

**CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF THE BOARD MEETING
HELD ON MONDAY 27TH APRIL 2026 AT 6.00 PM AT 83/85 DOUGRIE ROAD,
CASTLEMILK, G45-9NS**

Craigdale Housing Association Limited

Report To:	Board of Management			
Meeting Date:	Monday 18 th May 2026			
Agenda Item:	4a	Approval of Minutes of Board Meeting – 27.04.26		
Status:	Confidential		For:	Approval ✓
	Non-Confidential	✓		Discussion
				Noting

PRESENT:

Morag Cameron	Board Member	
Des Phee	Chair	
Stephen Baxter	Secretary	
Kevin Boyle	Board Member	
Stephen Kelly	Treasurer	
Rebecca Leedham	Board Member	
Leza Lafferty	Board Member	
Maryam Idris	Board Member	Zoom
Julia Cheung-Buchanan	Co-optee	

IN ATTENDANCE:

Linda Chelton	Chief Executive Officer (CEO)	
Frances Cunningham	Corporate Manager (CM)	
Lisa Campbell	Senior Housing Officer (SHO)	Left at 6.45pm
Callyn McTaggart	Housing Assistant (HA)	Minute Secretary Left at 6.45pm
Grant Kennedy	GK Housing Services	Left at 6.45pm

1. Apologies for Absence Apologies were tendered on behalf of the following:

- Christine McCormack Board Member

Leave of Absence:

- Lucy Madigan Board Member

Absent:

- None

2. Chairperson's Remarks

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The Chair welcomed everyone to tonight's meeting and thanked members for attending.

The Chair advised the Board that Grant Kennedy from GK Housing Services was in attendance tonight to observe the Board as part of the Board Appraisals Review.

The Chair mentioned that the following Agenda Item would be moved to the end of the meeting, as staff will need to leave the meeting at this point.

Agenda Item 5 CEO Remuneration Review Chair

3. Declaration of Interest

- Des Phee declared an interest in relation to Southside Housing Association, Agenda Item 11: CEO Staffing & Service Provider Update Report, 4.3.1. Welfare Rights Service.
- Linda Chelton declared an interest in relation to Agenda Item 5: Chief Executive Officer Remuneration Review.

4. Minutes of Previous Meetings:

4.a Approval of Minutes of the Board Meeting held on Monday 30th March 2026

The Board approved the minute as a true record of the meeting held on Monday 30th March 2026.

Proposed By: Kevin Boyle Seconded By: Morag Cameron

The minute was signed and sealed by the Chair.

4.b Matters Arising from the Board Meeting held on Monday 30th March 2026

The Chair asked if anyone had any matters arising from the previous minute of Monday 30th March 2026.

10. Review of Staff Structure: The CM advised that we have successfully appointed our new Corporate Assistant. Sarah Duffy will join the Association on Monday 11th May 2026.

B317 - 4a Approval of Minutes of the Board Meeting held on 23.02.26: The CM advised that the amended Agenda has not yet been placed on the website. This should be completed this week.

B318 - 4d Matters Arising from the Policy Committee Meeting held on 23.03.26: The CM advised that the approved policies have not yet been placed on the website. This should be completed this week.

B323 – 15b Correspondence, Resignation Louise Bacon: The CM advised that a letter, card, voucher has been posted and flowers are due to be delivered on Saturday 02.05.26.

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The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 30th March 2026.

5. CEO Remuneration Review (Confidential)

(Staff & Grant Kennedy Left the Meeting at this point)

Redacted due to confidentiality.

The Board decided that the Chair would carry out a benchmarking exercise with other RSLs of a similar scale and nature and report back to the Board with a suggested salary increase.

6. EVH Terms & Conditions – Summary of Changes

The CM highlighted that there have been changes to the EVH Terms and Conditions and mentioned that all amendments have been highlighted in yellow in the summary of changes.

- The Chair asked if our policies will be updated to reflect the changes. *The CM confirmed that all policies will be updated accordingly.*

The Board noted and approved the EVH Full Members Terms & Conditions and Summary of Changes.

7. Board Schedule 2026-27

The CM presented the Board Schedule for 2026/27 and advised that the schedule relates to items that are not on the agenda every month. The CM mentioned that all areas highlighted in red related to the Board, green related to the Audit & Assurance Committee, anything in white related to statistical returns.

The Board noted and approved the Board Schedule 2026-27.

8. Chief Executive Officer Report

The CEO presented the Chief Executive Officer Report to the Board and advised the following:

3.1.1 Hampden Business Planning Day – 30th October 2026: The CEO asked the Board if they would be happy for the CEO to facilitate the Business Planning Day. **After discussion the Board agreed that the CEO would facilitate the Business Planning Day.**

3.1.2 Tenants Table: The CEO asked the Board to consider asking the Tenants Table along to our Business Planning Day on 30th October 2026. **After discussion the Board agreed it would be beneficial for the group and organisation.**

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- M Cameron advised that there was nothing confidential being discussed at the Planning Day and would give the Panel an insight into the business side of the organisation.
- S Baxter asked how the Panel was progressing. *The CEO advised that the Panel is settling in well and will be presenting their first presentation to the Board next month.*

The Board noted and approved the Chief Executive Officer Report.

9. Rent Report: March 2026

The SHO presented the Rent Report for March 2026 and gave the following update.

The SHO highlighted that the gross rent arrears on 31st March 2026 were £44,596.12 and had decreased by £23,786.13 from last month mainly due to the grant the WRO had obtained from the Aberlour Trust and the Tenant due for eviction paying off arrears. The former tenants rent arrears were £10,765.29 and had decreased by £2,368.33.

The SHO advised that Current Arrears target was 3.5% and was currently sitting at 2.11%, the Actual Arrears target was 2.5% and target was currently sitting at 1.45%.

The SHO advised they we have been awarded a wage arrestment for a former tenant who left with arrears.

Case 2/2026: A court date has been given for the 27th of May 2026 as the tenant is not engaging but is working.

- S Baxter thanked Staff for there excellent performance in bring the arrears down and asked if we still have demand for the Welfare Rights Services. *The SHO advised that Welfare Rights Services is generally booked weeks in advance and is a great service for tenants.*

The Board noted and the Rent Report for March 2026.

10. Notifiable Events Annual Report

The CM presented the Notifiable Events Annual Report and advised that we had two Notifiable Events for the period 1st April 2025 to 31st March 2026. Both cases had been reviewed and closed by the Scottish Housing Regulator.

- The Chair advised this shows we have transparency with the regulator.

The Board noted the Notifiable Events Annual Report.

11. CEO Staffing & Service Provider Update

The CEO presented the Staffing & Service Provider Update to the Board and advised that she had no further updates.

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The Board noted the CEO Staffing & Service Provider Update Report.

12. Register of Interest (01.07.25 to 31.03.26)

The CM advised that the purpose of the report is for the Board to review the register entries during the past six months relating to Staff and Board declarations of interest, gifts and hospitality received, and entitlements, payments and benefits.

The CM advised that this list is bigger than the previous due to the Christmas period.

The Board noted the Register of Interest Report (01.07.25 to 31.03.26).

13. Policy Review Register

The CM presented the Policy Review Register to the Board and highlighted that the Policies approved in March will be uploaded tomorrow.

The CM also thanked the Members of the Policy Committee from September 2026; we will be back on track with our policy review.

The CEO advised it may be beneficial for one more Policy Committee meeting in February to go through the business plan before it comes to Board so it does not weigh down the Board meeting.

- M Cameron asked for her apologies to be noted for this meeting as she will be on holiday and asked if L Lafferty would chair the meeting.
- S Baxter mentioned that we could keep the Committee and possibly spread the policy review a little more even.
- The Chair highlighted we would discuss whether to keep the Policy Committee when discussing the Board structure in the coming months.

The Board noted the Policy Review Register and approved having an additional meeting in February to review the new Business Plan.

14. Board & Staff Members Training Report

The CM presented the Board & Staff Members Training Plan to the Board and gave a brief update on the following:

The CM advised that there is no training in May due to the number of public holidays.

Training with EVH will be carried out in the 1st and 8th of June.

- The Chair asked if this training would be held remotely. *The CM advised that she can certainly organise the training to take place digitally and would contact EVH in the morning.*

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The Board noted the Board & Staff Members Training Report.

15. Annual Assurance Statement: Regulatory Standards Report

The CM presented the report and advised the Board that they can access the evidence folder which is available in the Board Portal and for those who don't have access, if they wish to come into the office if they have any free time or if they can arrive earlier to a meeting the CM will take them through the Portal.

The Board noted the content of the Annual Assurance Evidence Library: Regulatory Standard 3.

16. Correspondence

- a) EVH Brief Monthly Report (April 2026): The Board noted the monthly briefing report.
- b) EVH Annual General Meeting: The meeting is scheduled for 8th June 2026 at 5.30pm if anyone is interested in attending to let the CM know and she will send out papers.

16. Any Other Competent Business

- a) **Fair Work First Statement:** NRS have issued a new FWFS form to be completed with every project the Association is involved in. We are currently working through the Cost Plan for Phase 11 – Glenacre Terrace Project and have just been asked to submit our request for Stage 3 Medical Adaptations (£30k has been requested).

If the Board are happy with the form, we will submit individual FWFS forms for each project.

- The CEO advised that we could add the private health care to the evidence, also asked the Board to note that we will be carrying out a Procurement Audit with Scotland Excel in the coming months.
- The Chair asked if our office Cleaner is paid the living wage. *The CEO confirmed that we buy in these services from our contractor A Jamieson Builders who signed the declaration last year.*

The Board noted and approved the Fair Work First Statement form.

- b) The CEO advised there is an GWSF Open session on the Wednesday 20th May.

The CEO, the Chair and Morag Cameron advised they will be present at this.

17. Date of Next Meeting

Board Meeting:

Monday 18th May 2026 at 6:00pm

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The meeting concluded at xxx

Minute Signed by the Chairperson:
