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**CRAIGDALE HOUSING ASSOCIATION LIMITED**

**REPORT TO: BOARD OF MANAGEMENT**

**MEETING DATE: MONDAY 27<sup>TH</sup> NOVEMBER 2023**

**AGENDA ITEM: 4A MINUTES OF PREVIOUS MEETINGS:  
APPROVAL OF MINUTES OF BOARD MEETING – 30.10.23**

<b>Status:</b>	<b>Confidential</b>		<b>For:</b>	<b>Approval</b>	✓
	<b>Non-Confidential</b>	✓		<b>Discussion</b>	
				<b>Noting</b>	

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING HELD ON MONDAY 30<sup>TH</sup> OCTOBER 2023 AT 6.15 PM**

**PRESENT:**

Des Phee	Chairperson	
Louise Bacon	Vice Chair	
Claire Taylor	Treasurer	Attended via Zoom
Stephen Baxter	Secretary	
Christine McCormack	Board Member	Attended via Zoom
Morag Cameron	Board Member	
Hilary Tennant	Board Member	
Kevin Boyle	Board Member	
Stephen Kelly	Board Member	
Lucy Madigan	Board Member	

**IN ATTENDANCE:**

Linda Chelton	Chief Executive Officer (CEO)
Frances Cunningham	Corporate Manager (CM)

**1. Apologies for Absence**

No apologies were submitted.

**Leave of Absence:** None.

**Absent:** None.

**2. Chairperson's Remarks**

The Chair welcomed everyone to tonight's meeting, thanked everyone who took the time and attended the Business Planning Day and advised the Board that we did not win the CIH Award on Friday. The Chair mentioned that as not everyone attended the Business Planning Day could we go round the table and introduced ourselves to Lucy Madigan.

**3. Declaration of Interest**

L Chelton (CEO) declared an interest in relation to the use of Netherholm Community Centre for our Halloween Party as the hall is run by Thenue Housing Association and she is on their Board.

**4. Minutes of Previous Meetings:**

**4.a Approval of Minutes of Board Meeting held on Monday 18<sup>th</sup> September 2023**

The Board approved the minute as a correct record of the meeting held on Monday 18<sup>th</sup> September 2023 as proposed by Kevin Boyle and seconded by Morag Cameron. The minute was signed and sealed by the Chair.

**4.b Matters Arising from the Board Meeting held on Monday 18<sup>th</sup> September 2023**

The Chair asked if anyone had any matters arising from the previous minute of Monday 18<sup>th</sup> September 2023.

**B190, CEO's & Governance Report, 3.3.2 Bulk Uplift/Caledonian:** CM advised that she has a meeting onsite tomorrow with City Building and Reidwire as there seems to be some confusion as to the works to be carried out. K Boyle asked if Reidwire had been sub-contracted by City Building. CM confirmed that Reidwire were sub-contracted by City Building.

**The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 18<sup>th</sup> September 2023.**

**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:

**3.1.1 Major Fire Birgidale Road:** The CEO advised that this would be discussed further under Agenda Item 10.

**3.1.2 CIH Housing Awards 2023:** The CEO advised the Board that we did not win the award.

**3.1.3 Castlemilk Parish Church:** The CEO advised that an update will be given at the November Board Meeting.

**3.1.4 Castlemilk Human Rights Partnership:** The CEO advised that the Castlemilk Partnership Human Rights Handbook had been published and that joint training took place on Wednesday 11<sup>th</sup> October 2023. M Cameron mentioned that the online participation was not very good. The CEO asked if anyone required a copy of the handbook, she had copies available. The CEO mentioned that the Castlemilk Partnership had a meeting with the Housing Minister on 26<sup>th</sup> November 2023.

**3.1.5 Engagement Plan:** The CEO advised that SHR has closed the notifiable event in relation to the staff matter and has released an updated Engagement Plan which is now available on the SHR website.

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

**6. Development Report**

The CM 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 27.11.23.

- MC highlighted that this would be the last time that she would ask for an update on the benches at the front of the new build. The CEO advised that she would be meeting with AS Homes in the coming weeks to discuss the final defects process and would discuss the benches with them and give an update at the November Board meeting.

**7. Governance Review Action Plan Report**

The CM presented the Governance Review Action Plan Report which gives an update on progress to date against the external Governance Review completed in 2021.

The CM advised that she had no further updates. However, would look at the remaining items as they related to the Business Plan to see if they are still relevant to the Association.

The Chair asked for some commentary for discussion at a future Board Meeting.

**The Board noted and approved the updated Governance Review Action Plan Report.**

**8. Investigation Recommendations – Actions Plan Report**

The CEO presented the Investigation Recommendation – Action Plan Report to the Board and advised that SHR have advised that they do not need to see any more action plans and have closed this notifiable event.

**The Board noted and approved the progress of the Investigation Recommendations – Action Plan Report.**

**9. Draft Annual Assurance Statement 2023**

The CEO presented the third draft of the Annual Assurance Statement (AAS) with the agreed amendments highlighted in yellow.

The Board noted the amendments and were happy to approve our Annual Assurance Statement with no further amendments.

**The Board noted and approved the Annual Assurance Statement 2023 which the Chair signed and agreed for staff to upload the Annual Assurance Statement 2023 to the Scottish Housing Regulator’s portal.**

**10. Major Fire Incident Report**

The CEO presented the Major Fire Incident Report and advised that out of the eight properties five families have returned to their homes (cleaning, gas, electrical and stair lighting inspections have all been carried out). One family will be decanted into one of our voids once all void checks have been completed. One property had been abandoned and the necessary works will be completed over the coming weeks. The family from the fire affected flat are in Council Temporary accommodation.

Only two families had house contents insurance. Suzanne Lavelle has been supporting tenants to apply to the Scottish Welfare Fund for assistance.

Two families stayed with family members and did not require support or temporary accommodation however, both were not insured and lost all the contents of the for their fridge-freezer due to the loss of power. As a token of support, we would like to offer them a shopping voucher from our Community Budget. **The Board approved this expenditure.**

The CEO advised the Board that she would be organising counselling for staff through Rowan Counselling Services.

The CEO also spoke to Dean Reynolds our Regulation Manager from Scottish Housing Regulator (SHR) about the fire and he has asked for any subsequent reports be passed to them. **The Board approved for this report to be passed to Scottish Housing Regulator.**

- KB mentioned that his organisation has an agreement with Premier Inn.
- SB asked if our Insurers had a list of hotels that could be used in this situation. The CEO advised no and as it was a Saturday afternoon staff sorted the accommodations.
- MC asked why we should pay for the works which will increase our insurance premium when it has been **section redacted**. The CEO advised that is why we have building insurance for these types of situations. The person has been charged and released however is not in a financial position to pay the association back any compensation that may be awarded. The Association has a duty of care to make good any damages if we had to await on any compensation the works would never be carried out.
- KB asked if there was any timescale in relation to loss adjuster, sparkle clean, decoration of void. The Loss Adjuster has advised the tender could take up to 8-10 weeks. The close has been sparkle cleaned and will probably require additional cleans once the works begin, the painting of the close has been approved by the Insurer and will commence shortly and the works to the void will take placed soon.
- MC asked if we have put the tenant up in temporary accommodation. The CEO advised that the tenant has been placed in GCC temporary accommodation.
- HT asked if we would be rehousing the tenant. The CEO advised that the Tenant does not wish to return to the property and that we have been assisting tenant seek rehousing out with the Castlemilk area.
- The Chair asked for our thanks and gratitude to be passed onto staff and yourself for going over and above normal duties.

**The Board noted and approved the Major Fire Incident Report and agreed to release the report to the Scottish Housing Regulator.**

## 11. Policy Review

The CM highlighted that our Internal Audit on Anti-Social Behaviour recommended changes to our timescales to suit SDM and that we are presenting the Anti-Social Behaviour Policy (Draft) to the Board for discussion and approval. The CM advised that all changes had been highlighted in yellow for tracking purposes.

- The Chair asked if we had completed an Equality Impact Assessment, the CEO advised that she had completed the EIA.
- L Madigan asked how often we review our policies. The CM advised that we review our policies on a three-year cycle however if a change in legislation occurs, we would review the policy sooner.
- A Board Member asked about the Resolve Times on Page 10 & 11 the times did not seem correct. On discussion it was agreed to amend the times, however the Board were happy to approve the policy with these amendments.

**The Board approved the Anti-Social Behaviour Policy with the following amendments to Resolve Times.**

## 12. Membership Report

The CM advised that there were two amendments to our Membership.

One was due to five nonattendances at the AGM and One Member had passed away.

This brings our membership to 80.

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

## 13. Notifiable Events Report

The CM highlighted that we have reported one notifiable event to SHR in relation to the fire at 12 Birgidale Road.

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

## 14. Rent Report: September 2023

The CEO went through the Rent Report for September 2023 and advised that she has not further updates.

The CEO advised that we had been looking at various options for the 2024/25 rent increase for the budget and would bring the rent consultation to the Board next month for discussion.

**The Board noted and approved the contents of the Rent Report for September 2023.**

## 15. Correspondence

The Secretary advised that there wasn't any correspondence tonight.

- a) Azets Disengagement Letter: The Board approved the letter, which the Chair signed. The CM will return signed letter to Azets.
- b) Azets Resignation to Client Letter: The Board noted the content of the letter.
- c) EVH October 2023 Newsletter: The Board noted the EVH newsletter.

**16. Any Other Competent Business**

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

- a) SHR Portal: The CM advised the Board that SHR are currently changing the portal platform which will also have additional security authentication. SHR have asked administrators if they could have a look at their current user and remove old or insert any new users. The CM asked the Chair if he wished to be added as a user. The Chair confirmed that he would like to be added to the portal.
- b) Annual Declarations: The CM confirmed that she had emailed out the Annual Declarations today to all Board Members and advised that she had hard copies for signing if Board Members could stay behind for a couple of minutes to sign the declaration, those Board Members who have attended via Zoom hard copies will be posted out.
- c) The Chair asked if we had completed the SHR RAAC (Reinforced Autoclaved Aerated Concrete) survey – the CEO confirmed that she had completed the survey and would submit return. The CEO advised that the fire had blown out one of the walls within the fire property which showed no RAAC, however would organise a survey of properties to confirm that we have none.
- d) The Chair advised the Board if they could remain behind for a brief closed session without staff present. Staff left the meeting at 7.10pm

**17. Date of Next Meeting**

Board Meeting: Monday 27<sup>th</sup> November 2023 at 6.00pm

**The meeting concluded at 7.35 pm**

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