

22<sup>nd</sup> March 2022

Dear Board Member,

There will be a Board Meeting on MONDAY 28<sup>TH</sup> MARCH 2022 AT 6.00PM

If you are unable to attend the meeting, please ensure that you submit your apologies.

If you feel you need additional information in advance of the Board meeting in relation to any Agenda Item, please do not hesitate to contact myself.

Yours sincerely

## Linda

Linda Chelton
Chief Executive Officer

linda@craigdaleha.co.uk 0141-631-5007

| MISSION:  | <u>VISION</u> :     | <u>VALUES</u> : |
|---|---------------------|-----------------|
| "WE ARE PASSIONATE ABOUT PROVIDING EXCELLENT AFFORDABLE HOMES AND SERVICES FOR OUR COMMUNITY" | "CHANGING LIVES FOR | RESPECT         |
|   | THE BETTER"         | OPENNESS        |
|   |                     | TRUST           |
|   |                     | LISTENING       |

## **BOARD & COMMITTEE MEETING SCHEDULE FOR 2022/23**

| The Board   | Audit & Assurance<br>Committee   | Operational Services Committee   | Community Events Group   | Staffing<br>Committee  |
|---|--|--|--|--|
|   | Finance, Audit, Risk<br>Man, H&S & Policy  | Housing, Maintenance,<br>Factoring, Wider Role,<br>Policy                            | Delivering<br>community events<br>(Open to Staff &<br>Board Members) | Extra-ordinary<br>Staffing Issues                                      |
| Chair<br><u>John Kilpatrick</u>   | Chair<br><u>Hilary Tennant</u>   | Chair<br><u>Morag Cameron</u>  | Chair<br>Christine McCormack   | Chair<br><u>Helen Bayne</u>  |
| Christine McCormack<br>Morag Cameron<br>Claire Taylor<br>Helen Bayne<br>John Kilpatrick<br>Des Phee | Morag Cameron<br>Claire Taylor<br>Helen Bayne<br>John Kilpatrick<br>Hilary Tennant | Christine McCormack<br>Morag Cameron<br>Claire Taylor<br>John Kilpatrick<br>Des Phee | Christine McCormack<br>Morag Cameron                                 | Christine McCormack<br>Morag Cameron<br>Helen Bayne<br>John Kilpatrick |
| Hilary Tennant<br>Catherine Jones<br>David Logan<br>Gemma Woodrow<br>Louise Bacon                   |  |  | TO BE ARRANGED<br>WHEN REQUIRED                                      | TO BE ARRANGED<br>WHEN REQUIRED  |
| Linda Chelton<br>Frances Cunningham   | Linda Chelton<br>Frances Cunningham<br>Fettes McDonald                             | Sam Morton<br>Frances Cunningham<br>Richie O'Brien                                   | Sam Morton<br>Lisa Campbell<br>Jaclyn McMahon                        | Linda Chelton<br>Frances Cunningham                                    |

|               | The Board                                       | Audit & Assurance Committee | Operational<br>Services<br>Committee | AGM             | Business<br>Away Day | Board<br>Training                           |
|---------------|---|-----------------------------|--------------------------------------|-----------------|----------------------|---|
|               | Monday<br>6.00pm                                | Monday<br>6.00pm            | Monday<br>6.00pm                     | Thurs<br>6.30pm | Friday<br>9.00am     | 6.00pm                                      |
| March         | 28.03.22  |                             |                                      |                 |                      | Development<br>07.03.22                     |
| April         | 25.04.22  |                             |                                      |                 |                      |   |
| Мау           | 23.05.22  | 09.05.22                    | 16.05.22                             |                 |                      |   |
| June          | 27.06.22  |                             |                                      |                 |                      | Maintenance: 06.06.22<br>Staffing: 13.06.22 |
| Aug           | 29.08.22  | 08.08.22                    | 15.08.22                             |                 |                      |   |
| Sept          | 19.09.22  |                             |                                      | 15.09.22        |                      |   |
| Oct           | 24.10.22  |                             |                                      |                 |                      |   |
| Nov           | 28.11.22  | 07.11.22                    | 14.11.22                             |                 |                      |   |
| 2023          |   |                             |                                      |                 |                      |   |
| Jan<br>Budget | 23.01.23  |                             |                                      |                 |                      |   |
| Jan           | 30.01.23  |                             |                                      |                 |                      |   |
| Feb           | 27.02.23  | 13.02.23                    | 20.02.23                             |                 |                      |   |
| March         | 27.03.23  |                             |                                      |                 |                      |   |
| April         | 24.04.23  |                             |                                      |                 |                      |   |
| Quorum:       | orum: Board Meetings x 4 Committee Meetings x 3 |                             |                                      |                 |                      | as x 3                                      |

## Meeting of the Board of Craigdale Housing Association to be held on Monday 28<sup>th</sup> March 2022 at 6.00pm

## Agenda

| No | Agenda Item  | Lead<br>Person | Action<br>Required | Encl     |
|----|--|----------------|--------------------|----------|
| 1. | Apologies  | Chair          |                    |          |
| 2. | Chair's Remarks  | Chair          |                    |          |
| 3. | Declarations of Interest   | Chair          |                    |          |
| 4. | Minutes of Previous Meetings:  |                |                    |          |
|    | a) Approval of Minutes of Previous Board Meeting (28.02.22)              | Chair          | Approval           | <b>✓</b> |
|    | b) Matters Arising from Previous Meeting (28.02.22)                      | Chair          | Noting             | ✓        |
| 5. | Chief Executive Officer Report & Governance Report                       | CEO            | Approval           | <b>√</b> |
|    | ITEMS REQUIRING A DECISION   |                |                    |          |
| 6. | Development Report: Phase 10 – Castlemilk West Church Site Update Report | G Harper       | Noting             | ✓        |
| 7. | Governance Review Action Plan Report                                     | SCSO           | Approval           | ✓        |
| 8. | Budget 2022/23 – Final   | FMD            | Approval           | <b>√</b> |
| 9. | Policy Review  |                |                    |          |
|    | a) Information, Communication & Technology (ICT) Policy                  | SCSO           | Approval           | <b>✓</b> |
|    | b) Value for Money   | CEO            | Approval           | <b>✓</b> |
|    | c) Information & Advice Service  | CEO            | Approval           | <b>✓</b> |
|    | d) Void Policy   | SHSO           | Approval           | ✓        |
|    | e) Clear Desk Policy   | SCSO           | Approval           | ✓        |
| 10 | Additional Contractors for Framework Report                              | SHSO           | Approval           | <b>√</b> |
| 11 | Tender Report Internal Audit Services                                    | CEO            | Approval           | <b>√</b> |
|    | ITEMS FOR NOTING   |                |                    |          |
| 12 | Share Capital Report   | SCSO           | Noting             | ×        |
| 13 | Notifiable Events Report   | SCSO           | Noting             | ✓        |
| 14 | Rent Report: February 2022   | SHSO           | Noting             | ✓        |
| 15 | Correspondence   | Secretary      | None               |          |
| 16 | Any Other Competent Business:  | Chair          | None               |          |
| 17 | Date of next meeting   | Chair          |                    | I        |
|    | Monday 25 <sup>th</sup> April 2022 at 6.00pm                             |                | •                  |          |