

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING
HELD ON MONDAY 26th AUGUST 2024 AT 6.00 PM**

CRAIGDALE HOUSING ASSOCIATION LIMITED					
REPORT TO:	BOARD OF MANAGEMENT				
MEETING DATE:	MONDAY 23 RD SEPTEMBER 2024				
AGENDA ITEM:	4A	APPROVAL OF MINUTES OF BOARD MEETING – 26.08.24			
Status:	Confidential		For:	Approval	✓
	Non-Confidential	✓		Discussion	
				Noting	

PRESENT:

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

IN ATTENDANCE:

Linda Chelton	Chief Executive Officer (CEO)	
Frances Cunningham	Corporate Manager (CM)	
Lisa Campbell	Senior Housing Officer (SHO)	
Allana Hammell	Corporate Assistant (CA)	
Karha Hughes	Housing Assistant (HA)	
Graham Harper	Development Consultant	Left at 18:14pm

1. Apologies for Absence

Apologies were tendered on behalf of Kevin Boyle (Board Member), Lucy Madigan (Board Member) and Claire Taylor (Treasurer).

Leave of Absence: Stephen Kelly (Board Member)

Absent: None.

2. Chairperson's Remarks

The Chair welcomed everyone to tonight's meeting and advised that the following Agenda Item would be brought forward so that our consultant could present their report then leave the meeting:

Agenda Item 6: Development Report.

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING
HELD ON MONDAY 26th AUGUST 2024 AT 6.00 PM**

The Chair asked everyone if they would introduce themselves to Karha Hughes (HA) who was present for the first time at tonight's board meeting.

3. Declaration of Interest

- Des Phee noted an interest in relation to Southside Housing Association, Agenda Item 5: Chief Executive Officer & Governance Report, Point 3.1 2 Fuel Advisor Posts and 4.3.1 Welfare Rights Services.
- Christine McCormack noted an interest in relation to Agenda Item 14, Tender Report: Bathroom Replacement Contract.

4. Minutes of Previous Meetings:

Approval of Minutes of Board Meeting held on Monday 24th June 2024

- 4.a** The Board approved the minute as a correct record of the meeting held on Monday 24th June 2024.

Proposed by: Stephen Baxter **Seconded By:** Louise Bacon

The minute was signed and sealed by the Chair.

4.b Matters Arising from the Board Meeting held on Monday 24th June 2024

The Chair asked if anyone had any matters arising from the previous minute of Monday 24th June 2024.

- Morag asked in relation to page 8, if staff had managed to contact previous board member about rejoining the committee. CEO advised that she had reached out and unfortunately the ex-board member was not in position to rejoin and at this time but will continue to communicate.
- The CM noted that all the policies approved at the last meeting have now been uploaded onto the website and will be removed from the report.

The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 24th June 2024.

4.c Draft Minutes of the Audit and Assurance Committee Meeting held on Monday 19th August 2024

The Board noted the draft minute of the Audit & Assurance Committee Meeting held on Monday 19th August 2024.

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**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING
HELD ON MONDAY 26th AUGUST 2024 AT 6.00 PM**

4.d Matters Arising from the Audit and Assurance Committee Meeting held on Monday 19th August 2024 Recommendations for Approval

The Chair asked if anyone had any matters arising from the draft minutes of the Audit & Assurance Committee meeting held on Monday 19th August 2024.

The CM advised that the following recommendations are for ratification by the Board:

- Risk Register Report
- WBG: ARC Final Report
- Financial Statement 31.03.24(final) approved for ratification by the Membership
- Letter of Representation
- Audit Summary Report
- Draft Response to Audit Summary Report
- Reconciliation to Management Accounts
- Management Accounts Q1

The Board noted and approved the above recommendations.

5. Chief Executive Officer & Governance Report:

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

3.1.2 Fuel Advisor Posts

The CEO advised that the two posts have now be filled and the two new staff members have joined the project being employed on behalf of Southside Housing Association. The 2 energy advisors will be split across the 4 organisations. The steering group will meet monthly to oversee the project and make regular reports on funding.

- Hilary asked what the time was allocated to Craigdale with the fuel advisor. The CEO explained that this has not been set in stone yet and would be on an as required basis. The steering group is currently working in marketing the service.

3.1.3 Adaptations

The CEO noted that the recent funding bid to GCC for adaptations had come back and Craigdale was awarded £12,600, this was significantly lower than expected, Craigdale had originally requested £55,000.

- Morag asked if the lack of funding is likely to continue and at what cost to the association. The CEO advised that the association would be looking for the board to approve minor adaptations, such as handrails to be carried out through the reactive repair budget and will look at the Adaptations Policy.

CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING HELD ON MONDAY 26th AUGUST 2024 AT 6.00 PM

- Hilary asked how many tenants in total were waiting. The CM noted that there were 17 adaptations on the waiting list, 6 low access showers, 6 handrail requests and 1 tenant's front door, 1 ramp, 1 kick plates and 2 door entry systems.
- The CEO noted that investment work would continue and there would only be a slight delay month by month to allow room within the budget to carry out small adaptation costs.

The Board approved that small adaptations to be carried out within the reactive repair budget.

3.1.5 Joint Meeting with GCC and Wheatley Group

The CEO advised the Board of the joint meeting that took place on 31st July 2024 and that there will now be quarterly meetings in place. The CEO expressed that it had been a very positive meeting for Craigdale, and the community members involved thanked Craigdale for taking ownership of the situation in the local area.

- The Chair recommended that this be added to the newsletter. The CEO and CM noted that an article will be added.

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

6. Development Report

Graham Harper presented to the Board, the latest update on the development report and noted the following points:

- Licence has been received for site investigation
- Downside – costs £72,000 that GCC are unable to fund until April 2025. He noted that the association should take comfort in the scheme agreement that is in place and funding will go ahead in April 2025 because of this.

Graham asked The Board for approval of the funds in order to pay AS Homes. The CEO also noted that we have it in writing from GCC that the amount will be received in 2025.

- Morag asked if we were ok financially to approve this. The CEO advised that release of the money from the budget could potentially eat into the component replacement programme for Phase 1 and 2. Morag asked if this would only push back the plan of works and not stop them completely. The CEO said yes, but she would confirm details with Fettes.
- The Chair asked if GCC are being overly cautious just now with funding releases. Graham said they could be and there was possibility that they could be in touch before April 2025. To receive the funds this year would be unlikely due to the cutbacks but for GCC to have a balance on next year they will most likely be looking ahead. Graham noted that he has never seen a programme not being funded when they have a scheme agreement in place.

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING
HELD ON MONDAY 26th AUGUST 2024 AT 6.00 PM**

**The Board approved to release the funds to further the development opportunity.
Graham Left the meeting at 18:14.**

7. Business Plan 2024 – 27: Strategic Objectives Delivery Plans

The CEO presented the Business plan 2024-27: Strategic Objectives Delivery Plans and noted that all had been started and progressing well.

The Board Approved the Business Plan 2024-27: Strategic Objectives Delivery Plans

8. Business Plan 2024-27: Operational Delivery Plans(Q1)

The CM reported on the Operational Delivery Plans (Q1).

The CM noted that it had been five years since the last Governance review and asked the Board if they wished to consider another review for 2025/26. The Board approved recommendation and this will be placed in the budget for 2025/26.

The CM asked the Board to consider reviewing the Chair and Staff Reps meeting. The CM and Staff feel confident enough to approach the Chair or any other Board Member if they had an issue with the CEO or any other Senior Staff Member. Staff are proposing to meet with the Chair collectively at our Business Planning Away Day as all staff would be present on the day.

Morag and the Chair expressed this was a good idea and was pleased to hear that the staff felt in a position that they were comfortable to approach the Chair.

The Board approved the Governance Review within next years budget and to meet with Staff on an annual basis.

9. Annual Assurance Statement Self-Assessment Report

The CEO reported on the AAS Self-Assessment report.

The Chair asked when the Board appraisals are scheduled. The CM advised that these should be in place for Christmas.

The Chair noted that it would also be good to have a group appraisal in place. The CM noted this as something she could look into.

10. Draft: Annual Assurance Statement Review

The CEO presented the first draft of the Annual Assurance Statement (AAS).

The Chair asked the Board if they had any changes or amendments to the AAS. The CEO suggested that any amendments be emailed over to the CEO or CM and they will draft any the final AAS for the Board meeting in October for final approval and submission to the Scottish Housing Regulator.

The Board approved the first draft of the Annual Assurance Statement.

11. AGM – Board Members Standing Down & Secretary’s Report

The CM advised that the purpose of this report is to provide the Board with details for this year’s Annual General Meeting (AGM) which will take place on Thursday 5th September 2024 at 6.30pm at the Birgidale Complex and also to inform the Board which Board Members are due to retire at the AGM.

The longest serving Board Members are Des Phee, Hilary Tennant and Louise Bacon. Both Des and Louise confirmed that they had completed and returned their Nomination Forms. Hilary confirmed that she would be stepping down from the Board at the AGM.

The CM advised the Board that they are required to recommend to the Membership the appointment of CT (formerly Chiene & Tait) as our External Auditor.

The CM advised that the Association’s Model Rules state (Rule 68) that the Secretary must confirm in writing at the last meeting before the AGM that Rules 62 to 67 have been followed, and if not the reasons for this. The Secretary confirmed that the Association is complying with Rule 68.

