

**CASSILTOUN HOUSING ASSOCIATION**

**MINUTE OF MEETING OF BOARD OF MANAGEMENT**  
**HELD ON WEDNESDAY 23<sup>RD</sup> JUNE 2021 AT 6.00 PM**  
**VIRTUAL ZOOM MEETING**

**Present:** George Kelly Anne M Stuart MBE  
Teresa McGowan Evelyn Ferguson  
William Craig Richard Sullivan  
Julie McNeil (left the meeting at 18.54 pm)

**In Attendance:** Gamal Haddou Director of Finance & IT  
Paula Brownlie Corporate Services Manager  
Laura Edwards Development Consultant (left meeting at 18.12 pm)

**1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES**

George Kelly, Chairperson welcomed everyone to the meeting.

The Board were reminded that they were to speak through the Chair and to raise their hand if they wanted to ask a question.

Apologies were received from Chris O'Brien, Kim McKee and Barbara Dusik.

***Item redacted as contains sensitive information.***

The Chair sought the Board's approval to bring Agenda Items 5 and 6 forward. They will take place after Item 2. ***The Board unanimously agreed.***

**1b. QUORUM**

As per the Association's Rules, the Quorum for the Board of Management Meeting stands at 4 members. Today's meeting is therefore quorate.

**2. CONFLICT OF INTEREST (PERMANENT REGISTER)**

None

**5. PROCUREMENT POLICY**

Laura Edwards, Development Consultant presented the above policy previously circulated with the agenda.

As the Board are aware, this policy is reviewed annually. There are a few changes

- The policy will now be a Group Policy

- Since the last policy was approved, Brexit has occurred and the UK has come out of Europe. As a result, the policy was updated with regards to terminology.
- Thresholds updated (which are updated by the Government every 2 years)
- Takes into account joint procurement
- Lower level procurement that is not at high risk/value, we don't automatically go for the lowest price

Richard Sullivan enquired if any of the changes post Brexit have had any legal or cost impact on future or current developments. Laura Edwards confirmed that it is too early to say and so far, there has been no impact. However, it was important to mention that coming out of Europe we no longer use a European Standard Procurement Document, we use the Standard Procurement Document (Scotland). However, as the Scottish Government 5-6 years ago enshrined in Scottish legislation statutory requirements that in a large part reflect European legislation coming out of Europe to a large impact, has had no effect. Unless the Scottish Government change legislation, we are still working to thresholds, timetables, requirements to advertise etc. However, it will be interesting to see going forward.

***After discussion, the Board unanimously approved the updated Group Procurement Policy.***

## **6. EXTENSION OF FACILITIES MANAGEMENT CONTRACT AT BUCHANAN LODGE**

Laura Edwards, Development Consultant presented the above report previously circulated with the agenda.

As the Board are aware, Buchanan Lodge is a 40-bed care home facility at Fernhill Road that Cassiltoun Housing Association owns but where care service is provided by Talbot Association. Talbot pay the Association an annual rent and in return Cassiltoun Housing Association provides maintenance services at the facility. This includes reactive day to day repairs and also a cyclical and planned maintenance service.

***Redacted as contains commercially sensitive information.***

***After discussion, the Board unanimously approved to Instruct the Director of Operations to negotiate with RIFM for a further 12-month extension for the Facilities Management contract at Buchanan Lodge.***

***Redacted as contains commercially sensitive information.***

***For the Director of Operations to commence the full procurement process in early 2022 to allow a new contract to be advertised and thus facilitate timely appointment of a contractor for the 3-year period from 1<sup>st</sup> September 2022 – 31<sup>st</sup> October 2025.***

Laura Edwards left the meeting at 18.12 pm

## **3a. MINUTE OF MEETING HELD ON 26<sup>TH</sup> MAY 2021**

The minute of meeting held on 26<sup>th</sup> May 2021 where noted and approved on the motion of Teresa McGowan and seconded by William Craig.

## **3b. MATTERS ARISING FROM MINUTE OF MEETING HELD ON 26<sup>TH</sup> MAY 2021**

Page 12, Item 8b: The Director of Finance/IT confirmed that he will include the Loan portfolio return to the SHR under Agenda Item 9a - Management Accounts.

### 3c. **ACTION LIST FROM MINUTE OF MEETING HELD ON 26<sup>TH</sup> MAY 2021**

The Chairperson gave an update against the action list from meeting held on 26<sup>th</sup> May 2021.

	<b>Details</b>	<b>Person Responsible</b>	<b>Status</b>
1.	Board attendance register to be updated	CSM	Completed
2.	Benchmarking with other RSLs re Board Attendance	CSM	Benchmarking information included in Corporate/HR Report
3.	Landlord Manual – Policy Statement and Roles and Responsibilities. CSM to arrange for all board to sign off	CSM	All board members have signed off their roles and responsibilities statement
4.	The Board unanimously approved to write off the void loss of £9,518.88 for the period 20/05/19 to 06/06/21.	Housing Manager (Services)	Completed
5.	CEO to liaise with DoO re Homeless and our 30% allocation. Board to receive benchmarking information on our performance of allocations to homeless over the last 5 years.	CEO/DoO	To be presented at future Board meeting
6.	Asbestos Management Plan will be presented as part of the next Operations Technical Report	Housing Manager (Property)	Outline of plan being presented to H&S Committee Monday 21 <sup>st</sup> June 21, plan will then be created and presented to future Board Meeting as part of Technical Report
7.	HM(P) to liaise with staff team re window installations in Ballantay Road	Housing Manager (Property)	Staff have confirmed that they have not advised anyone that Ballantay is getting windows.
8.	Common area fire risk assessments - a report will be presented to the Landlord Health & Safety Committee on progress.	Housing Manager (Property)	Commencing July 21 ACS lined up for this work.

<b>9.</b>	Scottish Government have issued guidance on EESSH2 and workshops have been set up to take Board through the guidance on 11th August 2021 and 18th August.	Housing Manager (Property)  CSM	DoO and HM(P) will draft up workshops prior to the dates set.
<b>10.</b>	Approval given to update Factoring Policy and Debt Recovery procedures	Housing Manager (Property)	Will be completed by the end of July 21.
<b>11.</b>	Court Actions approved	Housing Manager (Services)	Completed
<b>12.</b>	Business Continuity Plan – approved. Training to be given to staff and it will form part of new staff induction process	CEO  CSM	Training date to be set up  Induction booklet updated to include Business Continuity
<b>13.</b>	ARC Return approved and to be submitted by CEO	CEO	Completed
<b>14.</b>	CSM to circulate finance board training topics and board members to choose their top 4 as well as indicating if they wish for the training to be carried out internally/externally	CSM	Completed
<b>15.</b>	Board unanimously agreed to the procurement of a contractor to undertake gas maintenance and gave delegated authority to the DoO to process with the procurement	DoO	Procurement plan in place with appropriate milestones. Board will be updated through next Operational Report.
<b>16.</b>	The Board unanimously approved to procure a contractor to fulfil the terms of the funding from the Social Housing Fund for Improved Walking and Cycling Facilities.	DoO	Project Plan in Place Board, QS working on Brief will be updated through next operational report.
<b>17.</b>	Governing Body Code of Conduct – approved. To be circulated to the Board for signing. To be presented to subsidiary boards at their	CSM	Completed

	next board meetings. Policy Register to be updated		
<b>18.</b>	Entitlement, Benefits and Payments – approved. To be circulated to staff and policy register updated	CSM	Completed
<b>19.</b>	Donation Policy – to be presented at a future meeting	CSM	Ongoing
<b>20.</b>	The Board unanimously approved to write to those members who have not complied with Section 11 of the Association’s Rules to inform them of the decision to end their membership. The members will be removed from the share register.	CMS	Completed
<b>21.</b>	The Board unanimously approved to move the AGM to Saturday 11th September 2021 and to plan to hold it virtually.  Options for a Hybrid meeting to be explored and IT requirements to be finalised	CEO/CSM  DoF	AGM agenda drafted  Ongoing
<b>22.</b>	CEO to meet with the Chairperson re annual review and 360 appraisal process	CEO	Completed
<b>23.</b>	Board unanimously approved to procure an organisation along with other Housing Association’s to carry out a robust audit of our compliance against H&S.	CEO	Ongoing

#### 4. **CHAIRS REPORT**

The Chair reported.

**Wednesday June 2<sup>nd</sup> - Attended Procurement Training online facilitated by Laura Edwards, Development Consultant**

Laura took us through a number of slides related to procurement. She covered every aspect of the procurement process including legislation and all the changes since Brexit was introduced. She described the different levels of value and how regulation relates to them. Those in attendance were given a good level of assurance that our procurement policies and procedures are robust and fit for purpose.

**Monday 7<sup>th</sup> June - Attended a Board Recruitment session run by Paddy McKenna, Community Development Manager**

It was more of a brainstorming session where we all came up with different ideas on how to attract and keep new board members. Paddy is going to collate the information, put it into order and try and come up with more ideas then come back to the Board with a report.

**Tuesday 8<sup>th</sup> June - Attended the Code of Conduct Training presented by Stuart Eglinton.**

Attendees were taken through: The Code of Conduct, Governance, Entitlements, Payments and Benefits and Whistleblowing policies. This was a good refresher for everyone.

**Thursday 10<sup>th</sup> June - Attended the SFHA Engagement Conference. Jodie Armour also attended on behalf of the Association**

This conference was held via a Google Format which I or the SFHA had never used before. There was, problems logging in and problems trying to navigate through it. I missed half of the opening session with Michael Cameron. I joined when they were discussing Scrutiny Panels. Michael stated that there is no requirement from SHR for HA's to have Scrutiny Panels.

Scrutiny panels are a function which has played a part in English RSL's for a long time. Some members even get paid. It was stated that one chairman of a panel gets paid £20,000 per annum. He stated that the SHR will always seek tenants, views on RSL's.

Session two was outlining the work of Clyde Valley Housing Association and as they are one of the bigger organisations they described the policies, processes and professional tools they used to start micro thinking about their customers individual needs and aspirations instead of thinking Macro where they lost touch with what their tenants and service users actually wanted.

The next session took us through the infrastructure of kindness. It touched on people being socially connected and living happier, healthier and longer lives.

We then moved on to presentations by Linstone and Queens Cross HA and what they did during lockdown. They gave out Digital equipment to help people stay connected and gave out food parcels.

The last session was what will be happening with Phase Three of the Scottish Governments Connecting Scotland Strategy. There will be grants available for HA's. Next pay out dates are 5<sup>th</sup> of July, 30<sup>th</sup> of August and 27<sup>th</sup> of September. This money is for digital devices.

As I stated before I think the google platform used was not very good and difficult to navigate. We had a break in order to go into a room and network but unfortunately, I wasn't able to gain access.

There are several digital platforms now available, zoom, teams, google and outlook. To use these and get the best out of them I think we need to have training sessions on all of them so that we can participate fully in meetings and conferences.

## **Tuesday 15<sup>th</sup> June**

### **Attended EVH SHAPS Support Group Governing Body Session.**

This workshop took a good look at today's pension world. It asked if we were sitting on our laurels when it came to encouraging staff to put more into their own pension pot for their retirement rather than spend today. Salary exchange was a big topic. This effectively means that you exchange more of your salary today for a bigger return later. The main message of the course was that the pension world is very volatile and little changes in the wider world can dramatically affect the future costs of pensions. The smaller the amount of funds paid in the higher the deficit will be. There will be an RPI Reform coming in 2030 but the trustees must begin to manufacture that into pension liabilities just now, so it is foreseen that the pension deficit will run through until March 2023.

Pensions are and should be a major topic for Housing Associations to keep on the agenda and for board and staff to keep abreast of what is happening through constant training and workshops.

It was said that in the future we could be working towards pensions that would be set for individuals rather than company wide.

## **Monday 21<sup>st</sup> June**

### **Landlord H&S Meeting**

Put apologies in for the scheduled Landlord Health and Safety Meeting.

**The Chair's report was noted.**

## **7a. CHIEF EXECUTIVE'S BI MONTHLY REPORT**

The Director of Finance/IT presented the above report previously circulated with the agenda on behalf of the CEO.

### **SHR's Regulatory Framework and Assurance Improvement Plan**

We have had the second of our Assurance workshops with representatives of the Board. Appendix 1 highlights the areas in yellow that are recommended to be removed from the action list as these areas are now complete. The new areas in green were raised as part of the review process. None of these new areas are areas of material non-compliance.

Area of Assurance	Date	
Standards 1- 3	14 <sup>th</sup> April	Completed
Standards 4 - 7	13 <sup>th</sup> May	Completed
AN, CH, TS, WB	9 <sup>th</sup> June	Re-arranged for 21 <sup>st</sup> July
EH, SG, OC	21 <sup>st</sup> July 6.30 pm	

Updated Governance and Assurance Action Plan in Appendix 1. ***The Board unanimously approved to remove items highlighted in yellow.*** Director of Finance/IT intimidated that on Page 4 – Benchmarking on management costs would not a problem to carry out but debt per unit is probably not a good benchmark because this depends where the organisation

comes from, ie if the organisation was inclusive of a stock transfer, the debt would be greater. One area that should be covered is reactive repair costs. This should be carried out by Quarter 3 (Oct – Dec 2021).

### **Business Continuity – Covid 19**

Glasgow has now moved to the Scottish Government 'level 2'. After a staff meeting, staff were concerned that if we automatically open the office to appointments, there would be a flood of people and a rise of tenants expectations. We have agreed with staff that there will be the following changes:

- Emergency Appointments will continue to allow staff to control the pace and volume on areas of housing, community and welfare matters.
- Small scale community projects (e.g. access to the Art Room and Board room, the toilets and back kitchen for volunteers, youth group other specific groups) can be delivered in the building (limited numbers and bookings only no drop ins)
- Covid screening will take place prior to the person attending the office.
- Doors will remain closed and office will close at lunch time to allow for staff to take a break and any additional cleaning
- As per Scottish Government guidance staff will be permitted to work from home where appropriate social distancing cannot be offered in the office and they are able to carry out their full duties at home. At the staff meeting, there was a desire to have a blended approach to working from home and the office over the medium to long term. This may change their terms and conditions. This will be explored with staff and the board for the way forward.

We will keep these arrangements under review.

Teresa McGowan enquired if there is a backlog of appointments due to COVID and working from home. Director of Finance/IT confirmed that as far as he was aware the Operations Team are taking phone calls and are on top of appointments. Operations Team have not confirmed that there is a backlog of people waiting to see them. The Money Advice Team have intimated that there is a 3-week delay to meet with customers.

Teresa McGowan confirmed that she spoke to a tenant re a Housing Options appointment and the next available appointment is the middle of August. Teresa McGowan raised her concerns as to why this appointment was so late. Richard Sullivan also confirmed that he had enquired re a Housing Options appointment and was told initially it would be September and then told it was August. Director of Finance/IT intimated that he would raise this matter with the Director of Operations and report back.

### **Housing Development**

Castlemilk Drive – On site and making good progress. There has been a slight issue with the supply of bricks and with a significant escape of water in one of the properties which required some remedial work.

We are being assured by Crudens that this will not cause any delay to the overall handover date. Cassiltoun's Clerk of Works has assessed the water damage and has indicated that the first block which we anticipated would be released in August may now be delayed. Teresa McGowan enquired as to who will pay for this work to be carried out. Director of Finance/IT confirmed that it was the responsibility of Crudens.

### **Board membership**

The Board of Cassiltoun Trust have requested that we place an advert for potential new Board members in order to boost the numbers of people on the Board. The Trust Board approved to recruit new Trust Board Members. Parent board approved this recruitment process.

As an Association we are clear that we always want to have a majority of tenants on the Board and our Community Development Manager is working with the Board on more promotional material that will specifically target tenants. However, we currently have vacancies.

The Board are asked to consider whether the Housing Association should also advertise for new Board members in conjunction with the Trust advert but specify that we are looking for a Board member with a specific background e.g., finance/human resources.

After discussion, it was agreed to wait until the Community Development Officer came back with feedback on her recruitment drive for new board members which will target local tenants. We will also use the AGM platform to try and recruit new board members. The Board will discuss again after the AGM.

### **Subsidiary/subcommittee Updates**

To be updated under Agenda Item 21.

### **Industry Updates**

SFHA have published a paper on 'Rent Setting and Affordability. This is available on the SFHA website. If a board member needs a copy, please inform the Corporate Services Manager.

### **CEO Training/networking**

Since the April Board meeting the CEO has attended:

- Monthly Sector Resilience meeting (SFHA, SHR, GWSF and others)
- 'Leader Learning – Home and Away Responding to the changes in how we work' (ACOSVO)
- Castlemilk Directors meeting
- Meeting to discuss joint working with Glasgow Credit union
- 'Mental Health Training for Managers' (SAMH)
- 'Leader Learning – 10 ways to employee wellbeing' (ACOSVO)
- 'Remote management tips and best practice' (SFHA)

### **August Board meeting**

The Board approved to change the August Board meeting from 9th August (planned AGM date) to 18th August.

## **7b. DIRECTOR OF OPERATIONS SMART PLAN 2021/22**

*The Board noted and approved the Director of Operations SMART Plan 2021/22.*

18.54 pm – Julie McNeil left the meeting.

## **8. ANNUAL ACCOUNTS FOR 2021/22**

Director of Finance/IT presented the above Annual Accounts previously circulated with the agenda.

The Accounts were presented to the Group Audit & Risk Sub Committee on 16<sup>th</sup> June 2021. Discussion took place regarding the contents ie Pension etc. For the Board's assurance the Accounts are consistent with the management accounts. The areas that were identical are loans, turnover, cash and arrears.

A big change to the Accounts, is in relation to the valuation of Pensions. There was a significant £845,000 pension charge put through the accounts, Strathclyde and Pension Trust are sitting at a deficit.

Due to SHR technical problems, the loan portfolio return to the SHR had been extended. It was completed and returned last Thursday. For the Board's assurance, the loan balance in the Accounts is the same as the Loan Portfolio return. Director of Finance/IT presented the return via a presentation to the Board. Page 2, indicates the total loan value of £8,014.9m. This is consistent with the Annual Accounts. In a few weeks it will pick up to £11m due to CAF borrowing.

***The Board unanimously approved the Annual Accounts for 2021/22.***

Some proof reading is required to tidy up some grammar errors. The Annual Accounts and subsidiary accounts will be signed off by the respective Boards within the next week.

#### **9a. MANAGEMENT ACCOUNTS – MAY 2021**

The Director of Finance/IT presented the Management Accounts for May 2021, two months accounts.

Director of Finance/IT informed the Board that the Association are in the processing of replacing the photocopier.

SMT have sought costs of a replacement machine and a higher spec photocopier. It will be recommended to the SMT to go for a replacement machine at a cost of £9,360 (constant with the machine we currently have). We have not sought three quotations as want to use the same company who has provided the existing photocopier as they have delivered an excellent service and support over the last 5 years.

Page 1, highlights a significant change to the SHAPS Pension Valuation which shows a large pension deficit which took the 2020/21 surplus from £793k to a deficit of £(52K) in the Statement of Comprehensive Income.

An audit adjustment, para 3,3, accruing £113k of development costs means there is less in April.

The void loss will exceed the budget as per our discussion at the last meeting where we were reclassifying arrears in terms of voids, ie 68 Machrie Drive. There may be £20k less loan interest as we were allocating some to development costs.

The two-month deficit compares fairly close to budget. Query re the repairs accrual at present. Director of Finance/IT to liaise with Director of Operations once she returns from annual leave.

Para 4.8, invoice authorisation. There is currently no robust process for the authorisation of invoices. The current process can be open to errors or deletions. The Director of Finance/IT and Finance Officer attended a Yooz software demonstration on invoice workflow and authorisation that works directly with Sage. We have a budget of £28k for IT. £9,500 will be used for the replacement of the photocopier, £4k has been spent to date for laptop replacement.

Arrears trend is decreasing and should continue to do so providing we get cash of £361,000 in every month.

CAF loan of £3m was drawn down in July. The cash flows will alter accordingly.

KPIs: We cant do accuracy of forecasts as it's too early in the year. All other KPIs are all green.

***The Board unanimously approved the Management Accounts for May 2021.***

**9b. LIBOR INTEREST RATE ENDING**

Director of Finance/IT presented the above report previously circulated with the agenda.

The Libor ((London Interbank Offered Rate) interest rate will be coming to an end for two of our loans. This is controlled by the Bank of England. It is being replaced by SONIA (Sterling Overnight Index Average).

***After discussion, the Board unanimously approved to migrate to Bank of England base rate basis for Barclays Bank Loan and migrate to SONIA for Nationwide Building Society Loan. The Board also approved to delegate authority to the Director of Finance or Chief Executive to sign the amended loan terms.***

**10. POLICIES**

**10a. DATA PROTECTION IMPACT ASSESSMENT PROCEDURE**

Corporate Services Manager presented the above procedure previously circulated with the agenda.

***The Board unanimously approved the Data Protection Impact Assessment Procedure.***

**10b. PROTOCOL FOR MANAGING AN ALLEGED/SUSPECTED BREACH OF CODE OF CONDUCT BY GOVERNING BODY MEMBERS**

Corporate Services Manager presented the above Protocol previously circulated with the agenda.

***The Board unanimously approved the Protocol for Managing an Alleged/Suspected Breach of Code of Conduct by Governing Body Members.***

**10c. GROUP POLICY AND PROCEDURE – SERIOUS COMPLAINTS AGAINST THE CHIEF EXECUTIVE**

Corporate Services Manager presented the above Policy and Procedure previously circulated with the agenda.

***The Board unanimously approved the Group Policy and Procedure – Serious complaints against the Chief Executive.***

**11. GDPR/FOI**

Nothing to report.

**11a. QUARTERLY RETURN TO INFORMATION COMMISSIONER**

Corporate Services Manager presented the Quarterly Return to Information Commissioner. To date we have received 4 SAR requests and 2 FOI requests. All have been achieved within their timeframes.

The Chair enquired if the Return could be in a bigger print to allow for easier reading. Corporate Services Manager to assess and return back as the Return is a template that is produced by the Commissioner.

***The Board unanimously approved the quarterly return to the Information Commissioner.***

**12a. BOARD ANNUAL APPRAISAL REPORT**

Corporate Services Manager presented the above report previously circulated with the agenda.

The report highlights feedback from the findings of Board Members annual appraisals.

The report outlined the effectiveness of the Board as a whole and as an individual contributors. It outlined the knowledge and skills the Board hold to strategically lead and manage the organisation. The Board noted and approved that the four board members who fall within the nine year rule category have demonstrated their effectiveness as board members and are satisfied that they meet the criteria to remain on the Board of Management.

The Board Training plan will be drafted as a result of the Board Annual Appraisals.

***The Board noted and approved the contents of the Board Annual Appraisal Report.***

**12b. CHAIRPERSON'S 360 APPRAISAL REPORT**

The Chief Executive met with the Chairperson and gave him the results of the surveys that all board members had returned confidentially to the Corporate Services Manager.

The Chair will take cognisance of the areas of improvement that the Board had highlighted during this process.

**13. GOVERNANCE REPORT/AGM**

The Corporate Services Manager presented the above report previously circulated with the agenda.

As the Board are aware, in accordance with our Rules, a 1/3 of the board of management are required to step down.

Anna Stuart and Evelyn Ferguson are required to step down as they are the longest serving board members (elected on 13 August 2018).

As three board members are required to step down, we need a volunteer from the undernoted board members who have served on the Board since August 2019

Julie McNeil  
Richard Sullivan  
Chris O'Brien  
Kim McKee

Richard Sullivan agreed to step down along with Anna Stuart and Evelyn Ferguson. All three Board Members indicated that it is their intention to stand for re-election.

***The agenda for the Annual General Meeting that is due to be held on 11<sup>th</sup> September 2021 at 11.00am was unanimously approved by the Board.***

**14. COMPLAINTS REGISTER**

The Corporate Services Manager presented the above report previously circulated with the agenda.

The report had been revised to give the Board more detailed information on complaints and also highlighted some benchmarking with regards to complaints received last year.

To date we have received 37 complaints. 1 complaint received at stage 2.

Richard Sullivan appreciated the comparison with last year but enquired if we could have a comparison with Quarter 1 – 4 for 2019. Corporate Services Manager to action.

Teresa McGowan enquired if we gather information on whether tenants are happy with the outcome of how their complaint has been dealt with. Corporate Services Manager to ascertain.

***The Board noted and approved the revised complaints report.***

**15. CORPORATE REPORT/HR REPORT**

The Corporate Services Manager presented the above report previously circulated with the agenda.

Item 7 – Recruitment. As the Board are aware we have been successful in achieving funding from CJS for 4 posts for 40 weeks, 3 for the Association and 1 for Cassiltoun Stables Nursery. There has been a very poor response to all of the posts.

We were able to appoint the Advice Service Assistant and the Nursery Assistant for Cassiltoun Stables Nursery.

The posts have gone live again but unfortunately the funding is only for 26 weeks.

Board Training – 9 out of 10 board members have achieved more than 4 training sessions.

Board attendance benchmarking with other RSLs was noted in the report.

***The Board noted and approved the contents of the Corporate/HR Report.***

**16. CORRESPONDENCE**

**Email from GWSF:** Email was sent to Anna Stuart, Vice Chairperson thanking her for her presentation at the GWSF Regeneration Conference.

**17. NEW MEMBERSHIP APPLICATIONS**

The Board considered one membership application as outlined by the Corporate Services Manager.

The Board noted the eligibility of the application had been checked.

***The Board noted and unanimously approved for the member to be added to the Share Membership Register and that the Share Certificate would be issued.***

**18. USE OF SEAL**

None

**19. ENTITLEMENTS, PAYMENTS & BENEFITS REGISTER**

The Corporate Services Manager took the Board through the Entitlements, Payments and Benefits Register for 2020/21. The Chair will go through the Register after the meeting to sign off the Register.

***The Board noted and unanimously approved the contents of the Register.***

**20. NOTIFIABLE EVENTS**

As the Board are aware, there are three notifiable events at present: -

1. Ongoing operational issues regarding COVID which the SHR have indicated that they would wish to remain live.
2. Private and Confidential matter
3. ***Item redacted as contains sensitive information***

**21. SUBSIDIARY & SUB-COMMITTEE DECISIONS & MINUTES MADE BETWEEN 27TH MAY 2021 – 23<sup>RD</sup> JUNE 2021**

Corporate Services Manager presented the above decisions via a power point presentation.

**Audit & Risk Sub Committee – 16<sup>th</sup> June 2021**

Approval granted for

- Annual Accounts for CHA, Trust and Nursery –pending proof read
- Finance Team post audit lunch
- Letters of Representation for CHA, Trust and Nursery
- Internal Audit Plans for Nursery and Trust –with one amendment to nursery (insert the word “wider”
- Group Audit report
- Contents of the Internal Audit Annual Report for 2020/21.
- Noted update against Internal Audit action plans

**Cassiltoun Stables Nursery Board Meeting – 17<sup>th</sup> June 2021**

Approval granted for

- Audited Accounts pending DoF/IT to proof read

- Management Accounts for May 2021
- Business Plan 2021/22
- Standing orders and delegated authority
- Business Continuity Plan
- Review of Operation Service Agreement 2021/22
- Annual Board Appraisal Report and effectiveness of long serving board members
- Chairperson's 360 appraisal
- Policies
  - Cassiltoun Group Entitlement, Benefit and Payment
  - Cassiltoun Group Governing Body Code of Conduct
  - Cassiltoun Group Financial Regulations
  - Complaints – Duty of Candour
  - Confidentiality
  - Equal Opportunities
  - Health & Safety
  - Nappy Changing
  - Outings
  - Promoting Positive Behaviour
  - Transition

#### **H&S Landlord Committee – 21st June 2021**

Asbestos Management Plan to be brought to next Board meeting

#### **Cassiltoun Trust Board Meeting – 23<sup>rd</sup> June 2021**

Approval granted for:

- Audited Accounts
- Management Accounts for May 2021
- Variation of Group Service Agreement 2021/22
- Chairperson 360 Appraisal
- Policies:-
  - Cassiltoun Group Governing Body Code of Conduct
  - Cassiltoun Group Entitlement, Benefit and Payment
  - Cassiltoun Trust Standing Orders
  - Business Continuity Policy & Plan
  - Cassiltoun Group Financial Regulations
- To recruit externally for board members

## **22. HEALTH & SAFETY/HWL**

**H&S:** No accidents recorded

**Minutes were attached for H&S Committee meeting held on 17<sup>th</sup> May 2021**

**Minutes were attached for the H&S Landlord Committee meeting held on 17<sup>th</sup> May 2021**

Director of Finance/IT highlighted to the Board that the COVID Risk Assessment was raised at the Staff meeting today and comments were taken on Board.

**HWL:** Continuing through the Action Plan.

23. **AOCB**

*Item redacted as contains sensitive information.*

24. **DATE AND TIME OF NEXT MEETING**

Wednesday 18<sup>th</sup> August 2021 at 6.00 pm

There being no further business the meeting concluded at 7.43 pm

Signature:  
**Chair of Board of Management**

Date: