

**CASSILTOUN HOUSING ASSOCIATION**

**MINUTE OF MEETING OF BOARD OF MANAGEMENT**

**HELD ON WEDNESDAY 26<sup>TH</sup> JUNE 2024 AT 6.00 PM IN CASTLEMILK STABLES, 59 MACHRIE ROAD/ZOOM**

**Present:** Anna Stuart (Chairperson) Julie McNeil  
Faye Mitchell Harry Mills  
Teresa McGowan (Zoom) Jennifer McInnes (Zoom)  
Barbara Dusik (Part meeting) Allana Hammell Co-opted (Zoom)

**In Attendance:** Clair Malpas Chief Executive Officer  
Paula Brownlie Head of Corporate, HR & Finance  
Amanda Laing Finance Manager  
David Ampofo FMD (Part meeting)

**Observers**

Mark Tedford  
Natalie Tobin  
Bridget Crossan  
Ryan Barclay

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

The Chairperson welcomed everyone to the meeting. There is no fire drill tonight and reminded Board Members of the evacuation procedures.

Apologies were received from Ryan Davidson, Chris O'Brien, Gayle Fitzpatrick and John Williams, Head of Asset Management.

The Chairperson welcomed Mark Tedford, Natalie Tobin, Bridget Crossan and Ryan Barclay to the meeting in the capacity of observers as they have just recently gone through the board recruitment process. Introductions were made.

The Chairperson sought the Board's approval to bring agenda item 6a, 6b and 6c forward on the agenda and would be taken immediately after agenda Item 2. 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.

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

*Item redacted as contains sensitive information.*

**6a. TREASURY POLICY**

David Ampofo, FMD presented the Treasury Policy previously circulated with the agenda.

The Board were asked to noted the undernoted changes to the policy:-

Section 1.2: Outlines the three key principles as outlined by the CIPFA Code of Guidance 2021.

Section 5.5(e): Highlights soft covenants required by lenders as part of their loan agreements ie submit insurance schedules per annum

Section 5.6(a): The Financial Services Compensation Scheme would protect deposits of up to £85,000 with any one lender

Section 6.3(d): The Association's borrowings do not exceed £100 m in accordance with the Association's Rules

Section 6.4(a): Streamlines the sources of finance

Section 6.4(g): In order to reduce risk, it will be an aim that no more than 50% of the surplus funds should be placed with one institution.

Section 6.6.4(j): The maximum period of investment in a fixed term deposit facility will be 12 months.

Section 6.7(b): The annual report on treasury management operations must provide particular information as outlined in 6.7(b).

Julie McNeil enquired of deposits up to £85,000 could we use National Savings organisations that are government backed. David confirmed that this would not be opened to Housing Associations.

***After discussion, the Board approved the revised Treasury Management Policy.***

**6b. TREASURY REPORT**

David Ampofo, FMD presented the Treasury Report previously circulated with the agenda.

The report outlines the review of the Association's loan operations as at 31 March 2024 and it also outlines the strategy for the next 12 months.

**Section 3: Secured Stock and Stock Valuation Date**

This section outlines when loan finance was taken out, the Association was required to offer sufficient security to the lender so that in the event of an inability to repay, the lender may sell the properties and use the proceeds of sale to repay the debt.

Appendix 1 of the Report, outlines the stock provided as security to each lender, the number of properties secured, various valuation figures provided by external validation and the date of the last valuation.

Secured stock values, on average at around £31,800 per property on an existing use basis. Valuations range from around £27.5k per unit to £63k per unit and this is based on the 21/22 valuations for the stock secured to Barclays and CAF Bank and the NBS stock is based on a 22/23 valuation.

#### **Section 4: Loan Information**

Appendix 2 outlines details relating to each lender and how much was borrowed initially, the loan term, the loan margins and whether the loan is on a variable or fixed rate and the balances of the loans as at 31 March 2024.

The total loan debt as at 31 March 2024 is £9.486 m and there are three funders in place.

