CASSILTOUN HOUSING ASSOCIATION

MINUTE OF MEETING OF BOARD OF MANAGEMENT HELD ON WEDNESDAY 24TH JUNE 2026 IN CASTLEMILK STABLES, 59 MACHRIE ROAD, GLASGOW VIA ZOOM/IN PERSON

Present:	Anne M Stuart MBE, Chairperson Karen Devin Pamela Gibson Bridget Crossan Julie McNeil Ryan Barclay (Zoom) Faye Mitchell (Zoom) Gayle Fitzpatrick (Zoom) Natalie Tobin (Zoom – part meeting, left at 7.10 pm)

In Attendance:	Clair Malpas	Chief Executive Officer
	John Williams	Head of Asset Management
	Clare MacLean	Housing Manager
	Paula Brownlie	Head of Corporate, HR & Finance
	Amanda Laing	Finance Manager (Part Meeting – left at 6.40 pm)
	Diana Morton	Community Development & Engagement Manager (part meeting, left at 7.07 pm)

The Chairperson sought the Board's approval to take Agenda Item 7 after Agenda Item 21, AOCB The Board approved.

1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES

The Chairperson welcomed everyone to the meeting. There was no fire drill planned and reminded Board Members of the evacuation procedures. Board members were reminded to switch off mobile phones. Board members were reminded to speak through the Chairperson.

Apologies were received from Teresa McGowan, Richard Sullivan, Allana Hammell and Mark Tedford

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)

Agenda item 7: Staffing Report: All officers apart from CEO declared an interest and will leave the meeting at this point on the agenda

Agenda Item 10b: Nine Year Rule Report: Anna Stuart MBE and Julie McNeil registered an interest and will leave the meeting at this point on the agenda.

3a. MINUTE OF MEETING HELD ON 27TH MAY 2026

The Chairperson asked all board members present at the meeting if they had received their board papers on time and if they had read and understood the papers. All board members present confirmed that they had received their board papers on time and that they had read and understood the papers.

The minute of the meeting held on 27th May 2026 were noted and approved on the motion of Pamela Gibson and seconded by Natalie Tobin.

3b. MATTERS ARISING FROM MEETING HELD ON 27TH MAY 2026

None

3c. ACTION LIST FROM MEETING HELD ON 27TH MAY 2026

Details	Person Responsible	Status
Actions from meeting held on 28th January 2026		
Rent Setting policy – approval to extend the current policy by one year *Item redacted as contains sensitive information.*	CEO	**Tender to be issued in June**
Actions from meeting held on 25th March 2026		
Item redacted as contains sensitive information.	*Item redacted as contains sensitive information.*	*Item redacted as contains sensitive information.*
Actions from meeting held on 29th April 2026		
Assurance process Questionnaire to be sent to Board members Deep dive into one area of assurance – Data on Our Homes Appoint an external consultant during 2027/28 to carry out a review of the Assurance process and evidence		 **Completed** **Ongoing** **To implement 2027/28**
Item redacted as contains sensitive information.	HaM HCF	**Ongoing** **Completed**
Delegated authority to HaM to progress procurement plans for Reactive and Major Repairs Gutter Cleaning Gas Service and Maintenance Contract Delegate authority register to be updated	HaM HCF	**Ongoing** **Completed**
Claim Report – further analysis to be brought to the Board on open cases once clarification is sought from the insurance company	HaM	**Ongoing**
Item redacted as contains sensitive information.	HaM	**Ongoing**

Damp and Mould – findings report to be presented to the Board once Eco Sensors have been installed	HaM	**Ongoing**
Actions from meeting held on 27th May 2026		
Conflict of interest Register to be updated Agenda item 17a – Membership Application, Karen Devin Agenda Item 22 – AOCB Housing Manager	HCF	**Completed**
*Item redacted as contains sensitive information.*to upload FYFP to SHR Portal	FMD	**Completed**
*Item redacted as contains sensitive information.*to upload Loan Portfolio to SHR Portal	FMD	**Completed**
Item redacted as contains sensitive information.	HCF	**To be submitted by end of June 26**
Stock Condition Survey – concluding report to be presented to Board prior to Assurance Statement being approved	HaM	**To be presented at a future board meeting**
Window and Door programme – Board to be kept up to date with progress	HaM	**Operational**
Item redacted as contains sensitive information.	HaM	**Operational**
Access Policy – to be presented at a future Board meeting for approval	HaM	**To be presented to the Board at a future meeting**
Water Hygiene Contractor – Board to be updated on the appointment of a new contractor at the next meeting	HaM	**Operational**
Board approved to instruct a comprehensive Water Hygiene Audit *Item redacted as contains sensitive information.* It was hoped that this work will be carried out before Sept/October. However, this audit will now be carried out by Nov 26. This allows the new contractor to embed and update data	HaM	**Operational**
Breakdown of where all water tanks are located to be brought back to the Board for their information	HaM	**Operational**
Cost of Bulk uplifts to be provided in next newsletter	HM	**Operational**
Item redacted as contains sensitive information.	CDM/FM	**Operational**
ARC – approved. To be approved by CEO via SHR portal on behalf of the Board	CEO	**Completed**
IT Support contract – extend until 28 June 27	CEO	**Completed**
Policy Register to be updated with Protocol for managing an alleged breach of code of conduct for Board members Tenant Participation Strategy	HCF	**Completed** **Completed**
Policies deferred to June 26 Unacceptable Actions Collateral Warranties	HM CEO	**On agenda/update at meeting**
Item redacted as contains sensitive information.	HCF	**Completed**

4. <u>CHAIRPERSON'S REPORT</u>

The Chairperson presented her Chairperson's report.

4th June	Attended the CHLEG Meeting with Colleen Rowan from GWSF re the Group being a case study for their next report
8th June	Attended the EVH AGM – guest speaker highlighted changes in Employment Law. AGM went well and finances are all in order.
9th June	Attended SFHA Annual Conference – Radisson Blu with Pamela Gibson, Board member Good plenary session One of the sessions was dealing with homeless in Austria One of the stalls was hosted by an insurance company – spoke to Joe Aspray re insurance for dampness Pamela Gibson intimated that it was good to hear from Richard Meade, CEO of SFHA – thinking of the wider areas that work together to deliver good social housing. Workshop – More Homes Scotland. This is a new agency created by the Govt. They will have an executive role in developing new build across the sector. Workshop – Economic landscape. Doesn't sound too good for the next five year Workshop – Recycling of mattresses (social enterprise) Workship – Working Rite – link contractors up with young people to fulfil their community benefit obligations It was good to network with delegates
11th June	Attended Food Commission Conference in Renfield Centre. Groups who were involved in food pantries and food banks were there. The MP who set the Commission up was from Liverpool and he was very interested in CHLEG. We had Jen Clark at our table (Jen Clark, Economic and Social Rights Lead at Amnesty International UK). She was present at the Committee meeting in Geneva at which Anna was present. She intimated that everyone at the meeting was really interested in what she was saying and we were part of the case study at the meeting the next day.
15th June	Attend interview for a place on the Committee for Pride in Place fund. Successful applicants will find out next week
16th June	Attended the Audit and Risk Sub Committee
19th June	Attended the GWSF Regeneration Conference with Pamela Gibson, Board member There were good speakers and Anna advised that she attended 3 workshops. One was dealing with internships for young people. The plenary session in the afternoon was called Work Rite and it was about apprenticeships in the housing sector. The second workshop was about working in partnership with Rutherglen HA and Wast of Scotland re sharing welfare rights services. The first workshop was on the history of Royston Hub
23rd June	Attended the Nursery Board meeting
24th June	Attended Community Development Network re CHLEG

5a. GROUP ANNUAL ACCOUNTS FOR 2025/26

The Finance Manager informed the Board that the Audited Accounts for the Association, Cassiltoun Trust and Cassiltoun Stables Nursery were presented to the Group Audit and

Risk Sub Committee by *Item redacted as contains sensitive information.*at their meeting on 16th June 2026.

Item redacted as contains sensitive information.

Cassiltoun Housing Association

Financial statements

The Audit report is unqualified and confirms financial statements show a true and fair view and that the financial statements have been prepared in accordance with all applicable accounting standards and legislation.

The Group accounts strip out all intergroup transactions including rental income and service charges, so just shows the Group incurring the cost of the central heating system

1. Key points – Profit and Loss
    a. Group turnover of £7,708K vs £7,336, variance of £372k, of which £311K is increase in rental income (less voids) from rent increase applied on 1 April 2025 and £69k increase in wider role income (£311K+£69K = £380K)
    b. £1,777k vs £1,782k spend on repairs and maintenance, decrease of 35K
    c. £2,164k vs £1,907k spend on payroll costs, increase of £257K due to increase in FTE from 44.9 to 45.7 and annual pay rises
    d. £482K vs £589k interest costs, decrease of £107k due to repayments and fall in interest rates
    e. Surplus of £892K vs £412k, an increase of £478K (rounding) so 'healthy'
    f. Actuarial net gain of £34K vs loss of £93K (Pension Fund)
    g. Total comprehensive income of £926K vs £319K, increase of £607K being the increase in surplus and the actuarial gain variance
2. Key points – Balance Sheet
    a. £1,236K spent on new components, up £1,109k on the previous year spend of £127K
        i. £387K on new central heating system
        ii. £5.8m in cash and deposits, which is £0,3m down on the previous year of £6.1m due to investment in housing stock
        iii. £8.5m bank loans outstanding which is down £0.5m from previous year of £9m due to repayments
        iv. Net assets £12m, up £0.9m from previous year of £11.1m, which is the total comprehensive income in the year

Karen Devin enquired if SHAPS are doing another review of the Pension this year. The CEO confirmed that it is normally every three years that they carry out a review. They are awaiting a court case re historic contributions and how they are calculated. The outcome of this could trigger a change in contributions.

Cassiltoun Trust

Financial statements

Audit report is unqualified and confirms financial statements show a true and fair view and that the financial statements have been prepared in accordance with all applicable accounting standards and legislation.

Key points

1. Turnover of £529K vs £239K, positive variance of £290K, which equals the service charge income in respect of the central heating system
2. Net income of £359k vs £61K in previous year, a positive variance of £298K, mainly due to the £290k additional service charge
3. Fixed assets up £352K mainly due to £387K central heating spend.
4. Cash of £180K, down from £284K in previous year, a decrease of £104K but that is due to Cassiltoun Trust's contribution to the new central heating system
5. Net assets of £970K. Net assets up £359K due to net income.

Cassiltoun Stables Nursery

Financial statements

Audit report is unqualified and confirms financial statements show a true and fair view and that the financial statements have been prepared in accordance with all applicable accounting standards and legislation.

Key points

1. Turnover of £676K vs £697K negative variance of £21K, due to decrease in childcare income of £11K, decrease in grant income of £9K and decrease in donations of £1k
2. Expenditure up £160K to £828K mainly due to £145K additional service charge plus inflationary increases to other costs and pay rises
3. Net loss of £152k vs net income of £30k in previous year, a negative variance of £182K. Removing the £145K additional service charge leaves a £37K negative variance which is due to the £21K drop in income and the £16K increase in costs
4. Cash of £290K which is down £133K largely due to the £145K additional service charge
5. Net assets of £221K, down £152K which is the net loss in the year.

After discussion, the Board noted and approved the Annual Accounts for 2025/26.

5b. LETTER OF REPRESENTATION

A letter of representation from each respective Board is required to be signed off by each Board of Management and sent to the Auditor. The wording of the letters are consistent with the previous years.

This letter confirms that the Board have adhered by their responsibilities and that the respective Boards are satisfied that the financial statements show a true and fair view, that the Group and Association are going concerns, that there are no post balance sheet event and there are no contingencies, commitments, provisions, frauds, breaches of laws or regulations or undisclosed related party transactions. The Board's are not aware of any information that has not been disclosed to the Auditor that would have changed the course of the Audit.

The Board approved that the Letter of Representation was correct and agreed for it to be signed off and sent to the External Auditor.

5c. GROUP AUDIT FINDINGS LETTER

The Finance Manager presented the Group Audit Finding Letter previously circulated with the agenda.

This Audit Findings letter highlights the significant findings arising from the audit for the benefit of those charged with governance across all three organisations.

a. Audit opinions for all entities and Group are unqualified
b. All audit risks identified at planning were addressed during audit fieldwork with no significant issues noted
c. No frauds or breaches of laws or regulations. No unrecorded related party transactions
d. No concerns re going concern
e. All audit adjustments agreed with Finance Manager and processed through the financial statements
f. Uncorrected misstatements (6 in total) – all immaterial and nothing of concern
g. Management Letter points
    v. No formal points but
        1. ensure intergroup transactions are processed by year end and intergroup balances are reconciled. This was flagged last year and was actioned by the Finance Manager. The Auditor did process one audit adjustment in respect of part of the additional service charge omitted.
        2. Prepaid rent contains a lot of old balances relating to former and deceased tenants. The Association will liaise with TC Young as to how this can be 'tidied' up
h. Ethical issues
    vi. Safeguards in place for non-audit services
    vii. Due to the auditors long association, a second review was performed of each audit file with no issues noted

The Board noted the contents of the Group Audit Findings letter.

The Board thanked the Finance Manager and the Finance Team for a successful audit

6.40 pm – Finance Manager left the meeting

6a. CHIEF EXECUTIVE OFFICER BI MONTHLY REPORT

The Chief Executive Officer presented her Bi Monthly report previously circulated with the agenda.

Assurance Visit

As the Board are aware the Association was selected for an Annual Assurance Visit and the outcome letter has been circulated to the Board. This was a positive experience which allowed the SHR to scrutinise areas of our business. Prior to the visit the SHR asked for documents and sent some initial questions that the SLT and the Chair reviewed and prepared for. SLT had already identified areas that they believed the SHR might highlight for areas for improvement either at the meeting or in the outcome letter and these (plus some additional areas) were discussed at the meeting or in the outcome letter. The Board discussed the contents of the feedback letter and agreed to put an action plan in place to ensure everything recommended is implemented.

2026 Annual Assurance programme

Five Board members have already responded to the assurance questionnaire which had been circulated to board members. Details of their responses were detailed in the CEO Bi Monthly Report. All board members were encouraged to complete the questionnaire.

One Assurance Workshop has been held. The remaining sessions are:

- 30th June 2026 – Standards 1 & 2
- 6th August 2026 – Standards 3 & 4
- 8th September 2026 – Standards 5, 6 & 7

This will also be complimented with feedback from the CAP group.

The rolling action plan from the Assurance programme was detailed in Appendix 1 of the report.

Connecting with our tenants

Cassiltoun Connects: Cassiltoun Connects continues and feedback from residents is that they are delighted to see our staff team and have been looking forward to the visit. We will also be tying in with tenants during the major repairs programme.

Tenants Conference

We are busy preparing for our Annual tenants conference on 6th August which will run from 2 – 5 pm. This is based on numbers from last year which saw no one attending after 5pm. Approval was sought from the Board to close the office on 6th August 2026 to facilitate the Tenants Conference. ***The Board approved.***

Subsidiary Updates

Cassiltoun Trust We are currently waiting for an inspection from Building Control and some further work on a system of alerts.

Cassiltoun Stables Nursery: As at 31st May, the Nursery's FTE stood at 53.

IT/Cyber/AI Developments

The Association has implemented 24/7 cyber monitoring and we are still experiencing regular 'phishing' emails (around 1 or 2 per week). These are usually aimed at the CEO or finance section and we are being very vigilant.

Industry updates

The CEO highlighted some industry updates (3) for the Board's information

CEO Training/networking

The CEO highlighted the training that she has attended in the last few months

The Board noted and approved the contents of the CEO's Bi Monthly Report.

6b. BUSINESS PLAN REVIEW - PROJECT PLAN

The Chief Executive Officer presented *Item redacted as contains sensitive information.* (Consultant) project plan for the review of the Association's Business Plan.

The Board noted the contents of the Business Plan Project Plan.

8. CAP REPORT

The Community Development and Engagement Manager presented the CAP Report previously circulated with the agenda.

The Community Advisory Panel forms a part of the Association's tenant participation work and is a key element in our Tenant Participation strategy.

The report was developed to give an overview of their work over the last year. The group meet every 6-8 weeks. There are currently six on the panel, however due to ill health and other commitments, the Association oftens struggles to get a full complement at the meeting. We are looking at options to increase participation. We have also discussed this with the group.

Instead of focusing on one topic this year, the Panel explored a wide range of different topics. These have included (amongst others) Repairs, estate management and fly tipping, tenant participation strategy, tenant conference, consultation on events and activities, annual report, allocations policy, volunteer policy, assurance standards.

The Panel have also provided suggestions for the year ahead. The Association will take these and set up a meeting with SLT to discuss and develop an action plan. This will sit alongside the tenant participation strategy and action plan which was discussed at the last board meeting.

The Chairperson raised the comment re Tenants Handbook. Not all tenants have access to the internet and cannot get access via the website. The SLT will meet to discuss the recommendations and put an action plan in place.

Karen Devin intimated that she had enjoyed reading the Report and enquired as to how we share the information in place. The CEO intimated that we had shared the information previously in the newsletter and website. However, the action plan will need to be drafted before we can share this information. The Tenants Conference may be the venue to share some of this information.

Bridget Crossan intimated that she was of the opinion that having a variety of areas to cover instead of one gives the Panel more insight into the work of the Association.

The Board noted the contents of the CAP Report.

7.07 pm - Community Development and Engagement Manager left the meeting

9a. COURT ACTION – BOARD APPROVAL

The Housing Manager presented the Court Action Report previously circulated with the agenda.

We have one case that we have issued Notice of Proceedings.

The Board noted and approved the one court actions if required.

9b. *Item redacted as contains sensitive information.*

10a. INDEPENDENT BOARD ANNUAL REVIEW FEEDBACK REPORT

The Head of Corporate, HR & Finance presented the above report previously circulated with the agenda.
As the Board are aware, *Item redacted as contains sensitive information* carried out the Board's Annual Reviews during the month of May 2026.

The Board noted and approved the contents of the Annual Appraisal Report and intimated that they thought the process was very comprehensive and that the consultant was very thorough in his questioning.

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 report also outlined various actions for the Board to consider and these will form part of an action plan which will be monitored by the Board to ensure they have been implemented.

The Consultant will send out individual reports to each Board Member which will outline their personal training needs. The Board's training needs as a whole will be brought back to the Board in August 2026. These will form the training plan for 2026/27.

10b. BOARD OF MANAGEMENT - NINE YEAR RULE

The Head of Corporate, HR & Finance presented the above report previously circulated with the agenda.

As the Board are aware, *Item redacted as contains sensitive information.* carried out the Board's Annual Reviews during the month of May 2026 which included assessing the board members who have served nine years or over. The Board have three board members who currently have 9 years service and more

Anna Stuart
Julie McNeil
Teresa McGowan

Anna Stuart and Julie McNeil left the meeting at this point of the agenda.

The Board noted and approved that the three 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.

Anna Stuart and Julie McNeil returned to the meeting.

11. QUARTERLY RETURN TO THE SCOTTISH INFORMATION COMMISSIONER

The Head of Corporate, HR & Finance presented the Quarterly Return to the Scottish Information Commissioner. To date, we have received one SAR request. Approval was sought from the Board to delegate authority to the Head of Corporate, HR & Finance to update the return if any FOI/SAR comes in by 30th June 2026.

The Board approved the Quarterly return to the Commissioner and also to delegate authority to update the return if required before the end of June 2026 prior to sending to the Commissioner.

12. NEW SCOTTISH SECURED TENANCY AGREEMENT

The Housing Manager presented the revised Model Scottish Secured Tenancy Agreement and the new Model Short Scottish Secure Tenancy Agreement (Anti-Social behaviour grounds) and the New Model Short Secure Tenancy Agreement (Grounds unrelated to anti-social behaviour).

The new Model Scottish Secure Tenancy Agreements 2026 replaces the 2019 Model Scottish Secure Tenancy Agreements for tenancies created on or after 1 August 2026.

The revised Models have been prepared to assist social landlords to revise their own style of Scottish secure and short Secure Scottish Secure Tenancy agreement for use with tenancies created from 1 August 2026. They take account of the following provisions coming into force during 2026.

Part 2 (Section 22) of the Domestic Abuse (Protection) (Scotland) Act 2021 (termination of tenancies in cases involving abusive behaviour) from August 2026. The Housing Manager confirmed that she had attended a training session with TC Young. They will draft a Domestic Policy and a letter to be circulated to our tenants.

Section 49 of the Housing (Scotland) Act 2025 (qualifying period for succession – changed from 12 month to 6 months) from 1 August 2026.

Section 50 of the Housing (Scotland) Act 2025 (delivery of notices) from 1 August 2026. There is no longer a requirement for a tenants signature. We normally hand deliver Notice of Proceedings by two members of staff and they sign and date when they delivered the notice.

Regulation 4 of the Investigation and Commencement of Repair (Scotland) Regulations 2026 (Awaabs Law) from 6 October 2026. This is a new KPI in the Technical Services Report this year.

The Model Tenancy Agreements circulated with the board papers highlighted the proposed changes in green and removals are highlighted in red.

13. GOVERNANCE REPORT/AGM 2026

The Head of Corporate, HR & Finance 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.

The four members who are required to retire as per 39.2 of the Association's Rules are Gayle Fitzpatrick, Mark Tedford, Bridget Crossan and Allana Hammell.

All four Board members have indicated that it is their intention to stand for re-election at the AGM in August 2026.

The Board noted and approved the four board members wishing to stand for election at the Annual General meeting on 10th August 2026

The agenda for the Annual General Meeting that is due to be held on 10th August 2026 at 7pm was unanimously approved by the Board.

14. <u>POLICIES</u>

14a. Unacceptable Actions: ***Board approved the revisions to the Unacceptable Actions Policy. This policy is now a Group policy which is application to both subsidiaries***

14b. Business Continuity: ***Board approved the revisions to the Business Continuity Policy***

14c. Neighbour Relations: ***Board approved the revisions to the Neighbour Relations Policy***

14d. Pet Policy: Due to changes in the Housing Scotland Act, the definition of a Pet is clarified. We need to give a tenant a good reason as to why they cannot hold a pet in their property within 28 days of their request. A paragraph re XL Bullies will also be included in the policy. ***Board approved the revisions to the Pet Policy. Delegated authority granted to Housing Manager to update the policy with regards to staff and contractors visiting tenants' home with regards to XL Bullies.***

The tenancy agreement will also be updated with regards to XL Bullies.

14e. Access to Welfare & Debt Advice: ***Board approved the revisions to the Access to Welfare and Debt Advice***

14f: Asbestos Strategy: The biggest change is in regards to information being held on Homemaster. Karen Devin enquired if holding the information in one place ie Homemaster provides assurance for storing robust data on asbestos. Head of Asset Management confirmed that this would be the case. ***The Board approved the Asbestos Strategy***.

14g: Asbestos: Board approved the revisions to the Asbestos policy

14h: **Alterations and Improvements**: ***Board approved the revisions to the Alterations and Improvements policy***

<u>Policies to be deferred to August 2026</u>

CEO informed the Board due to the volume of policy reviews, the undernoted policies will be deferred to the Board meeting in August 2026. All policies have been reviewed.

Entitlement, Benefit & Payments
Standing Orders and Delegated Authority
Domestic Abuse
Repairs & Maintenance

Void Management
Rechargeable Repairs
Right to Repair
Gas Safety
Medical Adaptations

The Board approved to defer the above policies to August 2026.

15. CORRESPONDENCE

Head of Corporate, HR & Finance presented correspondence received:-

GWSF	GWSF June Update Board members received a copy for their information
EVH	EVH Monthly Report – June 2026 Board members received a copy for their information
Item redacted as contains sensitive information.	*Item redacted as contains sensitive information.*

16. APPLICATIONS FOR MEMBERSHIP

None

17. USE OF SEAL

The Use of Seal was used on one occasion.

18. ENTITLEMENT, BENEFIT AND PAYMENTS REPORT

The Head of Corporate, HR and Finance presented the above report previously circulated with the agenda.

After discussion, the Board noted the contents of the Entitlement, Benefit and Payments report.

19. NOTIFIABLE EVENTS

Item redacted as contains sensitive information.

Item redacted as contains sensitive information.

8.00 pm – Standing Orders

20. SUBSIDIARY & SUB-COMMITTEE DECISIONS MADE BETWEEN 28TH MAY 2026 – 24TH JUNE 2026

Cassiltoun Group Audit & Risk Sub Committee Meeting – 16th June 2026

- Minutes of meeting held on 9th February 2026 - Approved
- Cassiltoun Housing Association – Draft Annual Accounts for 2026 – Approved
- Cassiltoun Stables Nursery Draft Annual Accounts for 2026 – Approved
- Cassiltoun Trust Draft Annual Accounts for 2026 – Approved
- Letter of Representation for CHA – Approved
- Letter of Representation for Cassiltoun Stables Nursery – Approved
- Letter of Representation for Cassiltoun Trust – Approved
- Group Audit Findings Letter – Approved
- Internal Audit 2025/26 Annual Report – Approved
- Group Risk Register - Approved

Cassiltoun Stables Nursery – 23rd June 2026

Actions to be reported at next board meeting (August 2026)

Cassiltoun Trust – 24th June 2026

Actions to be reported at next board meeting (August 2026)

21. <u>AOCB</u>

Neighbourhoods, Regeneration and Sustainability Services – Authorised signatories: The Board approved for SLT, the Chairperson and Vice Chairperson to form the Authorised signatories for NRS.

Item redacted as contains sensitive information.

Mileage Rates: EVH have advised that the mileage rate has changed from 4th June to 55p per mile. It was previously 45p per mile. ***The Board approved to update the Association's mileage allow to 55p per mile***

Item redacted as contains sensitive information.

7. <u>INTERIM STAFFING REPORT</u>

The Chief Executive Officer presented the Interim Staffing Report previously circulated with the agenda.

After discussion, the Board approved the undernoted

1. The post of Director of Operations (*Item redacted as contains sensitive information*) to be deleted from the staff structure.

2. The Association creates a new permanent post of Housing Manager (Grade 8)

3. *Item redacted as contains sensitive information.*

4. *Item redacted as contains sensitive information.*

5. *Item redacted as contains sensitive information.*

6. *Item redacted as contains sensitive information.*

22. <u>DATE AND TIME OF NEXT MEETING</u>

10th August 2026 immediately after the AGM which take place at 7.00 pm

There being no further business the meeting concluded at 8.20 pm

Signature: Date:
Chair of Board of Management