

CRAIGDALE HOUSING ASSOCIATION LIMITED

REPORT TO: BOARD OF MANAGEMENT

MEETING DATE: MONDAY 26TH FEBRUARY 2024

**AGENDA ITEM: 4A MINUTES OF PREVIOUS MEETINGS:
APPROVAL OF MINUTES OF BOARD MEETING – 29.01.24**

Status:	Confidential		For:	Approval	✓
	Non-Confidential	✓		Discussion	
				Noting	

CRAIGDALE HOUSING ASSOCIATION LIMITED MINUTE OF BOARD MEETING HELD ON MONDAY 29TH JANUARY 2024 AT 6.00 PM

PRESENT:

Des Phee	Chairperson	Christine McCormack	Board Member
Louise Bacon	Vice Chair	Kevin Boyle	Board Member
Claire Taylor	Treasurer	Stephen Kelly	Board Member
Stephen Baxter	Secretary	Lucy Madigan	Board Member

IN ATTENDANCE:

Linda Chelton	Chief Executive Officer (CEO)
Frances Cunningham	Corporate Manager (CM)

1. Apologies for Absence

Apologies were tendered on behalf of Morag Cameron (Board Member) and Hilary Tennant (Board Member).

Leave of Absence: None.

Absent: None.

2. Chairperson’s Remarks

The Chair welcomed everyone to the first meeting of the year.

3. Declaration of Interest

- D Phee (Chairperson) declared an interest in relation to Agenda Item 5, CEO Report, 4.3.1 Welfare Service Report.
- D Phee (Chairperson), L Chelton (CEO) and F Cunningham (CM) declared an interest in relation to Agenda Item 15b, Correspondence, EVH – Pay Negotiations.

4. Minutes of Previous Meetings:

4.a Approval of Minutes of Board Meeting held on Monday 27th November 2023

The Board approved the minute as a correct record of the meeting held on Monday 27th November 2023 as proposed by Christine McCormack and seconded by Lucy Madigan. The minute was signed and sealed by the Chair.

Page 4, Agenda Item 9, 2024/25 Rent Increase & Consultation: Bullet Point 7 rent increase should have read 6.6% instead of 6.8% and the recommendation should have read 6.6% instead of 6.5%.

4.b Matters Arising from the Board Meeting held on Monday 27th November 2023

The Chair asked if anyone had any matters arising from the previous minute of Monday 27th November 2023.

B232, 28.11.22, 19c, SHARE – Annual Conference: The CM highlighted that the cost for a weekend delegate would be £540.00 per delegate and a day delegate would be £225.00 per delegate for the Friday only. CM contacted SHARE for cost of a day delegate for the Friday and Saturday and it would cost £400.00 per delegate. The CM advised that the conference was being held in the Grand Central Hotel in Glasgow and asked whether the Board were happy for Board Members to attend as full delegates or as day delegates however day delegates would not include attendance at the dinner on the Friday evening.

After discussion the Board agreed that M Cameron & C McCormack would attend as weekend delegates and H Tennant and L Madigan would attend as day delegates on the Friday.

The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 27th November 2023.

4.c Approval of Minutes of Board Meeting held on Monday 22nd January 2024

The Board approved the minute as a correct record of the meeting held on Monday 22nd January 2024 as proposed by Kevin Boyle and seconded by Stephen Kelly. The minute was signed and sealed by the Chair.

4.d Matters Arising from the Board Meeting held on Monday 22nd January 2024

The Chair asked if anyone had any matters arising from the previous minute of Monday 22nd January 2024.

There were no matters arising from the previous minutes of Monday 22nd January 2024.

The Board noted and approved the Matters Arising Report from the Board meeting held on Monday 22nd January 2024.

5. Chief Executive Officer & Governance Report

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

3.1.1. Major Fire – 12 Birgidale Road: The pre-site meeting to scope the works takes place on Wednesday 31st January with works commencing Monday 5th February. SHR have also closed the Notifiable Event.

- The Chair asked what the demolition costs involved. The CEO advised that this related to kitchen, bathrooms, flooring etc being ripped out for new install.

3.1.2. Investors in People (IIP): C Taylor mentioned that they had done it at Hillhead, and it was a lot of time and work for staff.

- S Baxter asked why would we not qualify? The CEO advised that IIP have changed the criteria for the accreditation that we may not even retain our gold accreditation.
- D Phee asked if there were any other accreditation that we would apply for and recommended that we would not push IIP for this year.

3.1.4. SHR Regulatory Standards: The Chair thought Regulatory Standard 3 would be an important standard to look at. The Board agreed to finalise the decision next month.

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

6. Development Report

The Chair advised the Board that they had agreed on 27.02.23 that this report would be moved to a quarterly cycle. The next report is scheduled for 26.02.24.

7. Governance Review Action Plan Report

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

The CM advised that all the actions in relation to the Business Plan had been inserted into the new Business Plan which left three actions to be completed.

The Board agreed to move the three outstanding actions into the CEO & Governance Report (Agenda Item 5) until the last remaining tasks were completed and to remove the Governance Review Action Plan Report (Agenda Item 7) from the agenda.

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

8. Policy Review

a) Draft Business Plan (01.04.24 – 31.03.27) V1

The CEO presented the draft Business Plan 2024/27 and advised that she had removed most references in relation to Covid.

The Chair asked what the timeline for the final document. The CEO advised that the Board agreed to give any feedback by the end of February. A second draft will be presented in February with the final document for approval in March. However, prior to March the CEO will meet with FMD to finalise the finance section.

- L Bacon apologised she only got to look at the documents today and appreciates all the work put into the document.

- K Boyle highlighted that EESSH 2 has been renamed to SHNZS (Social Housing Net Zero Standards) in Scotland and that ECO funding are throwing money at RSL's for retro fitting.
- The Chair mentioned that it is something to consider for Business Plan but to use due diligence as some official companies funding can be a bit Klondike.
- K Boyle mentioned that GCC Planning department are forcing them into installing electric boilers to get away from fossil fuels, which is having a knock-on effect for their tenants. They have had tenants being charged £371 for three weeks usage.

The Board approved the Draft Business Plan 2024/27 V1 with no further amendments.

9. Membership Report

The CM advised that there was a cancelled membership this month. Tenant has gone into a nursing home and wished to cancel membership.

The Board noted the level of membership was currently 79.

The Board noted and approved the content of the Membership Report.

10. Notifiable Events Report

The CM highlighted that all recent notifiable events have been closed.

The Board noted and approved the content of the Notifiable Events Report.

11. Rent Report: December 2023

The CEO went through the Rent Report for December 2023.

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

12. Board & Staff Members Training Plan

The CM presented the Board & Staff Members Training Plan and advised that she was looking to organise the following training.

Governance: The Role of the Board in Delivery Good Governance – April 2024

Governance: Policy Development & Monitoring: Writing Policies – June 2024

Finance: Understanding the complex aspects of Pension issues – October 2024

The Staff Appraisals are currently being held with two to be concluded. Staff training and development plans will be updated once the appraisals have been concluded.

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

13. 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 advised that we have been doing a lot of work, but the work is not ready to be signed off.

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

14. Policy Review Register

The CM advised at the Board meeting of 18th September 2023 the Board agreed that the minimal of two or three policies/procedures would be brought to the Board for approval. The policy review register will commence from February 2024 to allow for staff to settle back into their roles and only two policies/procedures will be brought to the Board, with space to bring a third emergency document if required.

The CM advised that dates have only been populated for the calendar year 2024/25.

The first policies for review are:

- Financial Regulations
- Financial Procedures

The Board noted and approved the Policy Review Register.

15. Correspondence

The Secretary advised that there wasn't any correspondence tonight.

- a) BTO Solicitors: Renunciation SP Distribution Plc: The CM advised that this document needed to be signed and approved by the Board and asked if delegated authority could be given to Christine McCormack as she is an authorised signatory.

The Board agreed for Christine McCormack to sign the Renunciation SP Distribution Plc on behalf of the association and that Linda Chelton would witness the document. The CEO would scan the document back to BTO and post the original document.

- b) EVH – Pay Negotiations: The CEO advised that the Board need to decide if they wish to vote for or against the Pay Negotiations of 5.5%.

After discussion the Board agreed to vote yes for 5.5%.

- c) Thank You Card: The Secretary advised that we had received a Thank You Card from the Corporate Manager for the lovely flowers that she received for her 50th Birthday.

- d) EVH Annual Conference: Morag Cameron and Christine asked to attend.

e) SHARE Annual Conference: Copy of Updated Programme.

16. Any Other Competent Business

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

There were no other items for discussion.

17. Date of Next Meeting

Board Meeting: Monday 26th February 2024 at 6.00pm (Board Meeting)

The meeting concluded at 7.25 pm

Minute Signed by Chairperson: _____