The Association may wish to review the fix to debt ratios in the near to medium future.

#### **Section 5: Asset Cover**

The term asset cover means the % amount that the valuation must be at in relation to the loan debt. Appendix 3 outlines for each lender, the total stock secured valuation, the asset cover % per the loan agreement, the maximum sum that could be borrowed based on the valuation and the asset cover, the loan balance at 31/3/2024 and the “excess” security in place. The excess security is currently around £16.7m. In general terms, as the loan debt is repaid, it would be expected that the excess security would increase (assuming the last valuation figure is at least maintained).

#### **Section 6: Secured and Unsecured Stock**

Appendix 4 details the total stock secured by existing loans and the stock that remains unsecured. Based on this information there are 281 properties unsecured to any lender at 31/03/24. Unsecured stock has an existing use value of around £13.1m and values range from £23k to £56k with the lowest valuations being at Buchanan Lodge.

#### **Section 7: Future Proposed Borrowings**

There are no plans for future borrowings. However, using existing valuation figures and assuming the asset cover at 110% on an existing use basis there is an ability (today) to borrow around a further £27m. This sum will increase on updated valuations.

#### **Section 8: Projected Cash Flow Position**

Cash balances at 31 March 2024 totalled £4.6m. The cash flow statement within the 24/25 annual budget notes cash balances averaging £4.6m. The current long-term projections indicate a reasonable cash position over the short to medium term. Average cash balances over the first five years are around £3.3m.

#### **Section 9: Covenant Compliance**

At 31 March 2024 there were no issues with any loan covenants being achieved. The long-term projections indicate no material concerns regarding loan covenant compliance.

#### **Interest Earnings from Surplus Funds**

The 31 March 24 management accounts note interest income at £137.7k (2023 - £35.6k). Currently the Association has deposits of £2m (at 5.62%) and £1.025m (at 4.79%) with Barclays which mature in September 2024 and July 2024 respectively.

The existing treasury management policy notes the requirement to take account of the credit rating of financial institutions when placing deposits.

### **Section 11: Compliance with Policy**

There are no issues to be noted in respect of non-compliance with policy.

### **Section 12: Treasury Strategy for Financial Year 2024/25**

The Association is relatively risk averse. The Association's debt level at 31 March 2024 totalled around £9.486m and no sophisticated arrangements are in place. No further debt shall be required in 24/25 or over the long term unless future new build opportunities arise or EESSH 2 demands cannot be funded from existing resources. In the meantime, the Association can continue to repay its debt as it becomes due. Loan capital sums of around £647.4k were budgeted to be repaid in 24/25. Based on the budgeted cashflow approved in April 24 the £1.025m 3month deposit maturing in July 2024 can be rolled over again. The Association should prepare an updated cash flow statement in quarter 2 (August) to inform the deposit sums that can be placed when current deposits mature in September 2024.

***After discussion, the Board approved the Treasury Report.***

### **6c. LOAN PORTFOLIO REPORT**

David Ampofo, FMD presented the Loan Portfolio previously circulated with the agenda.

As the Board are aware, the Association are required to submit details of our loan arrangements as at 31 March 2024 to the Scottish Housing Regulator annually.

The submission details

- Approximately 25% of all housing stock is not granted as security for loan debt.
- The Association has loan facilities with Barclays, CAF Bank and Nationwide.
- Total loan debt at 31 March 24 is around £9.4858m (£9.977m – 31 March 2023)
- Around 28% of the debt is on a fixed rate basis (fixes expire 2028 and 2039)
- The loans are due to be fully repaid by 2039 (Barclays), 2045 (CAF) and 2031 (Nationwide).
- There are no issues in terms of covenant compliance as reported last to the lenders.

There are no concerns regarding any aspect of the loan portfolio return for the Association.

***After discussion, the Board approved the Loan Portfolio Report which will be submitted to the SHR.***

**6.25 pm      David Ampofo left the meeting.**

### **3a. MINUTE OF MEETING HELD ON 29<sup>TH</sup> MAY 2024**

The Chairperson asked all board members present at today's meeting if they had received their papers on time and if they had read and understood the papers.

All board members confirmed that they had received their papers on time and that they had read and understood the papers.

***The minute of meeting held on 29<sup>th</sup> May 2024 where noted and approved on the motion of Julie McNeil and seconded by Faye Mitchell.***

**3b. MATTERS ARISING FROM MEETING HELD ON 29<sup>TH</sup> MAY 2024**

None.

**3c. ACTION LIST FROM MEETING HELD ON 29<sup>TH</sup> MAY 2024**

	Details	Person Responsible	Status
<b>Actions from meeting held on 29<sup>th</sup> March 2023</b>			
1.	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>
<b>Actions from meeting held on 21<sup>st</sup> June 2023</b>			
2.	<p><b>Stables Heating Project</b></p> <p><b>That the Board give delegated authority to the CEO to seek external funding to assist with the cost of the project and to engage with the Scottish Housing Regulator (SHR) over the planned investment, as necessary.</b></p>	CEO	<p><b>Ongoing – Report will be presented to the Trust Board at their meeting in June 24 in relation to the design and development of the Heating Project.</b></p> <p><b>Update to be given at Board meeting on 29/5/2024</b></p>
<b>Actions from meeting held on 24<sup>th</sup> October 2023</b>			
3.	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>
<b>Actions from meeting held on 28<sup>th</sup> February 2024</b>			
4.	<p>Fraud, Bribery and Corruption Policy – approved</p> <p>Policy register to be updated</p> <p>Chief Executive Officer to facilitate a training workshop on the policy for all board members.</p>	HCHR&F	<p><b>Completed</b></p> <p><i>Item redacted as contains sensitive information.</i> <b>to carry out training on Monday 29<sup>th</sup> April 2024 at 6pm via zoom. This training needed to be postponed due to only 3 board members wanting to attend. Training to be rearranged</b></p>
<b>Actions from meeting held on 29<sup>th</sup> May 2024</b>			
5.	Attendance Register to be updated	HCHR&F	<b>Completed</b>
6.	Court Actions – approved by Board Housing Manager to action	HM	<b>Completed</b>
7.	ARC to be submitted via SHR Portal by CEO	CEO	<b>Completed</b>
8.	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>

		<i>sensitive information.</i>	
<b>9.</b>	The Chief Executive Officer will present a proposal to the Board meeting in June to retire the Regeneration and Operations Sub-Committee after the AGM and move this area of business onto the main Board.	CEO	<b>On agenda</b>
<b>10.</b>	ARC to be submitted to SHR portal	CEO	<b>Completed</b>
<b>11.</b>	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>
<b>12.</b>	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>	<i>Item redacted as contains sensitive information.</i>
<b>13.</b>	Policies – all policies approved. Policy Register to be updated and staff informed	HCHR&F	<b>Completed</b>
<b>14.</b>	Contract Management Schedule to be presented to Board annually. Calendar of Priorities to be updated	HCHR&F	<b>Completed</b>
<b>15.</b>	Share Membership Report to be updated with terminations etc and Finance Dept to be informed	CSO	<b>Completed</b>

#### 4. **CHAIRPERSON'S REPORT**

The Chairperson reported that she had attended the undernoted during the month of June 2024:-

**Monday 3<sup>rd</sup> June 2024: EVH Meeting:** Discussion on new contracts and the changes for staff

**Friday 7<sup>th</sup> June 2024: GWSF Regeneration Conference:** Attended with Julie, Alana and John. The theme was Retrofit and all speakers and workshops were about how we have to heat our homes because of zero omission. Two which stood out were West of Scotland HA who have fitted infra-red wallpaper. West Whitlawburn Housing Co-op have installed District Heating. It all sounds so costly and we would have to spend a lot of money installing heat pumps which don't work very well.

**Monday 10<sup>th</sup> June 2024: Michael Jarvis (MAST):** Michael gave a presentation on heat pumps and outlined the costs and repairs. Those who attended asked if we could visit a site they have worked on

**Tuesday 11<sup>th</sup> June 2024: Chairperson appraisal:** The Chief Executive Officer and Vice Chairperson carried out the Chair's Board appraisal.

**Monday 17<sup>th</sup> June 2024: Millar Primary School:** Presented a voucher to Primary 7 Class at Millar Primary School for winning a design logo for Castlemilk through the Lived Experience Group. Attended with Liz McKenzie, Chair of Ardenglen HA

During June, the Chair carried out Board appraisals alongside the Head of Corporate, HR & Finance.

**The Board noted the contents of the Chairperson's report.**

#### 5. **GROUP ANNUAL ACCOUNTS FOR 2023/24**

The Finance Manager presented the Group Annual Accounts for 2023/24 previously circulated with the agenda along with the Group Audit Findings letter.

##### **Group Audit Findings Letter**

Outlines that the Auditor did not find any issues when carrying out their audit. All three companies had a clean audit.

Appendix 1 outlines audit adjustments for each company.

Cassiltoun HA – 8 adjustments

Cassiltoun Nursery – No adjustments

Cassiltoun Trust – 2 adjustments

Appendix 2 outlines Uncorrected Mis-statements

Cassiltoun HA – 4 uncorrected mis-statements

Cassiltoun Nursery – 2 uncorrected mis-statements

Cassiltoun Trust – 1 uncorrected mis-statements

### **Letters of Representation**

A letter from each respective Board has been sent to the Auditor. This letter confirms that the Board have adhered by their responsibilities and that the respective Boards are not aware of any information that has not been disclosed to the Auditor that would have changed the course of the Audit.

### **Cassiltoun Trust Audited Accounts**

Pages 1-6: outlines the annual report of the Trustees.

Page 7 – 11: Auditor report – unqualified audit with no issues

Page 12: Statement of financial activities – the Board will note the main difference in the two years is the amount of grants received.

The Trust made a loss of just over £8k. The main cause was due to timing of expenditure. We received an invoice at the year-end for consultancy work in relation to the heating project. These costs were budgeted for this year (2024/25) but came out last year (2023/24).

Page 13: Balance Sheet, reduction in fixed assets. No additions to fixed assets.

Healthy cash balance of £210,000.

Page 14: Cashflow Statement

Page 15-23: outlines the notes to the accounts.

***The Board noted and approved the Audited Accounts for Cassiltoun Trust***

**6.30 pm      Barbara Dusik joined the meeting**

### **Cassiltoun Stables Nursery**

Pages 1-4: outlines the annual report of the Trustees.

Page 5 – 9: Auditor report – unqualified audit with no issues

Page 10: Statement of financial activities

The Nursery made a surplus of just over £50k.

Page 11: Balance Sheet, Healthy cash balance of £373,272

Page 12: Cashflow Statement

Page 13-21: outlines the notes to the accounts.

***The Board noted and approved the Audited Accounts for Cassiltoun Stables Nursery.***



## **Cassiltoun Housing Association – Group Accounts**

To summarise, up to page 10, these pages are a Report from the Board of Management which gives details on the Association, aims, objectives, details of lawyers, auditors etc.

Page 11 – Statement of Internal Financial Control

Page 12 -17 is the Auditor's report. This is required by legislation and law. A clean audit was carried out and no issues raised.

Pages 18 – 19 outlines the Group and Association Statement of Comprehensive Income. Through the statements, the Board will see a Note column which outlines additional notes in relation to the figures.

Page 20 – 21 Group and Association Statement of Changes in Capital and Reserves. These figures detail the reserves and how they have changed over the year.

Pages 22 and 23 outlines the Groups and Association Statement of Financial position

Pages 24 and 25 outlines the Groups and Association Cash Flows which illustrates how we generate cash and how we use it up and how it ties back to the bank balance.

Pages 26 – 56 outlines the notes in relation to the Accounts

***After discussion, the Board noted and approved the Annual Accounts for 2023/24.***

**6.40 pm Amanda Laing left the meeting**

### **7. KPIS 2024/25**

The Chief Executive Officer presented the KPIs for 2024/25 previously circulated with the agenda.

As the Board are aware, the KPIs are part of the Business Plan for the year and the Board monitor them to ensure that we are meeting them.

The Board will note that there are no KPIs for the Community Team. We will work with the new Community Development Manager to set new KPIs for the Community Team.

***The Board noted and approved the KPIs for 2024/25.***

### **8. STABLES HEATING PROJECT**

The Chief Executive Officer presented the Stables Heating Project report previously circulated with the agenda. This report had been presented to Cassiltoun Trust Board of Management.

*Item redacted as contains sensitive information.*

At the last Cassiltoun Housing Association Board meeting concerns were raised over two issues

- Air source heat pumps in relation to their effectiveness and longevity
- Cost of the project

The Board had asked if we had considered gas as an option.

For longer serving Board Members, they will be aware that we have had feasibility studies carried out on heat sources. These were carried out by *Item redacted as contains sensitive information* in 2016/17 (copies were attached to the report). Both studies recommended gas as an option.

At this time, the Trust did not have any money to install gas. They discussed looking at funding for a renewable source. However, there wasn't many funds at the time.

Priorities then changed and COVID hit. Once we came out of COVID, we were working with the Trust in relation to governance. An options appraisal was carried out to determine whether the Trust would be an entity that would carry on or whether it would fold and the business would be absorbed the Housing Association. We did not want to progress with the heating at that point.

Currently, the Trust are exploring heating options for the Stables. As stated earlier, the Board raised concerns re the cost of an air source heat pump. The Trust are more financially stable but would need to speak to current tenants re contribution towards the heating system.

***After discussion, the Board of Management approved to:***

***To delegate authority to the Head of Asset Management to obtain a fee and to instruct Item redacted as contains sensitive information for a Gas Central Heating / Hybrid Gas Heating System proposal.***

***That the Head of Asset Management obtain further design and costings information on a Gas Central Heating System / Hybrid Gas Central Heating System.***

***That the option of the Air Source Heating System, the Gas Central Heating System / Hybrid Gas Central Heating is brought back to the Cassiltoun Housing Association Board of Management and Cassiltoun Trust for one option to be approved.***

Julie McNeil enquired if we could apply for funding to assist with the costs of installation. The Chief Executive Officer confirmed that she had looked at a source of funding and we could possibly get £80,000 towards the costs (if a renewable source). However, a condition of the funding is that it should be completely installed and signed off by 28<sup>th</sup> February 2025.

The Chairperson enquired if the Board could visit sites that have air source pumps installed. Harry Mills confirmed that visiting sites will not show a true reflection as we will incur heat lost due to the nature of this building.

The Chief Executive Officer reminded the Board, that these costs are not included in the Budget for 2024/25.

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

The Chief Executive Officer presented the above report previously circulated with the agenda.

*Item redacted as contains sensitive information.*

The Board were reminded that this cost was not included in 2024/25 budget.

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

11A. **BOARD ANNUAL REVIEW FEEDBACK REPORT**

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

The report highlights feedback from the findings of Board Members annual appraisals and also outlined the effectiveness of the Board as a whole and as an individual contribution. It outlined the knowledge and skills the Board hold to strategically lead and manage the organisation.

***The Board noted and approved that the two 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.***

11B. **CHAIRPERSON 360 ASSESSMENT REVIEW**

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

The Chief Executive met with the Chairperson and gave her the results of the surveys that all board members had returned confidentially to the Head of Corporate, HR & Finance.

The Chair thanked all Board Members for their comments and will take a note of the areas of improvement that the Board had highlighted during this process.

The Board noted the contents of the 360 Assessment Review.

12. **CORPORATE/HR REPORT**

The Head of Corporate, HR & Finance presented the Corporate/HR Report for Quarter 1, ie 1st April 2024 – 13<sup>th</sup> June 2024.

The Board noted the update against KPIs. All absences are being managed in line with the Absence Management Policy.

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

13. **COMPLAINTS POLICY**

The Head of Corporate, HR & Finance presented the Corporate/HR Report for Quarter 1, ie 1st April 2024 – 13<sup>th</sup> June 2024.

The complaints received were

Stage 1 Complaints – 15 stage 1 complaints were handled within timescales.

Stage 2 complaints – There were two stage 2 complaints received and one stage 1 complaint that was escalated to stage 2. All stage 2 complaints were handles within timescale.

***The Board noted and approved the Complaints report for Quarter 1.***

14. **GDPR/FOI**

14A. **QUARTERLY RETURN TO SCOTTISH INFORMATION COMMISSIONER**

The Head of Corporate, HR & Finance presented the quarterly Return to the Scottish Information Commissioner for the period 1<sup>st</sup> April – .13th June 2024. As this report was drafted on 14<sup>th</sup> June 2024 to be circulated to the Board of Management, there may be further requests received during the latter part of June that will need to be included in the return to the Commission.

During this period, we had received 2 x Freedom of Information requests.

***The Board unanimously approved the contents of the Quarterly Return to the Commissioner. The Return will be uploaded to the Scottish Information Commissioner portal.***

15. **GOVERNANCE REPORT/AGM 2024**

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.

Anna Stuart MBE, Julie McNeil and Chris O'Brien are required to step down as they are the longest serving board members (elected on 11<sup>th</sup> September 2021 and 22<sup>nd</sup> August 2022).

All three Board Members indicated that it is their intention to stand for re-election.

***The Board noted and approved the three board members wishing to stand for election at the Annual General meeting on 12<sup>th</sup> August 2024.***

***The agenda for the Annual General Meeting that is due to be held on 12<sup>th</sup> August 2024 at 7pm was unanimously approved by the Board.***

16. **INSURANCE CLAIMS SUMMARY REPORT**

The Chief Executive Officer presented the above report previously circulated with the agenda,

The Association has Building insurance cover which is managed on our behalf by a *Item redacted as contains sensitive information..* The insurance covers both our tenanted and Factored properties.

The next report will include a further breakdown as to where the claims are arising from.

Julie McNeil enquired if the reduction in claims helped reduced our premiums. The Chief Executive Officer indicated that it has stopped them going up more than they have done already. The number of insurers who are willing to take on social landlords has vastly reduced.

**The Board noted the contents of the Claims summary report.**

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

**18. SUB COMMITTEE STRUCTURE**

The Chief Executive Officer presented the above report previously circulated with the agenda.

After discussion, the Board took a vote with regards to delegating the business of the Regeneration and Operations Sub-Committee to become part of the Main Board.

For: 6  
Against: 1

***The majority of Board agreed to delegate the business of the Regeneration and Operations Sub Committee to the main Board. Standing Orders Delegated Authority, Governance timetable and Calendar of Priorities to be updated.***

**19. T&C OF LOTTERY GRANT AWARD**

The Chief Executive Officer presented the above award letter previously circulated with the agenda. This grant offer is currently embargo.

The Community Fund have offered a grant of £133,748 for the following project:

Stables: Involve, Engage, Connect (SEIC)

This group will use the funding to deliver their Stables; Involve, Engage, Connect Project in the Castlemilk area

The project will take place over 2 years and 3 months and aims to reach 2200 people with the help of 70 volunteers.

The Board noted the Offer of Grant and T&Cs relating to the Grant.

**20. PROCUREMENT REPORT**

The Chief Executive Officer gave an update on Procurement.

At the last Board meeting, the Board were given a Procurement Report in the format of a spreadsheet. The Internal Auditor asked that the Board receive an annual report on the procurement activities over the next year. The spreadsheet outlined all our procurement rather than a filtered down version.

23 procurement activities on the report this year

5 procurement activities completed

Head of Asset Management to provide a quarterly procurement report to the Board.  
The main areas this year are IT Support and Allpay.

The Board noted the Procurement Report update.

**21. CORRESPONDENCE**

*Item redacted as contains sensitive information.*

**SHARE Governing Body Convention, 3 and 4<sup>th</sup> September 2024 at Seamill Hydro:**  
Anyone interested in attending should contact Corporate Services.

*Item redacted as contains sensitive information.*

**SFHA Governing Body Members' Forum:** The first meeting of the GBM Forum will take place on Thursday 27 June at 11am via Zoom. The Chairperson will attend on behalf of the Association.

**Letter from Helen Shaw, Scottish Housing Regulator re Changes to Charity law:** The letter provided information about changes to Charity law which will affect Charitable Registered Social Landlords (RSLs). The Charities (Regulation and Administration) (Scotland) Act 2023 came into effect in April 2024 and introduced a number of changes to charity regulation. The Chief Executive Officer gave a presentation to the Board a few months ago on the Changes to Charity Law.

**GWSF:** AGM this year will be at 6.30pm on Weds 21 August, followed by an Open Meeting. The venue is Roystonhill Community Hub, 174 Roystonhill, G21 2LG.

*Item redacted as contains sensitive information.*

**21A. LETTER FROM CASSILTOUN TRUST RE RENT INCREASE 2024/25**

*Item redacted as contains sensitive information.*

**22. APPLICATIONS FOR MEMBERSHIP**

The Board considered 5 membership applications as outlined by the Head of Corporate, HR & Finance.

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

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

**23. USE OF SEAL**

Use of seal used on one occasion.

**24. ENTITLEMENT, PAYMENTS AND BENEFITS REGISTER**

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

***The Board noted and approval the contents of the Entitlement, Payment and Benefits Register.***

**25. NOTIFIABLE EVENTS**

None

**26. SUBSIDIARY AND SUB COMMITTEE DECISIONS MADE BETWEEN 30<sup>TH</sup> MAY – 26<sup>TH</sup> JUNE 2024**

**Staffing Sub Committee Meeting – 13th June 2024**

*Items redacted as contains sensitive information.*

H&S Policy – review: Approved

Flexible Working Policy: Approved

**Group Audit and Risk Sub Committee Meeting – 20th June 2024**

*Item redacted as contains sensitive information.*

Approval of Group Audited Accounts

**Cassiltoun Stables Nursery Board Meeting – 25th June 2024**

To be informed at the Board meeting on 12<sup>th</sup> August 2024

**Cassiltoun Trust Board Meeting – 26th June 2024**

To be informed at the Board meeting on 12<sup>th</sup> August 2024

**27. ACOB**

**Staff Team Building Day, 30<sup>th</sup> August 2024:** The Chief Executive Officer sought the Board's approval to close the office on Friday 30<sup>th</sup> August 2024 as the Staff Team Building event will take place that day. **The Board approved.**

**Tenant Conference, 11<sup>th</sup> July 2024:** To facilitate the Tenants Conference, approval was sought to close the telephone lines to allow all staff to attend the conference. **The Board approved.**

**Flowers on the Railings, Lost Lives:** The Board approved to donate a bouquet flowers at a value of £25.00. Donation register to be updated.

**40<sup>th</sup> Anniversary Event:** The 40<sup>th</sup> Anniversary Event will take place on Friday 2<sup>nd</sup> August 2024 from 5pm-10pm in the marquee.

**Official opening of the Lights in the Park:** The Community Development Manager is currently organising this event at the Goblin and Fairy Event. An invite will be distributed to Board Members.

**GWSF consultation on strengthening regulatory support and protection for community based HAs:** Board members were encouraged to give feedback to the Chief Executive Officer.

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

Monday 12<sup>th</sup> August 2024 immediately after AGM

There being no further business the meeting concluded at 7.50 pm

Signature:  
**Chair of Board of Management**

Date: