



**Minutes of the Board meeting  
held on Thursday 29<sup>th</sup> June 2023 at 6pm  
in the Community Centre**

Board Member	Attended	Apologies
Kristina Bowie (KB)	x	
Jamila Flynn (JF)	x	
Robert Wright (RW)	X	
Stephanie Harverson (SH)		x
Mark Fisher (MF)	x	
Elizabeth McEachran (LM) - Chair	X	
Ross Kirkwood (RK)	X	
Amir Asif (AA)		x
Tope Falade (TF)	x	

In Attendance	
Pamela Milne (PM)	Chief Executive
Nicola Thom (NT)	Interim Director of Operations
Jennifer MacDonald (JM)	Business Administrator
Fettes McDonald (FMD) (Partial Meeting)	FMD Finance
Stuart Eglinton (Partial Meeting)	SE Training
Nicholas Aderinto (Partial Meeting)	Internal Auditor – Quinn Internal Auditors
Danny Johns (Partial Meeting)	External Auditor – Wylie Bisset Auditors

Agenda Item	Description	Action By
1.	<b>Apologies</b>	
	<p>Chair welcomed everyone to the meeting and advised there was apologies from the following people: -</p> <p>Stephanie Harverson Amir Asif</p> <p>There was a declaration of interest from JF regarding Item 13</p> <p>JF advised that she needed to leave the meeting at 8pm</p>	

Agenda Item	Description	Action By
2.	<b>Approval of Previous Minutes</b>	
	<p>Chair asked Board to approve previous minutes. These were approved by: -</p> <p>1<sup>st</sup>: - Robert Wright 2<sup>nd</sup>: - Ross Kirkwood</p>	
3.	<b>Action Tracker</b>	
	<p>Board went through the Action Tracker and were happy with the content.</p> <p><b>Board Approved the Action Tracker.</b></p>	
4.	<b>Written Resolutions</b>	
	<p>There was one written resolution this month which was the tender for Director of Operations.</p> <p><b>Board Approved this Written Resolution</b></p>	
5.	<b>Board Skills Audit – Presentation Stuart Eglinton</b>	
	<p>SE presented to the board the results of his audit. Overall recruitment was productive and it was felt there was a good mixture of skills, historic, new and local members. The Board felt they wanted to use their skills more to support staff. There were several recommendations that arose from the Audit and SE will work on an action plan and six-monthly reviews from the outcomes and recommendations. Board Members commented that it was important that something was done with the information and that there were implementation dates with the action plan.</p> <p>RW asked if it was possible to get a jargon journal to help members of the board out with housing section. JM to investigate ordering these from EVH.</p> <p>SE left the meeting at this point.</p>	<p>SE</p> <p>JM</p>
6.	<b>External Audit Plan – Presentation Danny Johns – Wylie Bisset</b>	
	<p>DJ went through External Audit Presentation and advised that there is not a lot of change compared to last year and he had nothing major to raise or flag to the board.</p> <p>MF asked if the bad debts were under control and DJ said nothing had been picked up or flagged from their point of view. NT advised that this was being monitored.</p>	

Agenda Item	Description	Action By
7.	<b>Void Management Presentation Nicholas Aderinto – Quinn Internal Audit</b>	
	<p>NA went through the Void Management Audit presentation and advised the board that there was a lot of positives within the process and the void inspection form was extremely thorough. NA advised that the increase of the Void Incentive Scheme is a great addition to the process and will help to increase void turnaround and costs. NA has highlighted a few points that could be improved upon within the process and CW &amp; NT are working to incorporate these recommendations within the process.</p> <p>DJ &amp; NA left the meeting at this point.</p>	
8.	<b>Loan Portfolio Return</b>	
	<p>FMD went through the loan portfolio and advised that Cadder was in a healthy position with one loan already paid off and another due to be paid in 1 years' time. There are currently no covenant issues and from a financial point of view Cadder is in a strong healthy financial place.</p> <p>RK asked if we should consider consolidating the loans FMD advised that as RBS loan is due to finish next year and both are on fixed term rate it would not be beneficial. Board approved FMD to send Loan Portfolio return to the Scottish Housing Regulator.</p> <p><b>Board Approved Loan Portfolio Return</b></p> <p>FMD left the meeting at this point.</p>	
9.	<b>AGM Arrangements</b>	
	<p>AGM is scheduled for Tuesday 12<sup>th</sup> September. Various members of the Board advised that this was the date of Scotland v England match at Hampden and could prove problematic to get members to attend. It was agreed to change the date to Wednesday 13<sup>th</sup> September 6pm.</p> <p>PM advised that all casual vacancies &amp; co-optees and two additional board members need to step down. JF stepped down last year so it would need to be someone else. KB &amp; TF agreed to step down.</p> <p>PM would like a one to one with all board members regarding the AGM. JM to set up.</p> <p>PM to contact college/Unis and Cadder Primary headteacher to ask if they have anyone interested in joining the Board. PM to also put an advert out.</p> <p>PM also advised that there will be a Board meeting held after the AGM so all elected board members will be asked to stay after the AGM.</p>	<p>JM</p> <p>PM</p>

Agenda Item	Description	Action By
	<p>Standing down at the AGM will be the following: -</p> <p>Kristina Bowie Tope Falade Liz McEachran Ross Kirkwood Mark Fisher Amir Asif</p>	
<b>10.</b>	<b>Procurement Policy</b>	
	<p>NT advised this policy is overdue for review and has been updated in line with procedural updates. NT advised that there is a procurement audit later this year. RK asked if there was any scope to work with other HA's, NT advised that there are framework agreements in place for some resources that can be shared and would be keen to work towards more shared services in the future. NT asked the Board to approve updated policy.</p> <p><b>Board Approved Procurement Policy</b></p>	
<b>11.</b>	<b>Policy Schedule</b>	
	<p>NT advised there is a backlog of policies needing updated and is one of the objectives in the Business Plan to review the policy schedule. NT would like to set up a short-term sub committee to consider and approve the number of overdue policies to prevent taking up time at Board meetings. MF asked if there were any legal implications for the out-of-date policies. NT advised there were regulatory issues but it was something that the auditor would highlight so would be good practice to get these up to date.</p> <p>Four people volunteered for the subgroup: - Ross Kirkwood Mark Fisher Liz McEachran Robert Wright</p> <p>JM will arrange subgroup meeting with all members for August.</p> <p><b>Board approved the delegated authority to the short life sub committee to approve policies as required.</b></p>	JM

Agenda Item	Description	Action By
12.		
15.	<b>Cycle to Work Scheme</b>	
	<p>The Chair agreed to bring this item forward on the agenda.</p> <p>NT presented the board with staff benefit of cycle to work scheme paper and explained that this scheme is something that the staff are keen to have up and running. MF advised it was a national recognised scheme that was a great benefit to staff. RK asked if our cash flow can cover the loans and if there are any insurance liability issues. PM advised no issues with either.</p> <p>JF asked about bike storage NT advised that she is currently in discussions with Lambhill Stables and Cycle Scotland regarding bike shelter funding going forward in the community. KB asked if there were any insurance issues with us building these. NT advised there was no liability to the Association. Board approved scheme.</p> <p><b>Board approved Cycle to Work Scheme</b></p> <p>JF left the meeting at this point.</p>	
13.	<b>Community Centre</b>	
	<p>PM advised that there was a draft Business Plan prepared by Stephen Singer from Community Links which incorporates the survey results from the resident consultation which also includes the results from the in-person consultation held on the fun day. PM advised that there are two companies that she has been in discussions with. One can provide a full service to open the community centre and the other only partial.</p> <p>Board agreed to allow discussions and Business Plan to be presented to them from the one group who could provide a full service to the community centre. Completed Business Plan to be presented to the board at the next meeting.</p>	
15.		



Agenda Item	Description	Action By
18.	<b>Board Training &amp; Communication</b>	
	Board discussed setting up a WhatsApp group and this was approved. LMc will set this up.	LMc
	Discussion on Cadder emails, laptops and iPads. Jennifer to find out if there was a way to have a shared drive that all Board could access on the system.	JM
	<b>At this time standing orders were suspended.</b>	
17.	<b>A.O.C.B</b>	
	RK wanted to give a massive thank you from the Board for all the staff hard work on the Fun Day as it was a brilliant success and it was a massive credit to the staff.	
	NT advised board that there was a focus on all things rubbish over the summer which include working together with residents and outside agencies, bulk, pest control amongst other things.	
14.	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
20.	<b>Date of Next Meeting</b>	
	Date of Next Meeting Thursday 31 <sup>st</sup> August 2023 6pm	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_