

THE SECTION HIGHLIGHTED IN YELLOW HAVE BEEN REDACTED DUE TO THE CONTENT BEING PRIVATE AND CONFIDENTIAL

CRAIGDALE HOUSING ASSOCIATION LIMITED					
REPORT TO:		BOARD OF MANAGEMENT			
MEETING DATE:		MONDAY 28TH AUGUST 2023			
AGENDA ITEM:		4A MINUTES OF PREVIOUS MEETINGS: APPROVAL OF MINUTES OF BOARD MEETING – 26.06.23			
Status:	Confidential		For:	Approval	✓
	Non-Confidential	✓		Discussion	
				Noting	
CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 26TH JUNE 2023 AT 6.00PM					

PRESENT:

Des Phee	Chairperson	
Louise Bacon	Secretary	
Christine McCormack	Board Member	Attended by Zoom
John Kilpatrick	Board Member	
Kevin Boyle	Board Member	
Stephen Kelly	Board Member	

IN ATTENDANCE:

Linda Chelton	Chief Executive Officer (CEO)	Minute Secretary
Fettes McDonald	FMD Financial Services Ltd	Attended by Zoom

1. Apologies for Absence

Apologies were tendered on behalf of Morag Cameron (Board Member), Gemma Woodrow (Board Member), Frances Cunningham (SCSO), Claire Taylor (Board Member), Hilary Tennant (Board Member) and Stephen Baxter (Board Member).

Leave of Absence: None.

Absent: None.

2. Chairperson’s Remarks

The Chair welcomed everyone to tonight’s meeting.

3. Declaration of Interests

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- D Phee (Chairperson) declared an interest in relation to Agenda Item 16, Welfare Advice Team Annual Report 2022/23
- Kevin Boyle regarding item 12 Tender Report Reactive Maintenance Framework

4. Minutes of Previous Meetings:

4.a Approval of Minutes of Board Meeting held on Monday 30th May 2023

The Board approved the minute as a correct record of the meeting held on Monday 30th May 2023 as proposed by Stephen Kelly and seconded by Kevin Boyle. The minute was signed and sealed by the Chair.

4.b Matters Arising from the Board Meeting held on Monday 30th May 2023

The Chair asked if anyone had any matters arising from the previous minutes of Monday 30th May 2023.

The Chair asked the Board if they had any questions. No further questions were asked.

The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 30th May 2023.

5. Chief Executive Officer Report & Governance Report

The CEO presented the Chief Executive Officer Report & Governance Report to the Board and gave a brief update on the following:

- The success of the opening of the new build
- The drop in performance of the Grounds Maintenance service and the planned remedial action
- SFHA CEO forum
- Castlemilk Partnership human rights strategy
- External Audit procurement

The CEO asked the Board if they had any questions. No further questions were asked.

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

6. Development Report:

The CEO advised that the Board agreed on 27.02.23 that this report could be moved to a quarterly cycle. The next report is scheduled for 28.08.23 due to the summer break.

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7. Governance Review Action Plan Report

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

The CEO advised that there were no updates this month.

The CEO asked the Board if they had any questions. No further questions were asked.

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

8. Investigation Recommendation – Action Plan Report

The CEO presented the Investigation Recommendation – Action Plan Report to the Board and gave a brief update.

The Board noted and approved the progress of the Investigations Recommendations – Action Plan Report and its submission to the SHR.

9. Loan Portfolio Return to Scottish Housing Regulator

F McDonald explained that the Association is required to submit the Loan Portfolio Return to the Scottish Housing Regulator (SHR) on an annual basis by the end of June 2023. The annual return requires reviewing and prior approval by the Board.

The Loan Portfolio Return is used by SHR to collect information from Registered Social Landlords about their borrowing and other funding arrangements they have in place. This information assists the Regulator in assessing the regulatory risks faced by the Association and the wider sector.

F McDonald asked the Board to note the following:

- Approximately 65% of all housing stock is not granted as security for loan debt.
- The Association has loan facilities with BOS, RBS and Nationwide.
- Total loan debt at 31 March 23 is £3.427.9m.
- All debt is on a variable rate basis.
- These loans are due to be fully repaid between 2032 and 2036.
- There are no issues in terms of covenant compliance.

There are no concerns regarding any aspect of the loan portfolio return for the Association.

F McDonald asked the Board if they had any questions. No further questions were asked.

The Board approved the Loan Portfolio Return and noted that the return will be uploaded onto the Scottish Housing Regulators Portal.

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10. Treasury Management Report

F McDonald explained that the Association's Treasury Management Policy notes the requirement to report to the Board at least once a year on treasury management operations and that the report contains the following information.

- Secured stock per lender and stock valuation data as at 31.03.23.
- Loan information in relation to each lender as at 31.03.23
- Asset cover information as at 31.03.23
- Details of secured and unsecured stock as at 31.03.23
- Future proposed borrowings
- Projected cash flow position
- Covenant compliance
- Interest earnings from surplus funds
- Compliance with policy
- Treasury strategy for the next 12 months

F McDonald advised that the Association is relatively risk averse and the main intentions of the treasury activity are-

- effective management and control of risk.
- to protect the capital sums held by the Association.
- ensure sufficient liquidity for the Association in its day-to-day operations.
- ensure access to sufficient resources for future new build and investment activity.
- keeping loan costs to a reasonable level.

The Association's debt level at March 2023 is relatively low and no sophisticated arrangements are in place. Fixed rates shall be considered in 2023/24 and placement shall depend on available rates.

The historic security issues referred to last year have largely been resolved with one query involving Scottish Water continuing.

In the meantime, the Association can continue to repay its debt as it becomes due and place deposits on a short term basis of around £1.5m.

F McDonald also added to the report that it is good practice and prudent to fix the interest on some of the loans and that at present Craigdale only have variable loans. He has spoken to the RBS and this may be possible to fix part of the most recent loan at a lower than current base rate figure. If Board are happy to look at this he will arrange a meeting with RBS, the CEO and himself to discuss.

F McDonald asked the Board if they had any questions.

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- Des Phee asked about ESG and whether this will impact on Craigdale. F McDonald reported that this only tends to affect larger organisations.
- Des Phee asked if in F McDonald's opinion interest rates were likely to carry on rising or stabilise. F McDonald reported that the forecasts suggest they may rise a little further to possibly 5.5% or 6% and then start to settle.
- Des Phee asked if the RBS excess security would grow over time – F McDonald explained that yes it would as long as Craigdale keep the properties well maintained.

The Board noted and approved the Treasury Management Report and agreed for F McDonald and the CEO to meet with RBS to discuss fixing some of the loan.

11. Policy Review: GDPR & FOI

The CEO advised that from our last meeting with our Data Protection Officer, Claire Beckley she advised that the following policies, procedures and Legitimate Interests Assessment were required to be reviewed for approval by the Board.

The CEO asked the Board if they had any questions. No further questions were asked.

The Board noted and approved the following:

- **Information Security & Personal Data Breach Management Procedure**
- **Data Subject Rights Procedure**
- **Appropriate Policy Document**
- **Legitimate Interests Assessment (LIA) Disaster Planning**
- **Legitimate Interests Assessment (LIA) Void Property Management**
- **Legitimate Interests Assessment (LIA) References**

12. Tender Report: Reactive Maintenance Framework

The CEO explained that the purpose of this report was to present the results from the procurement of the Reactive Maintenance Framework.

Tender documents comprising a Specification of Works, including: a Capability Questionnaire (SPD); Tender Quality Questionnaire (TQQ) and Form of Tender (for pricing by contractors) was uploaded to the PCS website with the Contract Notice, for interested contractors to complete and return via the PCS post box on/ by 16th June 2023 at midday.

The CEO asked the Board if they had any questions. No further questions were asked.

- The Board had a discussion about the success of using this type of Framework for Craigdale and felt that it was working to use this method.

The Board noted and approved the Reactive Maintenance Framework.

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13. Share Capital Report

The CEO advised that there were no applications for membership this month. The Board noted the level of membership was currently 79.

14. Notifiable Events

The CEO advised that we do not have any new notifiable events.

15. Rent Report: May 2023

The CEO went through the Rent Report for May 2023.

The CEO asked the Board if they had any questions. No further questions were asked.

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

16. Welfare Advice Team Annual Report 2022/23

S Lavelle advised that the report provides an annual report on achievements of the Welfare Benefit and Money Advice Services delivered by Southside Housing Association for 2022/23.

S Lavelle highlighted that their objectives are:

- *All tenant's benefit income is maximised, and debt is minimised.*
- *Promote personal financial capability and tenancy sustainment.*
- *Sustain local communities.*
- *Assist with the alleviation of poverty and other elements of exclusion.*

S Lavelle highlighted that they dealt with 4335 cases and have gained £2,284,597.07. 353 cases related to Craigdale, and we gained £287,632.82.

S Lavelle advised that our Money Advice Service negotiated over £160,202.21 in debts to be written off, which included Consumer Credits Debts and Utility debts.

S Lavelle mentioned that they had successfully applied for funding from the following organisations:

Energy Savings Trust Redress Scheme we issued over 1000 vouchers totalling £56,067.20.

SFHA Social Housing Fuel Support fund and were issued with 1000 fuel vouchers totalling £63,761.00.

FCA-Home Heating Grants and were issued with 91 fuel vouchers totalling £53,590.47.

National Lottery Community Anchor Fund we issued 1300 vouchers totalling £24,936.00.

Scottish Government Winter Hardship £24,936.00.

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S Lavelle advised that the service provided at Craigdale Housing Association has been well received by tenants. The Financial gains for 2022/23 were as follows:

Financial Gains	353	£287,632.82
Food Vouchers	92	£3,950.00
Fuel Vouchers	171	£7,498.00

S Lavelle asked the Board if they had any questions.

- J Kilpatrick thanked S Lavelle for the work undertaken this year especially in the current climate.
- L Bacon asked about 'Awards for All' funding to help tenants with food and fuel vouchers. L Bacon offered to assist if needed.

The Board noted and approved the contents of the Welfare Advice Team Annual Report 2022/23.

17. Procurement Yearly Summary Report

The CEO highlighted that this report details our procurement activities completed in 2022/23 and our likely activities that will take place in 2023/24.

2022/23 Procurement Activity

Activity	Value	Services or Works	Procurement Route	Organisation	Timeline
External Auditor	£16k	Services	SFHA Website	Azets	Approved by Board: 29.08.22
Electrical Inspection Contract	£21k	Services	Public Contract Scotland	Magnus Electrical Services	Approved by Board: 29.08.22
Gutter Maintenance Contract	£114k	Services	Public Contract Scotland	James Mearchent & Sons	Approved by Board: 29.08.22
Gas Maintenance Contract	£47k	Services	Public Contract Scotland	City Technical Services Ltd	Approved by Board: 27.03.23
Boiler & Central Heating Replacement Contract	£449k	Services	Public Contract Scotland	City Technical Services Ltd	Approved by Board: 24.04.23
Reactive Repairs Framework	Unknown	Services	Public Contract Scotland	Currently out to tender.	To be Approved

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					by Board: 26.06.23
Insurance	Unknown	Services	Public Contract Scotland	TBC	Not due until Sept 2023

Procurement Activity 2023/24

Activity	Value	Services or Works	Procurement Route	Organisation	Timeline
External Auditor	Unknown	Services	Public Contract Scotland	TBC	30.06.23
Insurance	Unknown	Services	Public Contract Scotland	TBC	30.09.23
Garden Maintenance	Unknown	Services	Public Contract Scotland	TBC	
Close Cleaning	Unknown	Services	Public Contract Scotland	TBC	
IT Services	Unknown	Services	Public Contract Scotland	TBC	TBC - 2024

The CEO asked the Board if they had any questions. No further questions were asked.

The Board noted and approved the contents of the Procurement Yearly Update Report 2022/23.

18. 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 gave an update on the following:

No further changes to the action plan this quarter but the current work being undertaken by the Castlemilk Partnership on Human Rights will increase the Human Rights section from 'Developing' to 'Achieving' once complete.

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Discussed the new Human Rights (Scotland) Bill which has been published and that the work being done by the Partnership is all covered in the bill.

The CEO asked the Board if they had any questions.

- Des Phee asked if the CEO had any idea how long the new Human Rights (Scotland) Bill would take to get Royal Assent. CEO responded that the feeling of the external consultant is that it may get delayed while the bill is checked by Westminster to ensure that there are no retained powers being affected.

The Board noted and approved the progress of the Equalities & Human Rights Report.

19. Board & Staff Members Training Plan

The CEO presented the Board & Staff Members Training Plan and highlighted that the Board Appraisals had been concluded and the training identified from the appraisals had been included within the report.

The CEO advised that the SCSO is currently organising dates with SHARE for the following training events:

- The Scottish Housing Regulator – What Board need to know.
- Risk Management for Board.

The CEO asked the Board if they had any questions. No further questions were asked.

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

20. Policy Review Register

The CEO advised that the Policy Review Register has been updated in relation to the suspension of policies and will recommence in September 2023.

The first policies for review are:

Housing Operations: Anti-Social Policy
Governance: Tenant Participation Strategy
Housing Operations: Rent Setting

The CEO asked the Board if they had any questions. No further questions were asked.

The Board noted and approved the Policy Review Register.

21. Correspondence

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The Secretary presented tonight's correspondence:

- a) SHARE: Board Member Vacancies
- b) Scottish Government – Paul McLennan

22. Any Other Competent Business

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

The CEO asked the Board if they are happy with the circulated advertisement for Board Members

The Board noted and approved the advert to be placed on the SFHA website.

- a) EVH Finance & RSL Presentation

23. Date of Next Meeting

Monday 28th August 2023 at 6.00pm Board Meeting

The meeting concluded at 7.25pm

Minute Signed by Chairperson: _____