

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING  
HELD ON MONDAY 24<sup>TH</sup> JUNE 2024 AT 6.00 PM**

**CRAIGDALE HOUSING ASSOCIATION LIMITED**

<b>REPORT TO:</b>	<b>BOARD OF MANAGEMENT</b>			
<b>MEETING DATE:</b>	<b>MONDAY 26<sup>TH</sup> AUGUST 2024</b>			
<b>AGENDA ITEM:</b>	<b>4A</b>	<b>APPROVAL OF MINUTES OF BOARD MEETING – 24.06.24</b>		
<b>Status:</b>	<b>Confidential</b>		<b>For:</b>	<b>Approval</b>
	<b>Non-Confidential</b>	✓		<b>Discussion</b>
				<b>Noting</b>
				✓

**PRESENT:**

Morag Cameron	Chairperson
Louise Bacon	Vice Chair
Stephen Baxter	Secretary
Claire Taylor	Treasurer
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)
Lisa Campbell	Senior Housing Officer (SHO)

**1. Apologies for Absence**

Apologies were tendered on behalf of Des Phee (Chairperson), Christine McCormack (Board Member).

**Leave of Absence:** None.

**Absent:** None.

**2. Chairperson’s Remarks**

The CM highlighted that the Chair had submitted his apologies for tonight’s meeting and asked the Vice Chair if she would Chair the meeting tonight. The Vice Chair wasn’t feeling well and asked if another Board Member would Chair the meeting tonight. Morag Cameron agreed to Chair the meeting.

Chair welcomed everyone to tonight’s meeting.

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING  
HELD ON MONDAY 24<sup>TH</sup> JUNE 2024 AT 6.00 PM**

**3. Declaration of Interest**

Morag Cameron, Board Member noted an interest in relation to Agenda Item 15.a Correspondence, EVH: CHAS 2024 Appeal as she is a EVH Executive Committee Member.

**4. Minutes of Previous Meetings:**

**4.a Approval of Minutes of Board Meeting held on Monday 20<sup>th</sup> May 2024**

The Board approved the minute as a correct record of the meeting held on Monday 20<sup>th</sup> May 2024.

Proposed By: Kevin Boyle                      Seconded By: Louise Bacon

The minute was signed and sealed by the Chair.

**4.b Matters Arising from the Board Meeting held on Monday 20<sup>th</sup> May 2024**

The Chair asked if anyone had any matters arising from the previous minute of Monday 20<sup>th</sup> May 2024.

**B190. 5 CEO's Report & Governance Report, 3.3.2 Bulk Uplift/Caledonian:** M Cameron mentioned that the Board had not received an Estate Management timetable. SHO will provide one for the next Board Meeting. M Cameron also highlighted that there have been 2 fridge/freezer dumped at 6/8 Birgidale Road, also that the airspace gates have been left open on Birgidale Road. The CEO will report the dumped fridge/freezers to GCC as its their land and SHO will make sure that the airspace gates are closed in the morning.

**The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 20<sup>th</sup> May 2024.**

**4.c Draft Minutes of the Operational Services Committee Meeting held on Monday 13<sup>th</sup> May 2024**

The Board noted the draft minute of the Operational Services Committee Meeting held on Monday 13<sup>th</sup> May 2024.

**4.d Matters Arising from the Operational Services Committee Meeting held on Monday 13<sup>th</sup> May 2024 Recommendations for Approval**

The Chair asked if anyone had any matters arising from the draft minutes of the Operational Services Committee meeting held on Monday 13<sup>th</sup> May 2024.

The CM advised that she had one of recommendation for ratification.

**Recommendations**

- **Annual Return of the Charter 2023/24**

**The Board noted and approved the Annual Return of the Charter 2023/24 and gave delegated authority to staff to upload the ARC return to Scottish Housing Regulator Portal.**

**5a. 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 – 12 Birgidale Road:** The CEO highlighted that the fire property has been signed off and that the new tenant will be signed up tomorrow. The CEO mentioned that staff were just finalising the sundries in relation to the fire i.e. hotel stays, food, close cleaning, new doors and will submit these to the Loss Adjuster for payment.

