Minutes of the Board meeting
held on Thursday 30th May 2024 at 6pm
in the Cadder Community Hub

Board Member	Attended	Apologies
Kristina Bowie (KB) - Chair	x	
Jamila Flynn (JF)		x
Robert Wright (RW)	x	
Stephanie Harverson (SH)		x
Mark Fisher (MF)		x
Ross Kirkwood (RK)	x	
Kenny Wiggins (KW)		x
Julie Smillie (JS)		x
Gordon Anderson (GA) Co-optee	x	
Joyce Orr (JO)	x	

In Attendance	
Pamela Milne (PM)	Chief Executive Officer
Fettes McDonald (FMD)	FMD Finance
Nicola Thom	Interim Director of Operations

Agenda Item	Description	Action By	Target
1.	**Apologies**		
	Apologies received from S.Harverson and J.Smillie, J Flynn, M Fisher, K Wiggins.		
2.	**Chairs Welcome - Meeting Format**		
	Chair welcomed everyone to the meeting.		
3.	**Declaration of Interests**		
	No declarations of interest		
4.	**Minutes for Previous Meetings**		
4.1	Minutes of 25th April approved by JO and RW		

Agenda Item	Description	Action By	Target
4.1.2	Matters Arising PM updated Board on the recruitment of Head of Housing and Head of Finance posts. [redacted]	PM	June 24
5.	**Action Tracker**		
	PM presented the Action Tracker highlighting actions complete and ongoing. **Board noted progress and approved the Action Tracker**	PM	June 24
6.	**Governance and Compliance Reports**		
6.1 6.2	**Collective Board Performance** Board received a session from Stuart Eglinton covering collective Board performance as part of the appraisal process. **Annual Return on the Charter (ARC)** NT presented the results of the ARC which were due to be submitted to the SHR by 31st May 24. NT confirmed that there was one figure that we were unable to evidence relating to loft insulation and compliance with SHQS. A final check was being undertaken on the 31st, but if we cannot evidence completion, then we would report 7 properties failing SHQS due to insufficient loft insulation. If this work is still outstanding it will be actioned in June. The presentation and the ARC highlighted areas of comparison with last year. Board noted the outcome of this exercise and the progress made in some areas of service delivery, whilst recognising the priority areas to be addressed in the coming reporting year. **Board approved the content of the ARC and delegated PM to submit to the SHR within the required timescale.**	PM	31/5/24
7.	**Finance Reports**		
7.1	**Management Accounts to 31/3/24** FMD presented the accounts, highlighting the positive variance of £319K, the main reasons for which are noted within the report.		

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	Cash in bank noted as £891,270. Staff costs lower than budgeted due to no staff within the Hub Covenants all fine Rent arrears continues to be the priority for the team Discussion followed re RAG rating for material/non material variances. FMD to update accounts accordingly. JO asked for clarity of what costs are included within the Reactive/Cyclical cost centres. **Board approved the Management Account to 31 March 24**		
7.2	SHR Loan Portfolio Report FMD presented the report noted no concerns, and requesting approval to submit the return on Cadder's behalf. **Board approved the Loan Portfolio Return and requested that FMD submit via the SHR Portal.**	FMD	31/5/24
7.3	**Community Hub Financial Summary** FMD presented the Community Hub income/expenditure summary, highlighting that the Hub is on track to break even with the income recorded within the ledger. Board noted the financial position and agreed to continue supporting the Hub in recognition of the significant impact the Hub has on the community in terms of wider role. FMD highlighted that the Hub has only been operating for 3 full months to year end, however, there is an improving level of activity leading to increased income. Recognition from Board that the Hub will never be profit making, but that the social benefits for Cadder are invaluable. JO added that whilst the Board recognises the need for funding to adequately resource the Hub, the Board has prioritised the servicing of front line core services for the Association with a Business Plan review scheduled for the summer months. **Board noted the report**		
8	**Operational Reports**		
8.1	**Close Cleaning Tender Report** NT presented the Tender Evaluation Report for the Close Cleaning Contract. NT highlighted that as we were about to undertake a review of our Factoring Service, this may lead to changes to the frequency/spec of the work undertaken, and as		

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	such the contract is awarded for 1 year with the option to extend. NT also highlighted that the contract value was [redacted] under this year's budget for this element of work, thus enhancing our value for money for our customers. **Board approved the award of the contract to [redacted]**	NT	
8.2	**Eviction Report** NT presented report seeking eviction following the award of decree for rent arrears. Board noted the extensive work undertaken to help the tenant manage his arrears, to no avail. **Board approved the eviction**	NT	
8.3	**KPI Performance Report Q4** NT presented an overview of KPI performance Q4. Board noted performance. Board agreed to suite of performance reports at each quarter to include performance graphs and report by exception for areas of concern. **Board noted the KPI Performance Report Q4**	NT	29/8/24
9.0	**Community Hub**		
9.1	Community Hub Update The report detailed the activities carried out in the hub. **Board noted the content of the report.**		
10	**Any Other Business**		
10.1	Board had a robust discussion about the letter from the SHR. Board agreed that JO draft the response to the SHR based on the discussion and GA to review before submission to the SHR.		
10.2	The Board discussed some credit card transactions requiring further investigation.	PM	
11.	**Date of Next Meeting**		
	The Chair reminded everyone that the date of the next meeting was Thursday 27th June 2024 at 6pm. The Chair drew the meeting to a close and thanked everyone for their attendance and input. The meeting closed at 8.30pm.	All	

Signed: ____

Date: ____