



12<sup>th</sup> January 2026

Dear Board Member,

There will be a Board Meeting on **MONDAY 19<sup>TH</sup> JANUARY 2026 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

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0141-631-5005

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

### **Board Members**

|                     |             |  |
|---------------------|-------------|--|
| Christine McCormack |             |  |
| Morag Cameron       |             |  |
| Des Phee            | Chairperson |  |
| Louise Bacon        | Vice Chair  |  |
| Stephen Baxter      | Secretary   |  |
| Kevin Boyle         |             |  |
| Stephen Kelly       | Treasurer   |  |
| Lucy Madigan        |             |  |
| Rebecca Leedham     |             |  |
| Leza Lafferty       |             |  |
| Maryam Idris        |             |  |

| BOARD & COMMITTEE MEETING SCHEDULE FOR 2026/27  |   |   |   |   |
|---|---|---|---|---|
| The Board   | Audit & Assurance Committee   | Policy Committee  | Community Events Group  | Staffing Committee  |
|   | Finance, Audit, Risk Man, H&S & Policy  | Policy Review   | Delivering community events   | Extra-ordinary Staffing Issues  |
| Chair<br><u>Des Phee</u>  | Chair<br><u>Stephen Baxter</u>  | Chair<br><u>Morag Cameron</u>   | Chair<br><u>XXX</u>   | Chair<br><u>Stephen Kelly</u>   |
| Christine McCormack<br>Morag Cameron<br>Des Phee<br>Louise Bacon<br>Stephen Baxter<br>Kevin Boyle<br>Stephen Kelly<br><b>Lucy Madigan</b><br>Rebecca Leedham<br>Leza Lafferty<br>Maryam Idris | <b>Christine McCormack</b><br>Morag Cameron<br><b>Des Phee</b><br>Stephen Baxter<br>Stephen Kelly<br><b>Lucy Madigan</b><br>Kevin Boyle | Christine McCormack<br>Morag Cameron<br>Louise Bacon<br>Stephen Baxter<br>Leza Lafferty | Christine McCormack<br>Morag Cameron<br><br><b>TO BE ARRANGED<br/>WHEN REQUIRED</b> | Christine McCormack<br>Morag Cameron<br>Des Phee<br>Stephen Baxter<br>Stephen Kelly<br><b>Lucy Madigan</b><br><br><b>TO BE ARRANGED<br/>WHEN REQUIRED</b> |
| Linda Chelton<br>Frances Cunningham<br>Lisa Campbell<br>Callyn McTaggart  | Linda Chelton<br>Frances Cunningham<br>Fettes McDonald<br>Callyn McTaggart  | Linda Chelton<br>Frances Cunningham<br>Lisa Campbell<br>Callyn McTaggart                | Lisa Campbell<br>Linda Burns  | Linda Chelton<br>Frances Cunningham   |

|           | The Board | Audit & Assurance Committee | Policy Committee | AGM      | Business Away Day | Board Training                     |
|-----------|-----------|-----------------------------|------------------|----------|-------------------|------------------------------------|
|           | Monday    | Monday                      | Monday           | Thurs    | Friday            | Monday                             |
|           | 6.00pm    | 6.00pm                      | 6.00pm           | 6.30pm   | 9.00am            | 6.00pm                             |
| 2026/27   | Monthly   | 3 months                    | 3 months         | Annual   | Annual            |                                    |
| January   | 19.01.26  |                             |                  |          |                   | 26.01.26<br>Risk                   |
| February  | 23.02.26  | 16.02.26                    |                  |          |                   |                                    |
| March     | 30.03.26  |                             | 23.03.26         |          |                   | 27.03.26<br>Governance             |
| April     | 27.04.26  |                             |                  |          |                   | 13.04.26<br>Equalities             |
| May       | 18.05.26  | 11.05.26                    |                  |          |                   |                                    |
| June      | 29.06.26  |                             | 22.06.26         |          |                   | 01.06.26<br>08.06.26<br>Employment |
| August    | 31.08.26  | 17.08.26                    |                  |          |                   |                                    |
| September | 21.09.26  |                             | 14.09.26         | 07.09.26 |                   |                                    |
| October   | 26.10.26  |                             |                  |          | Bus Plan Day      |                                    |
| November  | 30.11.26  | 16.11.26                    |                  |          |                   |                                    |
| December  |           |                             | 07.12.26         |          |                   |                                    |
| January   | 18.01.27  |                             |                  |          |                   |                                    |
| February  | 22.02.27  | 15.02.27                    |                  |          |                   |                                    |
| March     | 22.03.27  |                             | 15.03.27         |          |                   |                                    |

|         |                    |                        |
|---------|--------------------|------------------------|
| Quorum: | Board Meetings x 4 | Committee Meetings x 3 |
|---------|--------------------|------------------------|

