



**Minutes of the Board meeting
held on 24th April 2025 at 6pm
in the Cadder Community Hub**

Board Member	Attended	In Person or Online	Apologies
Kristina Bowie (KB) - Chair			X
Jamila Flynn (JF)	X	In Person	
Stephanie Harverson (SH)	X	In Person	
Mark Fisher (MF)	X	In Person	
Ross Kirkwood (RK)			X
Kenny Wiggins (KW)	X	Online	
Julie Smillie (JS)			X
Gordon Anderson (GA)	X	In Person	
Joyce Orr (JO)	X	In Person	

In Attendance	
Pamela Milne (PM)	Chief Executive Officer
Charlie Wood (CW)	Head of Asset Management
Thomas McIlvaney (TM)	Head of Housing
Lauren McClure (LM)	Governance and Corporate Services Officer (Minutes)

Agenda Item	Description	Action By	Target
1.	Apologies		
	Apologies from K. Bowie, R. Kirkwood and J. Smillie.		
2.	Chairs Welcome - Meeting Format		
	SH welcomed everyone to meeting, meeting began at 18:00.		
3.	Declaration of Interests		
	No declaration of interests.		
4.	Minutes for Previous Meetings		
4.1.1	Minutes for previous meeting held on 27.03.2025		

Agenda Item	Description	Action By	Target
	<p>One comment on Decision Time, JS to be changed to attended part online part in person (amendment for minute).</p> <p>1st approval – JO 2nd approval – SH</p>		
5.	Action Tracker		
	<p>PM introduced the Action Tracker and brought Boards attention to the point on Board Training, PM advised JO visited office on 23rd April 25 to provide training for SMT on Decision Time. JO confirmed videos cannot be uploaded to DT. TM in process of looking at platform to issue videos.</p> <p>TM responded to comment on Decision Time from JO relating to the Death of a Tenant Policy.</p> <p>TM advised they attended a meeting on 24th April 25 relating to percentage of allocations for homeless referrals, currently Cadder HA is lower than average.</p> <p>PM provided update on Board’s request to schedule a review of the rent and factoring audit, PM confirmed this is scheduled for September 25.</p> <p>PM asked for clarification around action relating to Board cover reports, JO advised this was for finance items such as the 30 Year Plan which was recently presented to Board.</p> <p>Board approve Action Tracker.</p>	TM	May 25
6.	Governance & Compliance Reports		
6.1	<p>Chief Executive Report</p> <p>PM advised SMT discussed press release for SHR compliance and confirmed this will be shared in the upcoming newsletter.</p> <p>Board Note the updated SHR Engagement Plan.</p> <p>PM opened discussion around the Assurance Statement, initial idea was to use DT for evidence bank. JO suggested uploading to resources section of DT and using links within the reports to save data space. PM suggested uploading previous documents, such as new Business Plan, into the evidence bank and going forward start to link new documents.</p> <p>Board agree to use template from previous governance review for the Assurance Statement. PM confirmed they will put all</p>		

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	<p>letters from SHR on Decision Time so Board are aware of what SHR are looking for.</p> <p>Board approve the approach to the Annual Assurance Statement.</p> <p>PM discussed Board Training Day delivered by Share. PM provided Board with an overview of the training. LM to inform Board of proposed dates.</p> <p>PM confirmed advert for Board recruitment has been sent to EVH and will be on Scottish Housing News shortly. PM advised they spoke to Stuart Eglinton about the Board skills audit beforehand. PM updated Board on potential new Board member discussions which are at a very early stage.</p> <p>Board Note the update on Board recruitment and succession planning.</p> <p>JO suggested advertising the Board recruitment advert with Glasgow University Masters in Housing and MF suggested LinkedIn.</p> <p>PM discussed corporate membership of Share; [REDACTED].</p> <p>Board approve the corporate membership of Share.</p> <p>PM informed Board that the staff Wellbeing Group has been formed and Seamus Corey is taking the lead on this. LM advised that staff seem to be buying into this well and enjoying it.</p> <p>Board note the progress towards the People Strategy.</p> <p>PM advised Carey Dunn and Derek Ralston were successful in securing the permanent Senior Housing Officer and Senior Property Services and Compliance Officer roles respectively. PM discussed training for staff including a management development programme focusing on HR and various other training taking place.</p> <p>Board note the current staffing position.</p> <p>[REDACTED]</p> <p>MF to provide useful links to Equality and Diversity training.</p> <p>PM advised Board that they met with [REDACTED] and discussed plan for website enhancement, a project team is required for new website development.</p>	<p>LM</p> <p>LM</p>	<p>June 25</p> <p>May 25</p>

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	<p>Board note the communication developments.</p> <p>PM confirmed the MTR transaction will be finalised when the Association is in receipt of the subsidy from the Scottish Government, as required within the scheme guidance</p> <p>Board note the progress towards the acquisition of the MTR property.</p> <p>PM updated Board on onboarding process of new IT company.</p> <p>Board note the progress made in relation to the new ICT contract.</p>		
6.2	<p>Board Member Code of Conduct</p> <p>PM introduced Board Member Code of Conduct from SFHA.</p> <p>Board approve Board Member Code of Conduct.</p>		
6.3	<p>Lone Worker Policy</p> <p>PM discussed point JO left on DT regarding the language used in the policy.</p> <p>GA to send PM details of an app that (Orbis) can send notifications of returning home safely etc.</p> <p>Board approve Lone Worker Policy.</p>	Board	29 May 25
6.4	<p>Neonatal Care & Leave Pay Policy</p> <p>Board approve Neonatal Care (Leave & Pay) Policy.</p>		
6.5	<p>Assignment Policy</p> <p>Board approve Assignment Policy for consultation.</p>		
6.6	<p>Death of a Tenant Policy</p> <p>TM advised they are happy to take Board's guidance on consultation. TM agreed to consult with wider public on Death of a Tenant Policy, Succession Policy and Assignment Policy.</p> <p>JO asks about having separate death of a tenant policy and succession policy. TM advised that upon renewal they may look to combine these.</p>	TM	27 June 25

Agenda Item	Description	Action By	Target
	Board approve Death of a Tenant Policy for consultation.		
6.7	Succession Policy Board approve Succession Policy for consultation.		
6.8	Staff Code of Conduct Board Approve Staff Code of Conduct.		
6.9	Buy Back on the Open Market Policy Board approve Buy Back on the Open Market Policy.		
6.10	Business Plan 22/25 Progress Report PM introduced Q4 report for 22/25 Business Plan, Balmore unit to be discussed during Balmore Unit Disposal Report. PM advised everything has either started or is ongoing – Cyber security audit will be done in October rather than Q1. This is to allow Auditor to gather information from new IT company rather than trying to do this with the previous contractor. KW asked how long audit by Tecnica will take, PM advised it has started and hope it will be complete by May. This Audit will look at everything to give CEO and Board assurance. Board note Business Plan 22/25 Progress Report.		
6.11	Corporate Risk Register PM advised this will continue to be updated on a monthly basis and asked if any questions – no changes. Board approve Corporate Risk Register.		
6.12	CCTV Policy Board approve CCTV Policy.		
6.13	Disposal of Balmore Unit Report CW provided an update on Balmore Unit, this is proving more difficult than expected. The Senior Property Services and Compliance Officer met with a commercial estate agent. Committed to disposal of Balmore Unit by Q2 and seeking Board approval as SHR will need to be notified of the disposal of an asset.	CW	30/09/25

Agenda Item	Description	Action By	Target
	Board approve that the SMT progress with the Balmore Unit disposal as specified in Section 4.0 of the report.		
6.14	<p>Contract Award – Landscape Maintenance</p> <p>CW provided update on the estate grass cutting and maintenance service. A third party will carry out digital mapping of the estate. Contractor been appointed.</p> <p>Report proposes ICE carry out summer landscaping whilst mapping gets done then restart tender process to procure long term contract.</p> <p>Board Approve the appointment of ICE Ltd for Landscape Maintenance (Summer programme only).</p>	CW	June 25
6.15	<p>Contract Award – Repairs, Adaptations, OOH and Voids</p> <p>CW advised current contractor coming to end of 4-year contract so need for procurement. Decided to use 1 contractor for all services rather than our current set up with various contractors.</p> <p>SH outlined their involvement in the procurement process. CW to look into reason why high initial interest never resulted in the same number of tender applications.</p> <p>Board approve the appointment of the successful bidder following presentation of the Tender Report.</p>	CW	May 25
7.	Community Hub Reports		
	<p>PM confirmed that the Glasgow Community Fund application was submitted on time, won't find out if application is successful until November.</p> <p>PM explained title changes from the Business Plan to the funding application.</p> <p>PM outlined the next step is to start Lottery Funding process and look at other available grants.</p> <p>PM updated Board on ongoing discussions with [REDACTED], waiting to arrange a date for them to visit.</p> <p>Board note Community Hub Report.</p>	PM	25/07/25
8	Health & Safety Reports		

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	<p>CW summarised the H&S report. No significant events. Internal & external audit coming up.</p> <div style="background-color: black; width: 500px; height: 50px; margin: 10px 0;"></div> <p>Board note content of Health & Safety Report.</p>		
9.0	Any Other Business		
	<p>PM opened discussion around closing the reception at lunchtime. Board agree reception opening hours remain unchanged.</p> <p>Meeting ended 19:35.</p>		
11.	Date of Next Meeting		
	Next meeting 29 th May 2025.		

Signed: _____

Date: _____