

CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 6<sup>TH</sup> FEBURARY 2023 AT 6.00PM

**THE SECTIONS HIGHLIGHTED IN YELLOW HAVE BEEN REDACTED DUE TO THE CONTENT BEING PRIVATE AND CONFIDENTIAL.**

**PRESENT:**

Des Phee	Chairperson	Hilary Tennant	Board Member
Morag Cameron	Vice Chair	Gemma Woodrow	Board Member
Louise Bacon	Secretary	Stephen Baxter	Board Member
Christine McCormack	Board Member	Kevin Boyle	Board Member
Helen Bayne	Board Member	Stephen Kelly	Board Member
John Kilpatrick	Board Member	Claire Taylor	Treasurer

**IN ATTENDANCE:**

Linda Chelton	Chief Executive Officer (CEO)
Lisa Campbell	Housing Services Officer (SHSO - Temp)

**1. Apologies for Absence**

Apologies were tendered on behalf of Frances Cunningham (SCSO).

**Leave of Absence:** None.

**Absent:** None.

**2. Chairperson's Remarks**

The chair highlighted that Graham Harper wouldn't be present at the meeting and that the CEO would present the report.

**3. Declaration of Interests**

- D Phee declared an interest in relation to Agenda Item 5, CEO Report regarding Southside Housing Association

**4. Minutes of Previous Meetings:**

**4.a Approval of Minutes of Board Meeting held on Monday 28<sup>th</sup> November 2022**

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The Board approved the minute as a correct record of the meeting held on Monday 28<sup>th</sup> November 2022 as proposed by Kevin Boyle and seconded by Hillary Tennant. The minute was signed and sealed by the Chair.

**4.b Approval of Minutes of Board Meeting held on Tuesday 10<sup>th</sup> January 2023**

The Board approved the minute as a correct record of the meeting held on Tuesday 10<sup>th</sup> January 2023 as proposed by Helen Bayne and seconded by Morag Cameron. The minute was signed and sealed by the Chair.

**4.c Approval of Minutes of Board Meeting held on Monday 30<sup>th</sup> January 2023**

The Board approved the minute as a correct record of the meeting held on Monday 30<sup>th</sup> January 2023 as proposed by Gemma Woodrow and seconded by Christine McCormack. The minute was signed and sealed by the Chair.

**4.d Matters Arising from the Board Meeting held on Monday 28<sup>th</sup> November 2022, Tuesday 10<sup>th</sup> January 2023 and Monday 30<sup>th</sup> January 2023**

The Chair asked if anyone had any matters arising from the previous minutes of Monday 28<sup>th</sup> November 2022. The CEO advised that she has no further updates.

- No matters arising.

The Chair asked if anyone had any matters arising from the previous minutes of Tuesday 10<sup>th</sup> January 2023. The CEO advised that she has no further updates.

- No matters arising.

The Chair asked if anyone had any matters arising from the previous minutes of Monday 30<sup>th</sup> January 2023. The CEO advised that she has no further updates.

- No matters arising.

The CEO asked the Board if they had any questions.

- Des Phee asked if the item B39 still needed to be on report. To check with SCSO and update for next meeting.
- B190 is still ongoing as struggling for quotes due to specialist nature of work.

No further questions were asked.

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The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 28<sup>th</sup> November 2022, Tuesday 10<sup>th</sup> January 2023 and Monday 30<sup>th</sup> January 2023.

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

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

- EICR's
- Tenant Engagement
- Allocations of new build
- Update of Welfare Rights
- New Damp and Mould Policy
- Glasgow Times Article
- Staffing
- Bulk Uplift Service
- Risk Management Service
- Tenders

Damp and Mould Issues discussed around a build issue in Phase 6 & 7. In budget for 2023/24 for remedial work.

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

**6. Development Report: Phase 10 - Castlemilk West Church Site Update Report**

CEO presented the Development Report, Phase 10 - Castlemilk West Church Site Report and asked the Board to note the following points:

- Provisional handover dates have been issued, and Block A & B have been handed over. Block C will be handed over this week.
- It was noted incoming tenants were removing floor coverings from kitchens; therefore floor coverings have been deleted from the contract for block C.
- AS Homes joint publicity will be arranged through their PR arm
- AS Homes have gifted their defibrillator to us. Looking for local charities etc to donate it to.

CEO asked the Board if they had any questions. No questions were asked.

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**The Board noted and approved the Development Opportunities: Castlemilk West Church Site Update Report.**

**7. Governance Review Action Plan Report**

The CEO presented the Governance Review Action Plan Report which gives an update on progress to date against the external Governance Review completed in 2021. The action plan was approved by the Board on 28<sup>th</sup> June 2021, with updates to be provided monthly to the Board.

Value for Money Statement: The Board had previously asked for comparison figures with other local RSLs to be added to VFMS. The SCSO has inserted figures from 2021/22 ARC and other statistical information. The Board were satisfied with the figure included within statement.

Declaration of Interest Policy: The Board after discussion approved the policy.

The CEO asked the Board if they had any questions. No matters arose or questions asked.

**The Board noted the updated Governance Review Action Plan Report and approved the Value for Money Statement and Declaration of Interest Policy with no further amendments.**

**8. Rent Consultation 2023/24**

The CEO advised that the purpose of this report is for the Board to consider options for the 2023/24 rent increase.

**The Board noted the content and approved a rent increase of 6.5% for the period 2023/24. Rent Increase letters will be issued to tenants in due course and preparation of increase will be forwarded onto Housing Benefit.**

**9. Policy Review**

The CEO advised that our Data Protection Officer has issued an amended Data Rights Subjects Procedure for approval. Normally procedures would not come through the Board as they are normally for operational processes however as this relates to GDPR staff thought prudent that these procedures are presented to the Board for approval.

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**The Board noted the amendments to the Data Rights Subjects Procedure and agreed to approve the document.**

**10. Rent Report: December 2022**

The SHSO went through the Rent Report for December 2022.

The SHSO asked the Board if they had any questions. No questions were asked.

**The Board noted and approved the contents of the Rent Report for December 2022.**

**11. Share Capital Report**

The CEO advised that we have received one application for membership.

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Des Phee checked that CHA promote membership at all opportunities.

**The Board approved the application for membership, and a share certificate will be issued in due course.**

**12. Notifiable Events Report**

The CEO advised that there were no new notifiable events this month.

**13. Board Training**

The CEO presented the updated Board Training Plan and advised that this will be updated further once the current Board Appraisals have been concluded.

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

**14. Policy Review Register**

The CEO advised that the Policy Review Register has been updated in relation to the suspension of policies and will recommence in September 2023.

- Morag asked that we review website and make sure that consistent language used and timely updating of policies. CEO to check website.

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- Louise advised about Scottish Housing Connections which is a group of organisations who share website management costs, will send info through. CEO to progress.

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

**15. Equalities & Human Rights Report**

The CEO advised that this report has been adapted from a recommendation from the External Governance review. The reports have been devised to keep track of our Equalities & Human Rights Action Plan.

- Helen Bayne asked that the action plan grading be looked at again against the scoring matrix as felt that some of the items should still be developing. The CEO agreed to look at the scoring again and re-present the report in 6 months.

**The Board noted and approved the progress of the Equalities & Human Rights Report with the agreement to look at the action plan further.**

**16. Correspondence**

The Secretary presented tonight's correspondence:

- a) EVH Governing Body Leadership Programme
- b) TPAS Annual Conference 2023
- c) SHR Update on Tenant 7 Resident Safety Survey:
- d) GWSF launching an open meeting. M Cameron and L Bacon interested in attending.

**17. Any Other Competent Business**

The Chair asked if anyone had any other competent business for discussion.

- a) Board Appraisals: CEO advised that EVH are sending out reminders today for the six Board Members who haven't organised their appraisal. If you haven't already done so, could you please contact Eamonn to organise a suitable date and time.

**Chair asked the staff to leave the meeting at 6.45pm for a confidential matter.**

**18. Date of Next Meeting**

**CRAIGDALE HOUSING ASSOCIATION LTD**

**BOARD MEETING**

**MONDAY 27<sup>TH</sup> FEBRUARY 2023**

**AGENDA ITEM: 4A APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING**

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Monday 27<sup>th</sup> February 2023 at 6.00pm

Board Meeting

**The meeting concluded at 7.15pm**