**3.1.2 Funding:** The CEO mentioned that we had received 6 applications for the Energy Suppliers post. Interviews are scheduled to take place after S Lavelle returns from annual leave.

**3.1.3 Homes Scotland Award:** The CEO highlighted that our Phase 10 development did not win the award.

**3.1.4 Staff Vacancies:** The CEO advised that Karha Hughes had been appointed as Housing Assistant and Jacqui Ferry had been appointed as Receptionist. Both successful applicants will start on 1<sup>st</sup> August 2024.

**3.1.5 Staff Incentive Scheme:** The CEO asked the Board if they had any question in relation to the Health Care Staff Incentive Scheme. H Tennant asked what the cost of the previous Staff Incentive Scheme cost per month. The CM could not remember but thought it was £150 per month and would double check figure and insert a Post Meeting Note.

**Post Meeting Note:** CM checked figure the previous Staff Incentive Scheme cost £36.00 per month/£432 per annum.

**The Board approved the Staff Incentive Scheme for Health Care with a 1-year commitment to Vitality Healthcare to be reviewed thereafter.**

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

**7. Policy Review**

**a) Retentions Policy & Schedule**

The CM advised that the Board approved this policy in principle on 29<sup>th</sup> April 2024 and asked for the policy to be tailored more to our organisation. The CM spoke to Claire Beckley, DPO and she advised that the policy was a model document that can be tailored to us. The CM has removed the items that the Board had highlighted and has attached the Policy for approval.

**The Board noted and approved the Retentions Policy & Schedule.**

**b) Staff Appraisal Policy**

The CEO presented the Staff Appraisal Policy and advised that there have been minor amendments to formatting and job titles however the content of the policy largely remained unchanged. The Staff Appraisal Form had been completely changed and a section on Wellbeing had been inserted.

**The Board noted and approved the Staff Appraisal Policy and Form with no further amendments.**

**c) Corporate Clothing Policy**

The CM presented the Corporate Clothing Policy and advised that there have been minor amendments to formatting and job titles. The main change relates to Section 4, Annual Allocation of Corporate Clothing. CM advised that she has removed the columns in relation to various allocations of garments.

At the Staff Meeting, staff discussed whether they wanted to keep the uniform or have a more relaxed uniform (polo and lower garments). After the discussion staff agreed to keep the uniform. The Association will supply an outwear waterproof jacket, shirt, blouse, polo-shirt and give an cash allowance for lower garments (pro-rata).

**The Board noted and approved the Corporate Clothing Policy with an allowance of £150.00 per new uniform towards the purchase of lower garments i.e. skirt, trousers pro-rata.**

**d) Asbestos Policy (Equality Impact Assessment)**

The CM advised that the Chair asked for an Equality Impact Assessment to be carried out on the Asbestos Policy & Management Plan. The CEO completed the EIA for Board information.

**The Board noted and approved the Asbestos Policy & Management Plan Equality Impact Assessment form.**

**8. Membership Report:**

The CM advised that there were no changes to the membership this month.

The Board noted the level of membership was currently 77.

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

**9. Notifiable Events**

The CM advised the Board that we have no live notifiable events.

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING  
HELD ON MONDAY 24<sup>TH</sup> JUNE 2024 AT 6.00 PM**

**The Board noted that there were no Notifiable Events.**

**10. Rent Report: May 2024**

SHO delivered the rent report for May 2024

H Tennant asked why there was such a large difference in the Rent Arrears Chart between April/May 2024 and April/May 2023. The SHO advised that due to the early Easter Holiday this year the Rent Account was closed down on 28<sup>th</sup> March which resulted in approx. £9-£10k in late payments.

SHO highlighted that the Former Tenants Arrears figure she would be looking to write off part of this balance at the next Board meeting.

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

**11. Procurement Report**

The CEO highlighted that this report details our procurement activities completed in 2023/24 and our likely activities that will take place in 2024/25.

**2023/24 Procurement activity**

Activity	Value	Services or Works	Procurement Route	Organisation	Timeline
Boiler & Central Heating Replacement Contract	£423k	Works	Public Contract Scotland	<i>City Technical Services Ltd</i>	Approved by Board: 24.04.23
Reactive Repairs Framework	Various	Services	Public Contract Scotland	<i>Various Contractors</i>	Approved by Board: 26.06.23
External Auditor	£10k	Services	Invitation	<i>CT (Chiene Tait)</i>	Approved by Board: 29.08.23

**Procurement Activity 2024/25**

Activity	Value	Services or Works	Procurement Route	Organisation	Timeline
Bathroom Replace Contract	£136k	Works	Public Contract Scotland	Tender currently live	Tender Opening 14.07.24

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING  
HELD ON MONDAY 24<sup>TH</sup> JUNE 2024 AT 6.00 PM**

EICR Safety	£11k	Services	Quotes	Small contract, waiting on clarification on whether we can use framework rather than tender.	
Garden Maintenance	£61k	Services	Public Contract Scotland	Tender will go live Nov/Dec 24	
Close Cleaning	£62k	Services	Public Contract Scotland	Tender will go live Nov/Dec 24	
Door Replacement	£137k	Works	Public Contract Scotland	TBC	
Insurance	Unknown	Services	Public Contract Scotland	TBC	31.09.25
IT Services	Unknown	Services	Public Contract Scotland	TBC	TBC - 2026

- L Bacon asked if we had jointly procured with the other RLSs. The CEO advised at the moment we have not procured anything jointly however was meeting with the local CEO's this week and this is part of the discussions. We need to carry out an exercise to see where everyone sits with their own procurement items to try and tie everything together.
- M Cameron asked how the costs would be split as we are smaller than the other local RSLs. The CEO advise that the costs would be on a pro-rata basis.

**The Board noted and approved the contents of the Procurement Yearly Update Report 2023/24 and 2024/25.**

**12. Equalities & Human Rights Action Plan 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.

The CEO highlighted that she had attended a couple of sessions with TPAS in relation to working with our community, however, feels that it would be better to keep this in-house.

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

**13. Board & Staff Members Training Plan**

The CM presented the Board & Staff Members Training Plan and advised that she had organised the following training.

Governance: The Role of the Board in Delivery Good Governance – Monday 9<sup>th</sup> September 2024 at 6pm via Zoom. M Cameron asked if these sessions could be in person rather than on Zoom. CM will contact SHARE to change preference.

She was also looking at confirming training for the following training sessions:

- Governance: Policy Development & Monitoring: Writing Policies
- Finance: Understanding the complex aspects of Pension issues

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

**14. Policy Review Register**

The CM presented the Policy Review Register and advised that dates had only been populated for the calendar year 2024/25.

The next policies for review are:

- Decant
- Lone Working
- Rechargeable Repairs

Which will be brought to the August Board Meeting.

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

**15. Correspondence**

The Secretary presented the following correspondence.

- a) EVH – CHAS 2024 Pledge Sheet: **After discussion the Board agreed that they would prefer to donate to a local charity.**
- b) Hilary Tennant: Had written to advise that she would be stepping down from the Board at the AGM. The Chair thanked Hilary for her service and dedication to the Association and advised that she would be truly missed from the Board.
- c) Investors in People: **After discussion the Board agreed to withdraw from Investors in People.**

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING  
HELD ON MONDAY 24<sup>TH</sup> JUNE 2024 AT 6.00 PM**

**16. A.O.C.B**

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

- a) Board Recruitment: The CM advised that unfortunately on this occasion we were unsuccessful in recruiting any new Board Members. The CM highlighted that there were quite a few adverts live on EVH and SFHA website currently and that we may try again later in the year.
- H Tennant asked if any members of the Scrutiny Panel would be interested. The CEO advised that we haven't had our first meeting and did not think they would be ready for such a leap.
  - C Taylor mentioned asking previous Board Members if they would be interested in returning to the Board. CM advised that she knew that one had already joined another RSL's and one had recently retired and was undergoing major surgery.

**17. Date of Next Meeting**

**Monday 26<sup>th</sup> August 2024 at 6.00pm**

**The meeting concluded at 7.14 pm**

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