

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING  
HELD ON MONDAY 29<sup>TH</sup> APRIL 2024 AT 6.00 PM**

**CRAIGDALE HOUSING ASSOCIATION LIMITED**

<b>REPORT TO:</b>	<b>BOARD OF MANAGEMENT</b>			
<b>MEETING DATE:</b>	<b>MONDAY 20<sup>TH</sup> MAY 2024</b>			
<b>AGENDA ITEM:</b>	<b>4A</b>	<b>APPROVAL OF MINUTES OF BOARD MEETING – 29.04.24</b>		
<b>Status:</b>	<b>Confidential</b>		<b>For:</b>	<b>Approval</b> ✓
	<b>Non-Confidential</b>	✓		<b>Discussion</b>
				<b>Noting</b>

**PRESENT:**

Des Phee	Chairperson	Morag Cameron	Board Member
Louise Bacon	Vice Chair	Kevin Boyle	Board Member
Stephen Baxter	Secretary	Stephen Kelly	Board Member
Christine McCormack	Board Member	Hilary Tennant	Board Member

**IN ATTENDANCE:**

Linda Chelton	Chief Executive Officer (CEO)
Frances Cunningham	Corporate Manager (CM)
Lisa Campbell	Senior Housing Officer (SHO)
Allana Hammell	Housing Assistant (HA)

**1. Apologies for Absence**

Apologies were tendered on behalf of Lucy Madigan and Claire Taylor.

**Leave of Absence:** None.

**Absent:** None.

**2. Chairperson’s Remarks**

The Chair welcomed everyone to tonight’s meeting and asked everyone if they could introduce themselves to Allana as this was her first meeting.

**3. Declaration of Interest**

No declarations of interest this month.

**4. Minutes of Previous Meetings:**

**4.a Approval of Minutes of Board Meeting held on Monday 25<sup>th</sup> March 2024**

The Board approved the minute as a correct record of the meeting held on Monday 25<sup>th</sup> March 2024 as proposed by Stephen Baxter and seconded by Kevin Boyle. The minute was signed and sealed by the Chair.

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**4.b Matters Arising from the Board Meeting held on Monday 25<sup>th</sup> March 2024**

The Chair asked if anyone had any matters arising from the previous minute of Monday 25<sup>th</sup> March 2024.

**B152, 5. CEO's Report & Governance Report - 4.2 Private Finance issue GCC:** CM highlighted that GCC had been in touch about the land encroachment at Glenacre Grove and have offered to sell the land to us for £20K. CEO advised that we are currently appealing the cost of the sale.

**B190, 5. CEO's Report & Governance Report - 3.3.2 Bulk uplift/Caledonian:** M Cameron highlighted that the gates are still open. SHO agreed to lock gates in the morning and will discuss with contractors at their performance meetings.

**The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 25<sup>th</sup> March 2024.**

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

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

**3.1.2 Staff Incentive Scheme:** CEO highlighted that she is looking at alternative staff incentive scheme around health care and will bring a further report back to the Board.

**3.1.3 Home Scotland Awards:** CEO highlighted that AS Homes have submitted an entry to the Home Scotland Awards. Update will be provided if short listed.

**3.1.5 Staff Fire Training:** CEO advised staff training day went well and fire service provided contact details to liaise with in relation to any vulnerable tenants.

Team building day took place on Friday 26<sup>th</sup> April and was enjoyed by all staff.

**4.2 Leave Checks:** M Cameron asked why the CM's Annual Leave Balance had increased by 1 day from February 2024. CM explained that she swapped an Annual Leave day for a Flexi day so that flexi entitlement would not be lost. The Chair highlighted that this is an operational matter and will discuss with CEO how this is reported in future.

**5.1 Procurement Update:** Ground Maintenance Procurement: CEO advised that she would be meeting with Ian Shillinglaw to progress the site drawings.

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

**6. Development Report:**

The Chair advised the Board that they had agreed on 27.02.23 that this report would be moved to a quarterly cycle. The next report is scheduled for 20.05.24.

**7. Board Schedule 2024/25:**

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CM updated the Board on the schedule for 2024/25. The Chair asked for the Board appraisals to be added to this report for later in the year.

**The Board approved the Board Schedule 2024/25.**

**8. Annual Assurance Statement: Regulatory Standards 3**

CEO highlighted that the Board had been agreed to review the Annual Assurance Statement Regulator Standards 3 Evidence and noted the following:

**Regulatory Standard 3.1:** The Chair advised that a lot of assurance was given from FMD, Audit & Assurance Committee and the CEO mentioned that Wylie & Bisset have checked both Audit & Assurance and audited internal financial controls – Both strong.

It was suggested by the Chair to look at a more structured approach going forward. 1<sup>st</sup> Operational, 2<sup>nd</sup> Internal, 3<sup>rd</sup> External & 4<sup>th</sup> SHR.

**Regulatory Standard 3.3:** CM advised that new job evaluations will take place this year?

**Regulatory Standard 3.4:** The Board requested that we review business plan annually. There is also the possibility of adding SFHA rent tool kit as evidence.

**The Board approved the Annual Assurance Statement: Regulatory Standards 3**

**9. Policy Review:**

The CM presented the following policies and procedures and advised that from our last meeting with our Data Protection Officer, Claire Beckley she advised that the following policies, were required to be reviewed and approval by the Board.

- Business Plan 01.04.24 – 31.03.27
- Financial Regulations Policy
- Financial Procedures
- Data Protection Policy
- Retention Policy & Schedule
- Appropriate Policy Document

**Financial Regulations:** The CM advised that she had a couple of areas within the Financial Regulation that the Board required to make a decision on:

9.11: Board to decide if they wish Internal Auditor appointment to remain at 3 years or change to 5 years or 3 years + 2 years. **The Board after discussion agreed to amend appointment to 3 years + 2 year when we next tender.**

30.5 Board are asked to consider amendments to Commitment to Spend. Section has been put into table format. **The Board approved the amendment to commitment to spend tables.**

**Financial Procedure:** The Chair asked if Section 8.5 authorising invoices could be reworded as it reads like only one person is authorising invoices. CM advised that the

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SDM system required two levels of authorisation i.e. maintenance invoice Daniel once he has completed all his checks would sign of the invoice and Lisa would then authorise the invoice.

8.10: M Cameron asked who the budget holder was. CM advised that the budget holder are the staff responsible for a specific part of the budget i.e. maintenance Daniel & Lisa, development, corporate Frances & Linda.

**Retention of Records Policy & Schedule:** – M Cameron asked if Policy could be tailored more to suit our association rather than a generic approach. CEO will speak to Claire Beckley regarding this and report back to the Board.

The Chair asked if outdated policies on the website could be removed. CEO advised she had spoken to Dean Reynolds at SHR around this and he advised that they are the current policy and should stay on the website.

**The Board approved the following policies:**

- Draft Business plan 01.04.24 – 31.03.27
- Financial Regulations policy – can now be submitted to SHR website
- Financial Procedures
- Data Protection policy
- Retention Policy & Schedule (subject to confirmation from Claire Beckley)
- Appropriate Policy Document

**10. Membership Report:**

The CM advised there was no changes to Membership and that we will be looking at ways to promote this more on our website, Facebook, newsletter and settling in visits.

**The Board noted the content of the Membership Report.**

**11. Notifiable Events**

The CEO advised that all three notifiable events have now been closed.

**The Board noted and approved the content of the Notifiable Events Report.**

**12. Rent Report:**

SHO delivered the rent report for March 2024.

**The Board noted and approved the contents of the Rent Report for March 2024**

**13. Board and Staff Members Training Plan 2024**

CM noted that Governance training was currently being looked into with SHARE along with Policy Written session, SHARE are checking to see if this course is adaptable for Board members. CM to report back on progress.

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**The Board noted and approved the contents of the Board and Staff Members Training Plan 2024.**

**14. Equalities & Human Rights Action Plan Report**

The lived experience group still on going. CM to send details to the Chair, Louise and Morag who will attend the next meeting along with Allana.

**The Board noted and approved the contents of the Equalities & Human Rights Action Plan Report.**

**15. Policy Review Register**

The CM advised that the Menopause Policy will be added to the Register for Board consideration next month.

**The Board noted and approved the contents of the Policy Review Register.**

**16. Register of Interests**

CM went over the Register with the Board. The Board will let CM know if anything changes.

**The Board noted and approved the contents of the Register of Interest Report.**

**17. Complaints Report 01.04.23 – 31.03.24**

The CEO presented the complaints report to the Board.

Stephen Baxter asked if there was an error in Section 2.5: 5 complaints received due to a perceived lack of estate management issues. The CEO advised this was accurate, it relates to tenants thinking that their grass is not being cut often enough.

The CEO also advised that former stage 2 complaint had gone to SPSO.

**The Board noted and approved the contents of the Complaints Report 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.**

**18. Correspondence**

There was no correspondence this month.

**19. A.O.C.B**

There was no AOCB for discussion.

**20. Date of Next Meeting**

**Monday 20<sup>th</sup> May 2024 at 6.00pm**

**Minute Signed by Chairperson:** \_\_\_\_\_