The CM noted apologies for Christine McCormack (Board Member) for this years AGM on Thursday 5th September 2024.

The Board Approved the AGM Arrangements, Board Members Standing Down, Appointment of CT as external auditors & Secretary’s Report

12. Register of Interests (01.04.24 to 30.06.24)

The CM advised that the purpose of the report is for the Board to review the register entries during the year relating to Staff and Board declarations of interest, gifts and hospitality received and entitlements, payments and benefits and highlighted to the Board that the report will be brought every three months.

The Board Approved the Register of Interests (01.04.24 to 30.06.24)

13. Policy Review

The CEO went over the 3 policies that had been reviewed:

- Recharge Policy
- Lone Working Policy
- Business Continuity and Disaster Recovery Plan

The CEO noted that changes had been made to job titles within the policies and an annex for cyber security would be added.

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING
HELD ON MONDAY 26th AUGUST 2024 AT 6.00 PM**

The Chair asked in relation to the Business Continuity and Disaster Recovery Plan if the plan would be to carry out tests every year. The CEO advised yes, annual testing, one of which was carried out last year due to the fire at Phase 2.

The CEO noted that M2 are going to do a Phishing test in due course.

The Board Noted and Approved the Rechargeable Repairs Policy, Business Continuity & Disaster Recovery Plan and the Lone Working Policy.

14. Tender Report: Bathroom Replacement Contract

The CEO reported on the Bathroom Replacement Contract and noted that M P Group UK Ltd had been successful in securing the contract to carry out the bathroom replacement contract in Phase 3.

The Board Approved the Tender Report: Bathroom Replacement Contract and appointment of M P Group UK Ltd.

15. Membership Report

The CM gave a verbal update and advised the Board that there had been no change to the Membership this month.

Membership currently stands at 77.

The Board noted the content of the Membership Report.

16. Notifiable Events

The CM gave a verbal update and advised the Board that we have no live notifiable events.

The Board noted that there were no Notifiable Events.

17. Rent Report: July 2024

The SHO gave an update on the Rent Report for July 2024 and noted that there had been a dramatic drop in late payers.

- Hilary noted that there was quite a difference in figures reported in 2023 (£25,000) to 2024 (£45,000). The SHO advised that this was due to the effect of the cost of living on our tenants and a trend had been picked up on that a lot of tenants experiencing difficulties where tenants who work.

The CEO assured the Board that every step was being taking to help and support our tenants facing financial difficulties.

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING
HELD ON MONDAY 26th AUGUST 2024 AT 6.00 PM**

The SHO advised the Board that Case 1/2024 is due to call at court on 5th September for nonpayment of rent (£5,017.68). The SHO is seeking for the Board to approve decree when the case is called.

- Morag asked if this case had been previously reported to the board, given the level of arrears. The CEO advised this case has been coming to Board meeting every month, however its only now given the level and staff exhausting all avenues of support, that approval will be required to continue at court case level.

The SHO also asked to seek approval to write off former tenant arrears balance of £3,844.93.

The Board Approved the Rent Report, Decree for Case 1/2024 and Former Tenant Arrears Write offs totalling £3,844.93.

18. Correspondence

The Secretary presented the following correspondence:

- a) Housing Industry Leaders: Scotland Housing Conference – Retrofitting Housing Stock: if anyone wished to attend to let CEO or CM know.
- b) SPSO Complaint: The Secretary advised the Board that the SPSO Complaint had been resolved with no further action.
- c) GWSF: Letter to First Minister

The Board Noted the Correspondence Report.

19. Any Other Competent Business

a) Complaint: Chief Executive Officer

The CM asked the CEO to leave the room to discuss a complaint that had been received. The CEO left the room at 19:45pm.

The CM advised that a tenant in our Phase 10 Development had submitted a complaint in relation to the CEO and Parking within the development. The tenant had also submitted a second complaint as which she felt was a vexation complaint against her tenancy.

The CM read through the 10 points that the tenant had submitted and advised that the Board that she was recommending that 2 of the complaints would be upheld. This in entailed that if the Association has a Group or one to one meeting with tenants that a summary letter would be sent out to confirm the actions agreed and an apology was issued to the tenant as CEO had failed to acknowledge receipt of an email.

The Chair confirmed with the Board the suspension of standing order at 8.00pm.

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING
HELD ON MONDAY 26th AUGUST 2024 AT 6.00 PM**

The Board accepted the two recommendations however felt that the complaints was mainly in respect to Operational issues and should not have been brought to the Boards attention.

20. Date of Next Meeting

**Annual General Meeting:
Board Meeting:**

**Thursday 5th September 2024 at 6.30pm
Monday 23rd September 2024 at 6:00PM**

The meeting concluded at 8.05pm

Minute Signed by the Chairperson:
