

CASSILTOUN HOUSING ASSOCIATION

MINUTE OF MEETING OF BOARD OF MANAGEMENT
HELD ON WEDNESDAY 26TH FEBRUARY 2025 AT 6.00 PM CASTLEMILK STABLES, 59
MACHRIE ROAD, GLASGOW/ZOOM

Present: Anne M Stuart MBE, Chairperson
Julie McNeil, Vice Chairperson
Gayle Fitzpatrick, Treasurer (zoom)
Teresa McGowan (zoom)
Faye Mitchell
Jennifer Gilbert (zoom)
Ryan Barclay
Bridget Crossan
Natalie Tobin
Allana Hammell
Pamela Gibson

In Attendance: Fiona McGowan Director of Operations
Paula Brownlie Head of Corporate, HR & Finance
Amanda Laing Finance Manager (Part meeting)
Claire Beckley Data Protection Officer, RGDP (Part meeting)

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 Richard Sullivan, Chris O'Brien, Mark Tedford, Clair Malpas and John Williams.

The Chairperson sought the Board's approval to bring Agenda Item 5, GDPR DPO Reporting forward on the agenda. This item will take place after agenda Item 1b. **The Board approved.**

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.

5. GDPR DPO REPORTING

Claire Beckley, DPO presented an GDPR update/training to the Board of Management via a powerpoint presentation.

The Board were reminded of their responsibilities with regards to Data Protection.

The main points that the DPO covered were are:

- Changes to Data Protection legislation – only changes
- Data Protection Key information (GDPR)
- Data protection focus topics – Breaches and subject requests
- FOISA & EIR
- Cassiltoun Housing Association and compliance
- Q&A - anything else you wish to discuss

Data Protection Laws

UK General Data Protection Regulation – UK GDPR

Data Protection Act 2018 – DPA 2018

Privacy and Electronic Communications Regulations 2003 (PECR)

The Data Use and Access Bill is currently going through Parliament. It may have some implications to HAS.

Data Protection Key Information

Article 5 UK GDPR...Personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and, where necessary, kept up to date
- Retained no longer than is necessary
- Processed in a manner that ensures appropriate security

Additional principle – Accountability...the Data Controller (Housing Association) shall be responsible for and able to demonstrate compliance with the above principles

Data Controller – “controller’ means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data’

(includes staff / Board of the Controller). - Article 4 UK GDPR

In terms of risk, the Association carries out a Data Protection Impact Assessments if required. These are reviewed regularly.

Lawful basis for processing personal data

The Data Subject has given Consent

Necessary for a Contract with the Data Subject

Necessary for a Legal Obligation of the Data Controller

Necessary for the Vital Interests of the Data Subject or another natural person

Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Necessary for the Legitimate interests of the Data Controller (not applicable to public authorities in the performance of their tasks) Article 6 UK GDPR

Key Topics

Data Breaches

Data Subject Rights

Personal Data Breaches: A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

Examples of common breaches:

email containing personal data sent to wrong recipient (autocomplete)
emails sent to multiple recipients without using blind copy
letter containing personal data posted to wrong address

Breach Reporting

1. What is the risk to the individual?
2. What can we do to contain the breach?
3. Notification to individual as soon as possible – if high risk
4. Notification to ICO within 72 hours

We have less than 72 hours to identify what has happened; contain the breach and prevent any further occurrences; decide what is the potential for damage to the Data Subject and whether to report to the ICO and/or the individual who's personal data is affected.

If a breach is likely to have a high risk of detriment to the individual then it will be reported to the ICO and probably to the individual (Data Subject) as well.

What factors represent a risk to the rights and freedoms of individuals?

- a significant detrimental effect on individuals
- discrimination,
- damage to reputation,
- financial loss,
- loss of confidentiality or
- any other significant economic or social disadvantage.

Sometimes we may decide to tell the individual but not report to the ICO.

Record breach in register (we are now nearly 3 years into GDPR – the ICO will expect to see breaches recorded in your register)

Subject Rights

UK GDPR Article 15 - Subject access

UK GDPR Article 16 - Rectification

UK GDPR Article 17 – Erasure

UK GDPR Article 18 - Restrict processing

UK GDPR Article 20 - Data portability

UK GDPR Article 21 - Object (to processing)

UK GDPR Article 22 - Object to automated decision making

Data Subjects have a number of rights that they may exercise:

Rectification – you are required to keep data up to date but Data Subject can ask and this is relatively rarely used

Erasure – ‘right to be forgotten’ – not an absolute right. If you do delete it you probably shouldn’t have had it.

Object to processing (including direct marketing)

Restrict processing – normally do this if you get a request to erasure until you decide whether to erase

Object to automated decision making

You should remember that whilst the person has a right to ask regarding all of the above, the Data Controller might have a valid reason under data protection law for not complying with the request. For example, if you receive a right to erasure request but your retention schedule says you need to keep records for tax purposes, then you will tell the person this and keep the records until they are due for destruction in terms of your retention schedule.

There are also exemptions to the Right of Access but you should always ask for advice from the Data Protection Lead and DPO regarding this.

Freedom of Information & Environmental Information Regulations

Freedom of Information (Scotland) Act 2002 – FOISA
Environmental Information (Scotland) Regulations 2004 – EIR

Cassiltoun Housing Association and compliance

Action Plan – regularly updated (typically monthly at DPO review)

Policies, procedures and documents – review annually / biannually

Privacy Notices – reviewed annually / biannually

Staff and Board updates and training

Effective and timely responses to data protection issues/incidents and requests

Claire Beckley took the Board through the Action Plan in detail

In summary the actions listed on the Action Plan including:
Updates to Policies and Procedures to Reflect new legislation
Updates to Privacy Notices to reflect new legislation
New Plan to reflect new legislation

Gayle Fitzpatrick enquired if the proposed Data Use and Access Bill will have any implications to the Housing Association. One of the key issues in relation to the first part of the Bill is to make provision about access to customer data and business data; to make provision about services consisting of the use of information to ascertain and verify facts about individuals This may be in relation to tax evasion (for example). This may increase volume of requests.

One of the things that will change is in regards to new legitimate assessments (this list is not circulated yet). Our policies and procedures will need to be changed accordingly.

The Chairperson thanked Claire Beckley for her DPO Update.

6.20 pm – Claire Beckley left the meeting.

2. CONFLICT OF INTEREST (PERMANENT REGISTER)

None

3a. MINUTE OF MEETING HELD ON 29TH JANUARY 2025

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 29th January 2025 were noted and approved on the motion of Ryan Barclay and seconded by Julie McNeil.

3b. MATTERS ARISING FROM MEETING HELD ON 29TH JANUARY 2025

None

3c. ACTION LIST FROM MEETING HELD ON 29TH JANUARY 2025

	Details	Person Responsible	Status
Actions from meeting held on 29th October 2024			
1.	Stables Heating Project Delegate authority to the Head of Asset Management to tender for a Gas / Gas Hybrid heating system for the stables building.	HaM	Ongoing
2.	Procurement – the Board approved the following:- <ul style="list-style-type: none"> The procurement plans related to Stock Condition and Life Cycle Costings Consultant. That the Board of Management delegate authority to the Head of Asset Management to appoint a lift maintenance Contractor, following the quick quote exercise. That the Board of Management delegate authority to the Head of Asset 	HaM	Ongoing
		HaM	Ongoing
		HaM	Ongoing

	Management to appoint a Smoke Vent Maintenance contractor, following the quick quote exercise		
Actions from meeting held on 29th January 2025			
3.	Board attendance register to be updated	HCHR&F	Completed
4.	Declaration of interest register to be updated Agenda Item 6 – Bridget Crossan Agenda Item 21 - Anna Stuart MBE	HCHR&F	Completed
5.	Assurance Action Plan – approval to remove actions marked green	CEO	Completed
6.	Redacted as contains sensitive information	CEO	Completed
7.	Approval granted to close office on Wednesday 26/2/2024 for factoring training for staff	CEO	Completed
8.	Delegated authority to CEO to close office on a Wednesday prior to the year end to carry out Homemaster Training Delegated authority register to be updated	CEO HCHR&F	Date to be decided Completed
9.	Board approved rent increase of 5.3% Tenants to be informed	HM	Letters to be issued tomorrow – completed
10.	Tender Opening for Heating Project – 20/2/2025 at 12.30 pm on Teams Ryan Barclay and Bridget Crossan to attend	HaM	Taking place on 20/2/25 Pointing has to be completed by 13/3/2025 This is all within the timescale
11.	Report to be presented to the March Board meeting re new Framework and newly appointed contractors	HaM	On the agenda
12.	Court Actions report – approved	HM	Completed 06/02/2025
13.	Write-offs – approved	HM	Completed 03/02/2025
14.	Letting Plan – approved Policy register to be updated	HM HCHR&F	Completed
15.	Business Planning Report – approved Capacity to continue working with <i>Redacted as contains sensitive information</i>	CEO	Ongoing
16.	Strategic objectives – approved Policy Register to be updated	CEO HCHR&F	Completed
17.	Policies Safeguarding – defer to March 25 Estate Management – approved Abandonment – defer to March 25 Debt Recovery of factored properties – approved Right to repair – defer to March 2025 Privacy Notice – approved Policy Register to be updated and staff informed	CEO HM HM DoO HaM DoO	Completed
18.	<i>Redacted as contains sensitive information</i>	HCHR&F	Completed
19.	<i>Redacted as contains sensitive information</i>	CEO	Ongoing

20.	Richard Sullivan – co-opted onto the Board of Management SHR portal to be updated	HCHR&F	Completed
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4. **CHAIRPERSON'S REPORT**

30 January 2025	Community Energy CEO, Chairperson and Jodie Armour attended this meeting Good presentation and good ideas on how we can channel energy to help the community in Castlemilk
7 th February 2025	SFHA Governance Forum – attended by Chairperson and Pamela Gibson Opening plenary was hosted by Linda Ewart and James Tickel – - transparency and effectiveness - Challenging staff - Performance assumptions Break out sessions included How to recruit Board members using an agency – Albyn HA Scotstoun and Whiteinch promote board membership with their Focus Groups Grampian HA – Maintenance Manager was talking about heat pumps which they have had in place for over 10 years. Good discussion and questions from the floor and how other HAs are dealing with heat pumps The Chairperson spoke to George Walker as this was his farewell speech and wished him all the best. He agreed about the issues with regards to homelessness.
10 th February 2025	Attended the Group Audit and Risk Sub Committee
12 th February 2025	United Nations Committee on Economic Social and Cultural Rights Anna Stuart MBE presented the Lived Experience Group's submission to the CESCR Committee in Geneva via zoom. Two things that were mentioned were the lack of fresh affordable food and housing. A copy of the submission can be made available to those who wish to read it.
13 th February 2025	Community Council Locality plans Spoke about how money was to be spent We have to send ideas to the Council Discussion took place re supermarket in Castlemilk Decision was agreed to hold a separate meeting to discuss the supermarket
20 th February 2025	Attended the Staffing Sub Committee

The Board noted the contents of the Chairperson's Report.

6A. MANAGEMENT ACCOUNTS – DECEMBER 2025

The Finance Manager presented the Management Accounts for December 2025 previously circulated with the agenda.

The budget for the quarter ended December 2024 projected a deficit of around £12k. Based on the results to date the actual surplus is sitting at around £265k, therefore there is an overall favourable variance of around £277k for the period.

The main variances were:-

- Higher Grants £154k
- Higher void costs (£12k) – this is due to a deterioration of properties being returned to the Association. The more work that is being done, the more time it takes. There is also an issue of voids loss that has been reported by the Housing Manager in relation to a supported property
- Higher interest receivable £55k – due to having excess funds on deposit
- Lower repair costs £120k – under budget.
- Lower staff overheads £42k
- Higher other overheads including project costs (£89k)

Grant Income is higher than budgeted for wider role activities with funding being secured after the budget was set. Wider Role funding has been allocated against project costs £99k and salary costs £56k in the period.

Repairs and Maintenance expenditure is under budget in total by around £120k. Estate Maintenance and Cyclical spend is under budget for the period and is offsetting an overspend in Reactive Repairs. The Estate Maintenance original budget included approx. £375k for estate works which have not been carried out at the level originally intended. Some of these monies have been spent. At November's meeting the board agreed to transfer part of this budget to cover void expenditure with the £100k transfer incorporated in this report. Reactive maintenance costs include accruals to end of December of £44k reflecting invoicing delays. The overspend in reactive maintenance relates mainly to routine repairs at this point.

Salaries and pension costs are under budget for the period by £42k, this mainly reflects savings due to time taken to recruit and fill vacant posts and savings in Strathclyde Pension Fund employers contributions falling from 31% to 6.5%. As previously mentioned £56k of staff costs are funded increasing the overall saving to £98k.

The overspend in regeneration and wider role activities £99k is covered by additional grants received for that purpose as already mentioned above.

The underspend in staff training at this point is deliberate as spend was paused for plans to be made to spend this budget in the year with training being costed and prioritised as necessary to take place in the last quarter.

The overspends under consultancy are mainly in relation to additional specific pieces of work carried out and deemed necessary. Costs of a stock condition survey were not fully provided for in the budget but will be built into the budget going forward. Lenders stock valuations have also been carried out in the year to bring them into line with each other meaning that the valuation process can be carried out at the same time rather than different lenders requirements falling in different years.

This included additional surveys in relation to stock also including our unencumbered stock and factored owners to determine reinstatement cost, now a requirement of the insurance renewal process.

The cash position of the Association remains healthy with overall cash just over £5m.

The value of the properties have been used to calculate the covenant ratios which are looking a lot better.

The Finance Manager presented the Performance indicators for December 2024 and these will be updated quarterly.

After discussion, the Board approved the Management Accounts for December 2024.

6B. CHA BUDGET 2025/26

The Finance Manager presented the CHA Budget for 2025/26 previously circulated with the agenda.

The first part of the budget is a written summary of what has been included in the Budget. The Budget paper is inclusive of our Income, Repairs and Maintenance Spend, Salaries, Office, Overhead and Activities Expenditure and a Summary Analysis.

The Finance Manager went over the general information that went behind preparing the budget. Meetings had taken place with the Senior Leadership Team to collate information that was required to be included in the budget. The Board had taken the decision at their last Board meeting to increase rents by 5.3% and *Redacted as contains sensitive information*. This is the main source of income.

The majority of the expenditure is based on either advised contract increases or assumptions of what that may be.

The majority of the income and expenditure has already been agreed by the Board, however the Board are invited to review and scrutinise the budget and comment or change any of the expenditure that can still be amended.

It was recommended that the Board approve the proposed budget with no changes and in particular:

- All corporate memberships (SFHA, SHARE etc)
- Additional £19k for new IT hardware to facilitate mobile working (£9k to be included on the balance sheet)
- £11.8k for internal expenditure on community development projects
- £1.9m under major repairs for contracts to be determined by recent stock condition survey results

If the Board do make changes, then it is recommended that any additional expenditure is one line is offset with a reduction in expenditure in another line.

The Board's approval was sought to delegate authority to the Chief Executive Officer to accept the proposed Association (and subsidiary) insurances once the quotes are obtained through the broker. We have built in a 6% increase in the costs of last year. However, we are hoping for a saving. If there is a material change, we will report back to the Board.

The Balance Sheet shows Fixed Assets of £40.6m at the end of March 2026 and a cash and treasury balances are forecasted at £3.7m.

Gayle Fitzpatrick reported that she had read that there may be a potential reprieve for the charitable sector in relation to employer national contributions. Gayle to send the link of what she had read.

In summary, the overall draft budget produces a surplus of £60k based on total income of £6.9m. The comparison to the 30 year financial plan has some material deviations. Surplus was predicated to be £344k higher.

The largest differences are

- Higher rent receivable
- Higher grant income
- Higher reactive maintenance costs
- Increased management costs (mainly staff costs and office heating project)

Redacted as contains sensitive information in the budget although the increase level has not yet been approved as the sector negotiations are still ongoing.

The Association's cyclical, reactive and estate maintenance costs continue to need to be an area of focus due to increasing costs, performance issues and comparisons/benchmarks with others. The introduction of our framework agreement should help to alleviate some of the cost pressures.

The 5.3% agreed increase to tenants will generate an estimated £6m coming from rents.

Void loss is set to £40k.

Pamela Gibson enquired of the figure for Tenant Participation. The Finance Manager confirmed that this figure is lower than last year as the 40th Anniversary celebrations was included in last year's budget. However, the tenant participation budget is comparable to last year.

After discussion, the Board approved the Budget for 2025/26. The Board also approved to grant delegated authority to the Chief Executive Officer to accept the proposed Association (and subsidiary) insurances once the quotes are obtained through the broker.

7.10pm – Finance Manager left the meeting

7. STAFFING REPORT – MISCELLEANOUS

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

Redacted as contains sensitive information.

8A. FACTORING SERVICE REVIEW – UPDATE

Director of Operations presented the Factoring Service Review Update previously circulated with the agenda.

Page 3 refers to uploading the hierarchy apportionment to Homemaster. This is a huge task and needs to be completed by 7 March 2025. The Head of Asset Management will be completing this task. The following week our staff team will need to test what has been uploaded. It will go live on 1 April 2025. There may be an impact on customer service as staff need to take time out to test the system.

Page 4 refers to consultation with owners. Owners were consulted with on the Written Statement of Service. No responses had been received.

We have also written out to owners inviting them to two consultation events on 12th and 19th March 2025. The letter indicated that if these dates were not suitable that the owner contact the office to make an alternative date and time.

Natalie Tobin offered to support the team through the testing process.

Factoring training has taken place with the Housing and Technical Team and Board of Management.

The Board noted and approved the update to the Factoring Service Review Plan.

8B. FACTORING ARREARS WRITE-OFF

The Director of Operations presented the Factoring Arrears Write-Off previously circulated with the agenda.

The Board were presented with the Factoring Write Off report at the last Board meeting. However, there was an error in the figure.

Section 2.2 of the report should read £663.32 instead of £486.77 in former factored owners' arrears is written off as no longer viable to pursue. Details are set out in appendix 2.

The Board noted and approved that the factoring write off figure should be £663.32 and agreed to write this off.

8C. FACTORING POLICY

The Director of Operations presented the revised Factoring Policy previously circulated with the agenda.

The policy had been reviewed by the Senior Leadership Team and also the Technical Assistant who administers factoring. The Director of Operations informed the Board that the Technical Assistant's contributions to the policy were valuable.

After discussion, the Board noted and approved the revised Factoring Policy.

9. PROCUREMENT REPORT

The Director of Operations presented the Procurement Report previously circulated with the agenda.

A recommendation of the Internal Auditor as part of their procurement audit, was that a report is brought to the Board with regards to the Association's procurement activity.

The majority of our procurement is via PCS, ie large contracts for example Gas, Reactive Repairs etc. We also use various frameworks to purchase goods, ie laptops.

We also market test some procurement activities as we may not know what the contract value is. The work may be on an adhoc basis, ie consultant to deliver the Business Planning Session with the Board of Management.

Insurance is procured from a broker.

Uniforms – as we no longer provide staff outfits, we no longer tender for this work. However, we may purchase PPE for staff and we will market test for these purchases.

Appendix 1 of the report outlines all procurement during 2024/25.

After discussion, the Board noted and approved the Procurement Report.

10. ICT SUPPORT – CONTRACT EXTENSION

The Director of Operations presented the above report previously circulated with the agenda.

Redacted as contains sensitive information.

11. GOVERNANCE CALENDAR 2025/26

The Head of Corporate, HR & Finance presented the Governance Calendar for 2025/26 previously circulated with the agenda.

The Board noted the change of the meeting in October to accommodate the annual Halloween event.

The Board noted and approved the Governance Calendar for 2025/26.

12. CALENDAR OF PRIORITIES 2025/26

The Head of Corporate, HR & Finance presented the Calendar of Priorities for 2025/26 previously circulated with the agenda.

The Board noted and approved the Calendar of Priorities for 2025/26 and agreed to delegate authority to the Chief Executive Officer to make any changes necessary throughout the year.

13. STRATEGIC AND OPERATION OBJECTIVES 2025/26

The Director of Operations presented the Strategic and Operation Objectives for 2025/26.

As the Board are aware, at the Business Planning Away Day that was facilitated by Alison Smith we agreed the strategic objectives for 2025/26. The draft operational objectives have been collated by the Senior Leadership Team to tie in with the Strategic Objectives.

After discussion, the Board approved the Strategic and Operational Objectives for 2025/26.

14A. COMPLAINTS HANDLING PROCEDURE

The Head of Corporate, HR & Finance presented the Complaints Handling Procedure previously circulated with the agenda.

As the Board are aware, the Complaints Handling Procedure is a template procedure produced by the SPSO. After reviewing the procedure in line with SPSO, there are no changes required.

The Board noted and approved that the Complaints Handling Procedure required no changes.

14B. FINANCIAL REGULATIONS POLICY

The Head of Corporate, HR & Finance presented the Financial Regulations Policy previously circulated with the agenda.

The Internal Auditor carried out an audit on our budgetary and financial control processes and recommended that we change our Financial Regulations Policy to take into account the role of the Finance Manager in the budget process.

The Board noted and approved the changes to the Financial Regulations Policy.

15. CORRESPONDENCE

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

EVH	EVH Annual Conference, 16-18 May 2025, Dunblane Hydro Anna Stuart, Bridget Crossan and Julie McNeil registered an interest in attending. Any other board member wishing to attend, should contact the Corporate Department. Two board members will attend on behalf of the Association. If more than two names are received, names will be drawn from a hat
EVH	EVH Member Information Exchange for 2025. This session will take place in Betty's Room at EVH offices, 5th Floor, 137 Sauchiehall Street, Glasgow, G2 3EW on Monday 10 March 2025 at 6.00pm Anna Stuart and Julie McNeil will attend on behalf of the Association.
EVH	EVH Members Monthly Report - The February 2025 Edition A copy was circulated to the Board for their information.
GWSF	Draft programme - GWSF summer regeneration conference - Fri, 20th June - Roystonhill Community Hub, Glasgow

	Anna Stuart, Julie McNeil and Bridget Crossan expressed a wish to attend
GWSF	GWSF Open Meeting 7pm Weds 19 March, Roystonhill Hub The session will cover the Flair Academy's initiative to provide a bespoke training programme for new and prospective committee members. Anna Stuart, Natalie Tobin and Faye Mitchell will attend on behalf of the Association
Poverty Alliance	Poverty Alliance Annual General Meeting, Friday, 10am 28th February 2025: This in-person event will take place at the Glasgow Royal Concert Hall from 10am - 1pm. Anna Stuart attending on behalf of the Association.
SHARE	SHARE's Annual Conference – 24 th April 2025 at Glasgow Hilton Natalie Tobin, Ryan Barclay, Julie McNeil and Bridget Crossan expressed a wish to attend. Two places will be reserved. Names will be pulled from a hat

16. APPLICATIONS FOR MEMBERSHIP

None

17. USE OF SEAL

None

18. ENTITLEMENT, BENEFIT AND PAYMENTS

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

None

20. SUBSIDIARY AND SUB COMMITTEE DECISIONS MADE BETWEEN 30TH JANUARY 2025 – 26TH FEBURARY 2025

Group Audit and Risk Sub Committee – 10th February 2025

Group Risk Register – approved

Final Internal Audit Report - Electrical Safety - **approved**

Final Internal Audit Report - Budgetary and Financial Controls – **approved**

Internal Audit Plan – Feb 2025, Reactive Maintenance – **approved**

Internal Audit Plan – Feb 2025, Follow up review of 2024/25 – **approved**

Areas for audit review for 2025-26

Arrears Management – **approved**

Voids – **approved**

Board and Staff Recruitment – **approved**

Staffing Sub Committee – Thursday 20th February 2025

Summary of decisions made:-

Redacted as contains sensitive information.

Full decisions will be reported at the next Board meeting on 26th March 2025

The Board noted and approved the decisions made between 30th January 2025 – 26th February 2025.

21. AOCB

None

22. DATE AND TIME OF NEXT MEETING

Wednesday 26th March 2025 at 6pm

There being no further business the meeting concluded at 7.40 pm

Signature:
Chair of Board of Management

Date: