CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF THE BOARD MEETING HELD ON MONDAY 29TH JUNE 2026 AT 6.00PM AT 83/85 DOUGRIE ROAD, CASTLEMILK, G45-9NS

Craigdale Housing Association Limited					
Report To:	Board of Management				
Meeting Date:	Monday 31st August 2026				
Agenda Item:	**4a** **Approval of Minutes of Board Meeting – 29.06.2026**				
Status:	Confidential		**For:**	**Approval**	✓
	Non-Confidential	✓		Discussion	
				Noting	

PRESENT:

Christine McCormack	Board Member		
Des Phee	Chair		
Stephen Baxter	Secretary		
Stephen Kelly	Treasurer		
Leza Lafferty	Board Member		
Maryam Idris	Board Member		Joined at 19.02pm
Julia Cheung-Buchanan	Co-opted	Zoom	

IN ATTENDANCE:

Linda Chelton	Chief Executive Officer (CEO)		
Frances Cunningham	Corporate Manager (CM)		
Lisa Campbell	Senior Housing Officer (SHO)		
Sarah Duffy	Corporate Assistant (CA)	Minute	Secretary
CJ Scott	WBG	Zoom	Left at 18.06pm
John Masson	Craigdale's Tenants Table		Left at 18.13pm
Gail Sherriff	Sherriff Development Consultants		Left at 19.25pm

1. Apologies for Absence

Apologies were tendered on behalf of the following:

Morag Cameron	Board Member
Kevin Boyle	Board Member
Rebecca Leedham	Board Member
Simon Gabriel	Tenants Net

Leave of Absence:

- Lucy Madigan — Board Member

Absent:

- None

2. Chairperson's Remarks

The Chair welcomed everyone to tonight's meeting and thanked members for attending.

The Chair mentioned that the following Agenda Items would be brought forward, to allow our consultants to present their reports and then leave the meeting. Unfortunately, Simon has travel issues and wouldn't be in attendance tonight.

Agenda Item 5	WBG: Internal Audit – ARC Review Report	CJ Scott
Agenda Item 6	Tenant's Table: Repairs Service Report	John Masson
Agenda Item 14	Board Portal Demonstration	Simon Gabriel
Agenda Item 13	Development Report	Gail Sherriff

3. Declaration of Interest

- Des Phee declared an interest in relation to Southside Housing Association, Agenda Item 11, Point 4.3.1: Welfare Rights Service.

4. Minutes of Previous Meetings:

4.a Approval of Minutes of the Board Meeting held on Monday 18th May 2026.

The Board approved the minute as a true record of the meeting held on Monday 18th May 2026.

Proposed By: Stephen Baxter Seconded By: Christine McCormack

The minute was signed and sealed by the Chair.

4.b Matters Arising from the Board Meeting held on Monday 18th May 2026

The Chair asked if anyone had any matters arising from the previous minute of Monday 18th of May 2026.

B317 - 4a Approval of Minutes of the Board Meeting held on 23.02.26: The CM advised that the amended Agenda had been placed on the website as part of the CA's training.

B318 - 4d Matters Arising from the Policy Committee Meeting held on 23.03.26: The CM advised that the amended policies had been placed on the website as part of the CA's training.

The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 18th May 2026.

4c Approval of Minutes of the Policy Committee Meeting held on Monday 22nd June 2026

The Board approved the minute of the Policy Committee as a true record of the meeting held on Monday 22nd June 2026.

Proposed By: **Leza Lafferty** **Seconded By:** **Stephen Baxter**

4d **<u>Matters Arising from the Policy Committee Meeting Monday 22nd June 2026</u>**

The Chair asked if anyone had any matters arising from the previous minute of Monday 22nd June 2026.

The Board noted that there were no matters arising from the minute of Monday 22nd June 2026.

4e **<u>Recommendations from the Policy Committee Meeting Monday 22nd June 2026</u>**

The Board noted the recommendations from the Policy Committee meeting held on Monday 22nd June 2026 and ratified the following policies:

4E06-Factoring Policy
4E07-Damp & Mould Policy
4E08-Notifiable Event Policy
4E09-Acquisition Policy
4E10-Recruitment & Selection Policy
4E11-Legionella Management Policy
4E12-Abandonment Policy
4E13-Guide to Information
4E14-Gas Maintenance Policy
4E15-Rights to Repair Policy
4E16-Electrical Safety Policy
4E17-Mutual Exchange Policy
4E18-Information & Advice Service Policy
4E19-Equalities Strategy
4E20-Data Protection Complaints Procedure

5. **<u>WBG: Internal Audit – ARC Review Report (May 2026)</u>**

CJ Scott from WBG presented the ARC Internal Audit Report and advised that the Association had received a Strong assurance rating. The report highlighted several examples of good practice and one observation for consideration. Members noted that reporting errors identified during the audit had been corrected prior to the final report.

The Board noted and approved the WBG Internal Audit, ARC Review Report (May 2026).

6. **<u>Tenants Table: Repairs Service Report</u>**

John Masson presented the Tenants' Table report on the Repairs Service and Lettable Standard. The Board thanked the Tenant's Table for their significant contribution and expressed their appreciation for the detailed and constructive feedback provided.

The Board welcomed the recommendations and approved the report, noting that management would provide an update within six months.

7. Board & Committee Structure Report

The Board considered the Board and Committee Structure Report and approved the removal of the Operational Services Committee, and the establishment of the Policy Committee on a quarterly basis.

It was noted that the Standing Orders will be updated accordingly. Members also agreed that the Committee's remit should be expanded to include governance and strategic matters.

The Board noted and approved the Board & Committee Structure Report

8. Notifiable Events Report

The CM advised that we have had no Notifiable Events this month.

The Board noted the Notifiable Events Report.

9. Rent Report: May 2026

The SHO presented the Rent Report for May 2026 and gave the following update.

The SHO highlighted that the gross rent arrears on 31st of May 2026 were £51,711.92 and had increased by £1,318.33 from last month. The former rent arrears were £11,551.96 and had increased by £341.99.

The SHO advised that Current Arrears target was 3.5% and was currently sitting at 2.31%, the Actual Arrears target was 2.5% and target was currently sitting at 1.47%.

2/2026: The SHO advised that this case called at court on the 27th of May 2026 and has been continued until the 19th of August for monitoring. To date no payment has been received for May or June.

The Chair asked if we had the family compliment. SHO confirmed it was a single person with access to child.

3/2026: The SHO advised the tenant paid £550.00. Tenant is single person with access to children.

4/2026: The SHO confirmed tenant is in receipt of full Universal Credit and third-party payment.

Wage arrestment: The SHO confirmed that we received £500.00 payment towards arrears.

The Board noted the Rent Report for April 2026.

10. Chief Executive Officer Report

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

3.1.1 Energy Redress Scheme: The Board noted the updates, including the submission of the revised Energy Redress Scheme bid.

The Board noted and approved the Chief Executive Officer Report.

11. CEO Staffing & Service Provider Update

The CEO presented the Staffing & Service Provider Update to the Board and advised the Board that HMRC have increased milage allowance from £0.45p to £0.55p.

The Board approved this increase in car milage allowance.

12. Annual Membership Report

The CM presented the Annual Membership Report to the Board and advised there is ongoing initiative to encourage new membership.

The Board noted the Annual Membership Report.

13. Development Report

Gail Sherriff (GS) presented the Development Report and gave the following updates:

3.1.1 Land Ownership: GS advised that Heads of Terms had been issued to both WHG and City Property by Harper Macleod (HM), following discussion and comment from the Association. GS advised that WHG had responded on 26 June to say that they were not prepared to accept any suspensive conditions, including approval of statutory consents and an acceptable grant level being confirmed by NRS (which will not be known until Tender Stage). GS further advised that comments had been received that day from HM which had yet to be considered in detail; however, HM had pointed out that WHG's revisions moved the Heads of Terms to a seller-favourable position with the key features being i) an unconditional purchase, ii) recovery of WHG's legal costs, and iii) simultaneous completion across all three transfers with a longstop date of 31 March 2027. HM had advised that this structure is not unusual from WHG's perspective but does place a greater degree of delivery and cost risk on the Association. In response to these points, GS added in terms of Item i) the most crucial statutory consent related to planning, which was more or less in place; however, other statutory approvals were required, including building warrant (application submitted), Roads Construction Consent (to be submitted as soon as formal planning consent is received) and Scottish Water Technical Approval (discussions are ongoing between the contractor and SW); Item ii) CHA paying WHG's legal costs had been anticipated and already formed part of the Cost Plan submission to NRS, but notwithstanding should be 'capped' at this stage and further confirmation received from NRS that these costs will form part of overall development costs i.e. grant eligible and Item iii) the three sites refers to WHG's land, and the Association would wish acquisition to take place simultaneously in any event. GS added that the longstop date noted was not an issue and reflective of a proposed site start during Q3 2026/27. GS also confirmed that the

Association would continue to work towards the acquisition from WHG taking place simultaneously with the acquisition from GCC and as such, the mechanics would require being managed carefully. GS suggested that WHG's response be taken up with NRS next, particularly in relation to the grant funding suspensive condition. GS also confirmed that the Heads of Terms referenced the 'overage' payment due to be paid to WHG (grant eligible sum) and the lease agreements with Scottish Power regarding the existing and new sub-station.

3.1.1 Market Valuation: The Board noted the position regarding the land acquisition costs as highlighted within the Development Report and Valuation Report. GS advised that WHG had now confirmed that their land acquisition costs, per their most recent site valuation will be £83,250 (Site 2) and £1,587.50 (Site 3), totalling £83,937.50 versus the cost of £94,167 per Appendix 2 appended to the Development Report.

Following discussion, it was agreed by Board that both the CEO and Development Consultant would discuss the position with GCC, Housing Investment Team regarding WHG's response to the Heads of Terms, particularly in relation to the grant level. Further, Board agreed that the CEO and Development Consultant would progress matters, in conjunction with Harper Macleod ensuring no risk to the Association.

3.1.2 Planning Application: Board noted that the S69 paperwork had been received.

The Board approved that Des Phee, Chairperson and Linda Chelton, Chief Executive Officer would duly sign the agreement on behalf of the Association.

3.1.3 NRS - Cost Plan: GS advised that there had still been no feedback from NRS due to ongoing staff illnesses and that this was therefore having an impact on when the tender can be released.

3.1.4 Tender - Employers' Requirements (ERs): GS advised that the ERs is in draft form and has been prepared by NBM in their role as Employer's Agent. The CEO, SHO, and Development Consultant had met earlier to discuss snagging, hand over and defects procedures.

3.1.4 Tender - Invitation to Tender (ITT): Board noted that this document is currently being prepared by the Development Consultant and will relate to the Employer's Requirements document and vice versa. GS advised that a meeting would be held with Scotland Excel to review the ITT to enable it to be finalised, taking account of SXL's framework contract. Board noted that progress continued to be made in relation to all contract documents, pending feedback on the Cost Plan and to enable the tender to be ready for issue as soon as possible.

The Board gave permission for the CEO to invite the tender on the basis that any feedback or amendments requested to the Cost Plan, including costs and associated, future grant levels will be acceptable to the Association.

3.1.7 Community Benefits: GS reminded Board that based on the current indicative works cost, the Association would attract 40 Community Benefit points. CM agreed to circulate

SXL's 'Social Responsibility' document appended with the March 2026 Development Report to all Board Members to identify their top 3 choices with a cut-off date of 10 July 2026.

3.1.10 Appointment of Clerk of Works: It was noted that whilst appointment of the Clerk of Works is not yet on the critical path, a review of Scotland Excel's 'Consultancy Framework has been considered. GS advised that she considered it would be in the Association's best interests to consider becoming a member of other frameworks, such as the SPA (Scottish Procurement Alliance) who had a 'Consultant's Framework', including Clerk of Works. GS advised that joining the SPA is free and the Association is under no obligation to utilise any of their frameworks thereafter, but that it is essential to be a member to be able to access the frameworks. Being able to access various frameworks is also reflective of the new updated Procurement Policy.

The Chair asked would we be able to consider buying in from another RSL which GS confirmed would also be in order if the thresholds identified within the Procurement Policy were adhered to.

The Board agreed to becoming members of the Scottish Procurement Alliance.

3.3 Authorised Signatories: The CM advised that we are due to update our authorised signatories to NRS.

Existing signatories:
Linda Chelton, Frances Cunningham, Lisa Campbell, Des Phee, Christine McCormack and Morag Cameron

Removing the following signatories:
Angela Hughes
Graham Harper
Louise Bacon
Stephen Baxter

Adding the following signatories:
Gail Sherriff, Sherriff Development Consultant
Peter Graham, BTO Solicitors
James McMorrow, Harper Macleod Solicitors
Collette Miller, Harper Macleod Solicitors
Peter Ferguson, Harper Macleod Solicitors

Board approved the necessary form and names contained therein required by NRS in relation to grant funded projects and acquisitions that form part of the AHSP (Affordable Housing Supply Programme).

The Board noted and approved the Development Report.

14. Board Portal Demonstration

Simon Gabriel had submitted his apologies for tonight's meeting and presentation will take place at a future Board Meeting. The CEO gave a brief update on the portal.

15. Correspondence

a) GWSF: Message from Chair John Hamilton

b) EVH AGM – Employment Law Presentation: just for noting.

c) Scotland Excel: Latest News

d) GWSF Call for Nominations 2026:

e) EVH: Newsletter

f) GWSF: Opening Meeting: Wednesday19th August at 4pm – Govanhill HA

16. Any Other Competent Business

a) 2026-27 External Auditors: The CM asked the Board to consider an extension of 1 year to our current external auditor's contract CT.

The Board agreed to a one-year extension to the External Auditors CT contract for the finance year 2026/27. With the Association procuring this service early 2027.

b) Maternity Leave: CM advised that Lucy Madigan maternity leave ends on the 30th of June 2026 and has emailed Lucy to enquire if she would be back at the Board as of August or would be requiring an additional 3-month extension.

c) Leza Lafferty and Julia Cheung-Buchanan advised they are unable to attend the AGM and Julia for the August Board Metting.

17. Date of Next Meeting

Audit & Assurance Committee Meeting	**Monday 17th August 2026 at 6.00pm**
Board Meeting:	**Monday 31st August 2026 at 6:00pm**

The meeting concluded at 19:48pm

Minute Signed by the Chairperson: