

**AGENDA ITEM: 4C APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING****CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 26<sup>th</sup> JULY 2021 AT 5.30PM VIA ZOOM****PRESENT:**

John Kilpatrick	Chairperson
Morag Cameron	Vice Chairperson
Des Phee	Secretary
Helen Bayne	Treasurer
Christine McCormack	Board Member
Claire Taylor	Board Member
Hilary Tennant	Board Member

**IN ATTENDANCE:**

David MacKenzie	Chief Executive Officer (CEO)
-----------------	-------------------------------

**1. Apologies for Absence**

No apologies were tendered for tonight's meeting.

**Leave of Absence:**

None

**Absent:**

None

**2. Chairperson's Remarks**

The Chair welcomed everyone to this evening's meeting and thanked everyone for attending at short notice.

The Chair confirmed that the meeting was convened to agree on the process for the recruitment of a new Chief Executive Officer (CEO) given the resignation of the CEO with effect from 28 September 2021.

**3. Declaration of Interests**

M Cameron (EVH Executive Board Member) and Des Phee (EVH Representative) declared an interest in relation to their respective roles within Employers in Voluntary Housing (EVH).

Both refrained from discussion in relation to the potential appointment of EVH to assist with the recruitment process.

**CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 26<sup>th</sup> JULY 2021 AT 5.30PM VIA ZOOM****4. Chief Executive Officer Recruitment Report**

The report highlighted the need that a new Chief Executive is recruited as quickly as possible to reduce the risk that a Senior Officer is not in place before the current CEO leaves the position on 28 September 2021.

The Scottish Housing Regulator (SHR) confirmed to the Chair on 12 July 2021 that they were satisfied with the information provided from a strategic options appraisal and do not require any further assurance regarding Craigdale's plans to recruit a new CEO.

The CEO presented the Chief Executive Officer Recruitment Report and summarised by confirming that there were 4 recommendations included within the report.

Discussion took place about procurement process and Helen Bayne confirmed that she did not feel comfortable with the suggestion that EVH were the only "specialist" recruitment consultancy, who could offer services, as detailed within our procurement policy.

The CEO acknowledged the point and confirmed that another part of the procurement policy could be applied relating to repeat or extended contracts and this may be applicable, given that the last recruitment process involving EVH took place in 2020. The Board were happy to accept this, whilst acknowledging that our procurement policy would require to be updated to address this issue relating to recruitment services.

Claire Taylor asked if the SHR were required to give permission about the procurement of recruitment services, the CEO confirmed that this was not required, however the SHR requested that they are kept informed of relevant updates and anticipated timescales as the recruitment process moves forward.

The Board agreed to consider using the existing job description, person specification, advert and application form, however this would be confirmed/agreed with EVH.

Given the number of Board members we have at present it was agreed that there would be no requirement to delegate authority to the Staffing committee to carry out the recruitment process, allowing some flexibility in terms of attendance at meetings.

**The Board approved the recommendations to:**

1. Agree that the CEO contacts EVH to confirm that the Board have approved the appointment of EVH to provide HR Recruitment Services for the Chief Executive Officer position

**CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY 26<sup>th</sup> JULY 2021 AT 5.30PM VIA ZOOM**

2. Agree to include psychometric testing as part of the recruitment process (TBC with EVH)
3. Meet with EVH on Tuesday 3 August 2021 to agree on details of the recruitment process. All Board members are invited to attend the meeting to agree the recruitment process for a new Chief Executive Officer. It was noted that Christine McCormack and Helen Bayne may not be able to attend on Tuesday 3<sup>rd</sup> August 2021.
4. Allow EVH to carry out all administrative tasks with required assistance through the CEO.

**5. Any Other Competent Business**

- a) None

**6. Date of Next Board Meeting**

- Monday 23<sup>rd</sup> August 2021 at 6.00pm

**The meeting concluded at 17.45pm**