



21st August 2023

Dear Board Member,

There will be a Board Meeting on **MONDAY 28TH AUGUST 2023 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

0141-631-5005

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

BOARD & COMMITTEE MEETING SCHEDULE FOR 2023/24

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>Des Phee</u>	Chair <u>Stephen Kelly</u>	Chair <u>Louise Bacon</u>	Chair <u>XXX</u>	Chair <u>XXX</u>
Christine McCormack Morag Cameron Claire Taylor John Kilpatrick Des Phee Hilary Tennant Louise Bacon Stephen Baxter Kevin Boyle Stephen Kelly	Christine McCormack Claire Taylor Hilary Tennant Stephen Baxter Stephen Kelly Morag Cameron (AGM)	Christine McCormack Morag Cameron Claire Taylor Des Phee Louise Bacon Kevin Boyle Stephen Kelly	Christine McCormack Morag Cameron TO BE ARRANGED WHEN REQUIRED	Christine McCormack Morag Cameron John Kilpatrick Stephen Kelly TO BE ARRANGED WHEN REQUIRED
Linda Chelton Frances Cunningham Angela Hughes	Linda Chelton Frances Cunningham Fettes McDonald	Angela Hughes Frances Cunningham Daniel Murray	Lisa Campbell Jaclyn McMahon	Linda Chelton Frances Cunningham

	The Board	Operational Services Committee	Audit & Assurance Committee	AGM	Business Away Day	Board Training
	Monday	Monday	Monday	Thurs	Friday	
2023/24	6.00pm	6.00pm	6.00pm	6.30pm	9.00am	6.00pm
Aug	28.08.23		21.08.23			14.08.23 SHR
Sept	18.09.23			14.09.23		04.09.23 Risk Man
Oct	30.10.23				27.10.23	
Nov	27.11.23	13.11.23	20.11.23			
2024 Jan Budget	22.01.24					
Jan	29.01.24					
Feb	26.02.24		19.02.24			
March	25.03.24					
April	29.04.24					
May						

Quorum:	Board Meetings x 4	Committee Meetings x 3
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Meeting of the Board of Craigdale Housing Association

to be held on Monday 28th August 2023 at 6.00pm

Agenda

No	Agenda Item	Lead Person	Action Required	Enc
1.	Apologies	Chair		
2.	Chairperson's Remarks	Chair		
3.	Declarations of Interest	Chair		
4.	Minutes of Previous Meetings:			
	a) Approval of Minutes of Board Meeting (26.06.23)	Chair	Approval	✓
	b) Matters Arising from Previous Meeting (26.06.23)	Chair	Approval	✓
	c) Draft Minutes of the Audit & Assurance Committee Meeting (21.08.23)	Chair	Approval	✓
	d) Matters Arising from the Audit & Assurance Committee Meeting (21.08.23) for Approval 1) BAF Operational Risk Report 2) Financial Statement for the year to 31 st March 2023 3) Audit Findings Report Letter 4) Letter of Representation 5) Draft Response to Audit Findings Report Letter 6) Reconciliation of Surplus to Management Account (March 2023) 7) Management Accounts, Q1 – 2023/24 8) Draft Annual Assurance Statement this will be discussed under Agenda Item 17. 9) EVH Health & Safety Control Manual – Dec 2021 (Appendices) 10) EVH Health & Safety Control Manual – January 2023 (Appendices) 11) Tender Report: External Auditors	Chair	Approval	✓
5.	Chief Executive Officer & Governance Report	CEO	Approval	✓
ITEMS REQUIRING A DECISION				
6.	Development Report:	GHC	Noting	✓
7.	Governance Review Action Plan Report	SCSO	Noting	✓
8.	Investigation Recommendations – Action Plan Report	CEO	Approval	✓
9.	Staff Structure Report	CEO	Approval	✓
10.	Policy Review:			

	a) Rent Setting Policy	CEO	Approval	✓
ITEMS FOR NOTING				
11.	Share Capital Report	SCSO	Approval	✓
12.	Notifiable Events Report	SCSO	None	*
13.	Rent Report: July 2023	SHSO	Noting	✓
14.	Business Plan 2021-24: Strategic Objectives Delivery Plan (2023/24-Q1)	CEO	Noting	✓
15.	Business Plan 2021-24: Operational Delivery Plans (2023/24-Q1)	SCSO	Noting	✓
16.	Annual Assurance Statement Self-Assessment Report	CEO	Approval	✓
17.	Annual Assurance Statement (Draft)	CEO	Approval	✓
18.	AGM – Board Members Standing Down & Secretary's Report	SCSO	Approval	✓
19.	Register of Interests	SCSO	Noting	✓
20.	Correspondence			
	a) Resignation: Gemma Woodrow	Secretary	Noting	✓
	b) EVH Newsletter – August 2023	Secretary	Noting	✓
21.	Any Other Competent Business:	Chair		
	a) Royal Bank of Scotland – Schedule 3 Form of Compliance Certificate		Approval	✓
22.	Date of next meeting	Chair		
	Thursday 14th September 2023 at 7.00pm Monday 18th September 2023 at 6.00pm			