



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 23<sup>rd</sup> January 2020**

Please note that these minutes have been edited to remove any information which is confidential/commercially sensitive or of a personal nature.

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Special Board of Management Meeting

Held on Thursday 23<sup>rd</sup> January 2020 at 1.15 pm

Held at Quayside Offices, Marina Quay, Dock Road, Ardrossan, KA22 8DA



Present	In Attendance
Janet Strang (Chair) John Kelly June Fenelon Brian McCabe John McLaren John Nisbet Liam Loudon Drew Hall William Gibson Elizabeth Shedden Lesley Keenan	Frank A Sweeney, Group Chief Executive Elaine Nimmo, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<b>Apologies</b> Apologies were received from Brenda Johnstone, Margaret Davison, Cllr Jimmy Miller and Cllr Douglas Reid.	
2.	<b>Chairperson's Remarks</b> <p>Welcome all to the meeting.</p> <p>The Chair noted there are confidential items on the Agenda and read out the following confidentiality statement: In compliance with the Regulatory Code of Governance and Committee Members Code of Conduct all items detailed in this notice as being Confidential and associated papers are strictly confidential and should not be discussed with any external party either prior to or after said meeting by any Member of the Board of Management.</p> <p>In terms of good governance all members should note that when the director/officers are giving/ presenting their report that there will be no interruptions to allow them to finish their reports. Questions can be asked after the presentation.</p> <p>The Chair asked all Board Members to ensure their mobile phone devices are switched off.</p>	
3.	<b>Declaration of Interest</b> None.	
4.	<b>Requirement of the Writing (Scotland) Act 1995</b> None.	
5.	<b>Scheme of Delegation</b> None.	

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION																								
6.	<p><b>Rent Increase 2020/2021</b></p> <p>The Group CEO apologised for the lateness of receiving the report which was due to staff being off ill.</p> <p>Steven Good, Executive Director of Housing &amp; Property Services proceeded to present the previously circulated report to the Board of Management in detail and answered questions raised at the meeting.</p> <p>It was noted the proposed rent increase for North Ayrshire Council tenants is 2.99% for 2020/21.</p> <p>It was explained that the Board of Mangement require to consider the Association’s proposed rent increase prior to embarking on the consultation exercise with tenants on an annual basis and agree the proposed timetable as follows:</p> <table><tr><td>Rent Increase Paper to Special Board of Management Meeting</td><td>23-Jan-20</td></tr><tr><td>Tenant Rent Increase Consultation Letter</td><td>24-Jan-20</td></tr><tr><td><b>Rent Setting Consultation</b></td><td></td></tr><tr><td>Vineburgh</td><td>03-Feb-20</td></tr><tr><td>Kilmarnock</td><td>03-Feb-20</td></tr><tr><td>Kilbirnie</td><td>04-Feb-20</td></tr><tr><td>Ardrossan</td><td>04-Feb-20</td></tr><tr><td>Millport</td><td>05-Feb-20</td></tr><tr><td>Gretna</td><td>06-Feb-20</td></tr><tr><td>Tenants Forum Meeting</td><td>07-Feb-20</td></tr><tr><td>Results of Consultation collated</td><td>10-Feb-20</td></tr><tr><td>Board of Management Meeting</td><td>13-Feb-20</td></tr></table> <p>The Board of Management will receive feedback from the consultation sessions at the meeting on Thursday 13<sup>th</sup> February 2020 which shall inform the final budget for the year 2020/21.</p> <p>Fettes McDonald referred members to Appendix 2 Budget Summary Projections and advised work is currently progressing on the detail of the annual budget for the year.</p> <p>The Board of Management noted the content of the report and agreed to proceed to consultation with tenants on a 2% (CPI +0.5%) rent increase as per the submitted timetable.</p> <p>The Boad of Management remitted the Executive Director of Housing &amp; Property Services to carry out the consultation exercise and report back to the Board on the outcomes to allow consideration of the final rent increase on Thursday 13<sup>th</sup> February 2020.</p>	Rent Increase Paper to Special Board of Management Meeting	23-Jan-20	Tenant Rent Increase Consultation Letter	24-Jan-20	<b>Rent Setting Consultation</b>		Vineburgh	03-Feb-20	Kilmarnock	03-Feb-20	Kilbirnie	04-Feb-20	Ardrossan	04-Feb-20	Millport	05-Feb-20	Gretna	06-Feb-20	Tenants Forum Meeting	07-Feb-20	Results of Consultation collated	10-Feb-20	Board of Management Meeting	13-Feb-20	
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PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN, TIME PERMITTING		ACTION
	None.	

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
	None.	

The Meeting then closed at 1.45 pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		
Approved for Circulation By:		
Proposed By:		
Seconded by:		