## Meeting of the Board of Craigdale Housing Association

to be held on Monday 19<sup>th</sup> January 2026 at 6.00pm

### Agenda

| No | Agenda Item  | Lead Person | Action Required | Enc |
|----|--|-------------|-----------------|-----|
| 1. | Apologies for Absence  | Chair       |                 |     |
| 2. | Chairperson's Remarks  | Chair       |                 |     |
| 3. | Declarations of Interest   | Chair       |                 |     |
| 4. | Minutes of Previous Meetings:  |             |                 |     |
|    | a) Approval of Minutes of Board Meeting (24.11.25)   | Chair       | Approval        | Y   |
|    | b) Matters Arising from the Board Meeting (24.11.25)   | Chair       | Noting          | Y   |
|    | c) Draft Minutes of the Policy Committee Meeting (08.12.25)  | Chair       | Noting          | Y   |
|    | d) Matters Arising from the Policy Committee Meeting (08.12.25)  | Chair       | Approval        | Y   |
|    | <b><u>Recommendations Approvals</u></b><br>4d06: Standing Orders, Remits & Delegated Authorities<br>4d07: Staff Expenses Policy<br>4d08: Smoke Free Policy<br>4d09: Alcohol & Substance Misuse Policy<br>4d10: Fraud & Bribery Policy<br>4d11: Tenant Participation Strategy<br>4d12: Whistleblowing Policy<br>4d13: Dignity at Work Policy<br>4d14: Stress Management Model Policy<br>4d15: Flexible Working Policy<br>4d16: Flexi Time & Toil Policy |             |                 |     |
|    | <b>ITEMS FOR APPROVAL</b>  |             |                 |     |
| 5. | Rent Increase for 2026/27  | CEO         | Approval        | Y   |
| 6. | Draft Budget for 2026/27 (First)   | FMD         | Approval        | Y   |
| 7. | Procurement: Phase 1 & 2 External Door Contract  | CEO         | Approval        | Y   |
| 8. | Development Report (Confidential)  | SDC         | Approval        | Y   |
| 9. | Membership Report  | CM          | Approval        | Y   |

|     |  |           |            |   |
|-----|--|-----------|------------|---|
|     |  |           |            |   |
| 10. | Board Application Report   | CM        | Approval   | Y |
|     | <b>ITEMS FOR NOTING</b>  |           |            |   |
| 11. | Notifiable Events  | CM        | Noting     | Y |
| 12. | Rent Report: December 2025   | SHO       | Noting     | Y |
| 13. | Chief Executive Officer Report   | CEO       | Noting     | Y |
| 14. | CEO Staffing & Service Provider Report   | CEO       | Noting     | Y |
| 15. | Board & Staff Members Training Plan  | CM        | Noting     | Y |
| 16. | Policy Review Register   | CM        | Noting     | Y |
| 17. | Equalities & Human Rights Action Plan Report   | CEO       | Noting     | Y |
|     |  |           |            |   |
| 18. | Correspondence   |           |            |   |
|     | a) SHARE: Annual Conference  | Secretary | Noting     | Y |
|     | b) AAB: J B Bennet (Contracts) Ltd - Administration  |           |            |   |
|     | c) SHR: Updated factsheets for tenants and landlords on raising a Serious Concern about a landlord |           |            |   |
|     |  |           |            |   |
| 19. | Any Other Competent Business:  | Chair     |            |   |
|     | a) Board Appraisals  | CM        | Discussion | N |
|     |  |           |            |   |
|     |  |           |            |   |
| 20. | Date of next meeting   | Chair     | Noting     | x |
|     | <b>Monday 23<sup>rd</sup> February 2026 at 6.00pm</b>  |           |            |   |