

The Board noted the Rent Report: August 2025

9. a) Chief Executive Officer Report

The CEO presented the Chief Executive Officer Report to the Board advised the following:

The CEO noted that the Halloween party booked for 23rd October, open to Board members' families and tenants.

The CEO also noted that the Tenant Scrutiny Panel to meet on 23rd September.

The CEO highlighted that the damp and mould works are ongoing in Phase 7, performing well; contractors expressed interest in joining the panel for future work.

The CEO also noted that the stock condition surveys returned; Phase 1 and 2 door works allowed as no major issues identified.

The CEO also noted that the tenant satisfaction surveys completed; Lorna will attend the next meeting.

The Board noted the Chief Executive Officers Report.

10. CEO Staffing & Service Provider Update

The CEO presented the Staffing & Service Provider Update to the Board advised the following:

The CEO noted that the previous Welfare Rights case study has since awarded £9,000.

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The CEO noted that their TOIL balance will come down for next month as they will swap 3 days leave for TOIL.

The Board noted the Staffing & Service Provider Update.

11. Governance Update

The CEO presented the Governance Update to the Board advised the following:

The CEO noted that Corporate Manager will manage Policy Committee attendance upon return from sickness.

The Board noted the Governance Update Report.

12. Policy Review Register

The CEO presented the Policy Review Register and advised the following.

The Chair highlighted that a further 15 policies from the review register to be presented at next Policy Committee meeting.

The Board noted the Policy Review Register.

13. Correspondence

- a) The Secretary circulated to the Board that they have been invited to GWSF Annual Conference.
- b) The Secretary circulated to the Board that they have been invited to Share's AGM.

17. Any Other Competent Business

- a) Share Conference - Morag Cameron highlighted SHARE Conference discussions on net zero targets, rising rents due to improved building standards, lack of financial support, and the SFHA affordability tool no longer fit for purpose.

Additionally, Morag highlighted the slides were beneficial and will be circulated via the Board Portal.

- b) COJAC – Local charity requested a raffle prize donation; the Board agreed to provide a £50 ASDA voucher.
- c) The CEO highlighted a response from the Procurator Fiscal regarding a victim complaint; the perpetrator is now employed, allowing insurance to pursue repayment for damages.
- d) The CEO noted she will speak at the GWFS Conference and offered free invitations to Board members.

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The Board noted the information given.

18. Date of Next Meeting

Board Meeting:

Monday 27th October 2025 at 6:00PM

The meeting concluded at 19:50 pm

Minute Signed by the Chairperson:
