

16<sup>th</sup> August 2021

Dear Board Member,

There will be a Board Meeting on MONDAY 23<sup>RD</sup> AUGUST 2021 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

David

David Mackenzie Chief Executive Officer

david@craigdaleha.co.uk 07368-624-374

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

<b>BOARD &amp; COMMITTEE MEETING SCHEDULE FOR 2021/22</b>					
The Board	Audit & Assurance Committee	Operational Services Committee	Community Events Group	Staffing Committee	
	Finance, Audit, Risk Man, H&S & Policy	Housing, Maintenance, Factoring, Wider Role, Policy	Delivering community events (Open to Staff & Board Members)	Extra-ordinary Staffing Issues	
Chair <u>John Kilpatrick</u>	Chair <u>Hilary Tennant</u>	Chair <u>Morag Cameron</u>	Chair <u>XX</u>	Chair <u>Helen Bayne</u>	
Christine McCormack Morag Cameron Claire Taylor Helen Bayne John Kilpatrick Des Phee	Morag Cameron Claire Taylor Helen Bayne John Kilpatrick Hilary Tennant	Christine McCormack Morag Cameron Claire Taylor John Kilpatrick Des Phee	Morag Cameron	Christine McCormack Morag Cameron Helen Bayne John Kilpatrick	
Hilary Tennant Catherine Jones David Logan Evelyn Foster Gemma Woodrow Louise Bacon			TO BE ARRANGED WHEN REQUIRED	TO BE ARRANGED WHEN REQUIRED	
David Mackenzie Frances Cunningham Jaclyn McMahon	David Mackenzie Frances Cunningham Jaclyn McMahon Fettes McDonald	Sam Morton Frances Cunningham Robert Allison Jaclyn McMahon	Lisa McIlroy Jaclyn McMahon Sam Morton	David Mackenzie Frances Cunningham	

	The Board	Audit & Assurance Committee	Operational Services Committee	AGM & SGM	Business Away Day	Board Training
	Monday 6.00pm	Monday 6.00pm	Monday 6.00pm	Thurs 6.30pm	Friday 9.00am	6.00pm
Aug	23.08.21	09.08.21	16.08.21			
Sept	20.09.21			16.09.21		Welfare Rights 13.09.21
Oct	25.10.21					Hsg Man 18.10.21
Nov	29.11.21	08.11.21	15.11.21			Anti-Bribery & Fraud 01.11.21
Jan Budget	24.01.22					
Jan	31.01.22					
Feb	28.02.22	07.02.22	14.02.22			
March	28.03.22					
April	25.04.22					
Мау	23.05.22	09.05.22	16.05.22			
June	27.06.22					
Aug	29.08.22	08.08.22	15.08.22			
Quoru	m:   Board M	leetings x 4		Committ	ee Meeting	s x 3

## Meeting of the Board of Craigdale Housing Association to be held on Monday 23<sup>rd</sup> August 2021 at 6.00pm

## Agenda

No	Agenda Item	Lead Person	Action 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 (28.06.21)	Chair	Approval	~
	b) Matters Arising from Previous Meeting (28.06.21)	Chair	Noting	~
	c) Approval of Minutes of Previous Board Meeting (26.07.21)	Chair	Approval	~
	d) Matters Arising from Previous Meeting (26.07.21)	Chair	Noting	~
	e) Draft: Minutes of the Audit & Assurance Committee Meeting (09.08.21)	Chair	Noting	~
	<ul> <li>f) Matters Arising from the Audit &amp; Assurance Committee Meeting (09.08.21) for approval</li> </ul>	Chair	Approval	1
	<ul> <li>g) Draft: Minutes of the Operational Services Committee Meeting (16.08.21)</li> </ul>	Chair	Noting	1
	h) Matters Arising from the Operational Services Committee Meeting (16.08.21) for approval	Chair	Approval	•
5.	Chief Executive Officer Report & Governance Report	CEO	Approval	~
	ITEMS REQUIRING A DECISION:	I	_	
6.	Development Report: Phase 10 - Castlemilk West Church Site Update Report	GHC	Noting	~
7.	Finance: SHR Loan Portfolio Return	FMD	Approval	~
8.	Business Plan 2021-24: Strategic Objectives Delivery Plans (Q1)	CEO	Approval	~
9.	Business Plan 2021-24: Operational Delivery Plans (Q1)	SCSO	Approval	~
10.	Governance Review	CEO	Approval	~
11.	Tenant Satisfaction Survey Result (Q1 & Q2)	CEO	Approval	~
12.	Annual Assurance Statement	CEO	Approval	1

10		0000		
13.	Policy Review: Data & Document Retention Policy	SCSO	Approval	•
14.	Policy Review: Data Protection Impact Assessment Policy	SCSO	Approval	<b>√</b>
15.	Policy Review: Information Security & Personal Data Breach Management Procedure	SCSO	Approval	<b>~</b>
	ITEMS FOR NOTING:			
16.	Share Capital Report	SCSO	Noting	<b>~</b>
17.	Notifiable Events Report	SCSO	Noting	*
18.	Rent Report: July 2021	SHSO	Noting	~
19.	KPI's Operational Services Report (Q1 April-June 2021)	SHSO	Noting	~
20.	Secretary's Report on Rules Compliance	SCSO	Noting	<b>`</b>
21.	Correspondence			
	a) SHR: Annual Assurance Statement 2021	Secretary		<b>√</b>
	b) SHR: National Panel of Tenants & Service Users 2020/21 Report	Secretary		<b>`</b>
	c) Scottish Housing Day	Secretary		~
22.	Any Other Competent Business:		None	
	a) EVH: Board Appraisals – Eamonn Connelly Observing Board	EVH		
23.	Date of next meeting	Chair		1
	• 20 <sup>th</sup> September 2021 at 6.00pm	1	1	