



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 13<sup>th</sup> February 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 Board of Management Meeting

Held on Thursday 13<sup>th</sup> February 2020 at 2.00 pm

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



Present	In Attendance
Janet Strang (Chair) John Kelly Brian McCabe John McLaren John Nisbet Margaret Davison Brenda Johnstone Elizabeth Shedden Drew Hall Willie Gibson Lesley Keenan	Frank Sweeney, Group Chief Executive Steven Good, Executive Director of Housing & Property Services Fettes McDonald, Finance Consultant Elaine Nimmo, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<b>Apologies</b> Apologies were received from Liam Loudon, Cllr Reid, Cllr Miller and June Fenelon.	
2.	<b>Chairperson's Remarks</b> The Chair noted there are confidential items on the Agenda and read out the following confidentiality statement:  <b>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.</b>  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.  The Chair asked all Board Members to ensure their mobile phone devices are switched off.  <ul style="list-style-type: none"> <li>The Chair advised the Board that item 20 Cunninghame Loan Finance – Next Tranche of Funding will be taken after item 4 Requirement of the Writing (Scotland) Act 1995 to allow Fettes McDonald to leave the meeting.</li> <li>It was noted item 29 will be taken by Allison McColl to show/explain the new Board of Management SharePoint site which allows us to view our appraisals and sign them off at the end of the meeting time permitting.</li> <li><b>Request for Leave of Absence</b>                          The Chair advised Cllr Miller has requested a leave of absence from the Board of Management 13<sup>th</sup> February 2020 due to illness.                     </li> </ul>	

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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
2.	<p>The Board of Management approved the leave of absence.</p> <ul style="list-style-type: none"> <li>The Chair referred members to the circulated press release on Fuel Debt, which is being published in SFHA News, Scottish Housing News, Ardrossan &amp; Saltcoats Herald, Kilmarnock Standard, Dumfries &amp; Galloway Media and Dumfries &amp; Galloway What's Going On.</li> <li><b>Social Return on Investment Lemon Aid, Staff and Board</b> The CEO advised the Board that the Social Return documents for Lemon Aid, Staff and Board of Management have been received. A report will be tabled at the next Board meeting.</li> </ul>	CEO
3.	<p><b>Declaration of Interest</b> Three Board members declared an interest with regard to the Cunninghame Flower Club funding application in item 9 CHA's Making Our Communities Better Places Fund. The declaration of interest was noted, and Board of Management members will be asked to leave the meeting and take no part in the discussion with regard to awarding funding.</p> <p>The Group Chief Executive declared an interest with regard to item 7 of the Skills &amp; Succession Sub Committee minutes – CEO Remuneration for 2020/2021. All staff members will be asked to leave the meeting and take no part in the discussion.</p>	
4.	<p><b>Requirement of the Writing (Scotland) Act 1995</b> None.</p>	
21.	<p><b>Cunninghame Loan Finance – Next Tranche of Funding (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Finance Consultant referred members to the previously circulated report.</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>The Board of Management agreed that in the event that the new product is confirmed then it is recommended that the Association selects Royal Bank of Scotland as the preferred funder and opts for the 25-year loan facility at a margin of 1.85% and arrangement fee at 1%.</p> <p>The Board of Management approved delegated authority to the Chief Executive and the Director of Finance and Corporate Services to work along with the finance consultants (FMD) to finalise the loan facility proposals.</p> <p>The Board of Management approved in line with the treasury management policy</p>	

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21.	<p>that at the appropriate time final loan documentation would be presented to the Board for consideration.</p> <p>The Board of Management agreed that confirmation of the interest only period (between 1 and 10 years but likely to be for a limited period) will be confirmed at a later date along with any decision to fix or forward fix a proportion of the new debt. In the event that fixed rates available were to change adversely then the option for shorter term debt will be reconsidered.</p> <p>Fettes McDonald left the meeting.</p>																																																											
5.	<p><b>Adoption of Minutes and Business Arising from Same</b></p> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Board of Management Meeting <b>7<sup>th</sup> November 2019</b></td><td>Brenda Johnstone</td><td>John Nisbet</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Board of Management Meeting <b>Confidential – 7<sup>th</sup> November 2019</b></td><td colspan="2">Same as above.</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Special Board of Management Meeting <b>Confidential – 21<sup>st</sup> November 2019</b></td><td>John Kelly</td><td>John McLaren</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Special Board of Management Meeting <b>Confidential – 23<sup>rd</sup> January 2020</b></td><td>John McLaren</td><td>Drew Hall</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Skills &amp; Succession Sub Committee <b>Confidential – 7<sup>th</sup> November 2019</b></td><td>Lesley Keenan</td><td>John Kelly</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Skills &amp; Succession Sub Committee <b>Confidential – 30<sup>th</sup> January 2020</b></td><td>John Kelly</td><td>Lesley Keenan</td></tr><tr><td colspan="3">Matters Arising: All staff left the meeting. The CHA Board supported the 1.6% pay award plus 1% increase in CHA pension to the Group CEO.</td></tr><tr><td colspan="3">Staff re-joined the meeting.</td></tr></table>			Meeting	Proposed	Seconded	Board of Management Meeting <b>7<sup>th</sup> November 2019</b>	Brenda Johnstone	John Nisbet	Matters Arising: None.			Meeting	Proposed	Seconded	Board of Management Meeting <b>Confidential – 7<sup>th</sup> November 2019</b>	Same as above.		Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting <b>Confidential – 21<sup>st</sup> November 2019</b>	John Kelly	John McLaren	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting <b>Confidential – 23<sup>rd</sup> January 2020</b>	John McLaren	Drew Hall	Matters Arising: None.			Meeting	Proposed	Seconded	Skills & Succession Sub Committee <b>Confidential – 7<sup>th</sup> November 2019</b>	Lesley Keenan	John Kelly	Matters Arising: None.			Meeting	Proposed	Seconded	Skills & Succession Sub Committee <b>Confidential – 30<sup>th</sup> January 2020</b>	John Kelly	Lesley Keenan	Matters Arising: All staff left the meeting. The CHA Board supported the 1.6% pay award plus 1% increase in CHA pension to the Group CEO.			Staff re-joined the meeting.		
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5.	Meeting	Proposed	Seconded	
	Development Services Sub Committee	Drew Hall	John McLaren	
	Confidential – 21 <sup>st</sup> November 2019			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee	Drew Hall	Brenda Johnstone	
	Confidential – 19 <sup>th</sup> December 2019			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Finance & Corporate Services Sub Committee	John Kelly	Brian McCabe	
	Confidential – 24 <sup>th</sup> October 2019			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Finance & Corporate Services Sub Committee	John Kelly	Brian McCabe	
	Confidential – 5 <sup>th</sup> December 2019			
	Matters Arising: None.			
Meeting	Proposed	Seconded		
Audit Sub Committee	Elizabeth Shedden	John Kelly		
Confidential – 5 <sup>th</sup> December 2019				
Matters Arising: None.				
6.	<b>Risk Management and Review (CONFIDENTIAL ITEM)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>  The Group Chief Executive advised there were no changes to the risk register since their last meeting however a new risk will be added regarding Citrus Energy.			CEO
7.	<b>Scheme of Delegation</b> The Group Chief Executive advised the Executive Management Team are continually reviewing their Scheme of Delegations and any amendments will be presented to the relevant sub committees.  There are no amendments to the Scheme of Delegation to date however it will remain a standard item on the agenda.			
8.	<b>Notifiable Events</b> There are no notifiable events to report to date however this will remain a standard item on the agenda.			

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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
9.	<p><b>CHA'S Making Our Communities Better Place Fund (North &amp; East) (CONFIDENTIAL)</b>  <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group CEO referred members to the previously circulated report for members to consider the funding requests received.</p> <p>Given the declaration of interest declared by three Board members they left the meeting and took no part in the discussion with regard to the funding application for Cunningham Flower Club.</p> <p>The Board of Management discussed the following applications in detail and noted that there is only £660 left in this year's budget:</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>After discussion the Board agreed to a holding letter to be issued to the remaining applicants asking if they would like their application reconsidered at the Board meeting of 2<sup>nd</sup> April 2020 when the new budget comes into force.</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>Three Board members returned to the meeting and the Board of Management and were informed as to the Board of Management's discussions.</p>	
10.	<p><b>CHA's Making Our Communities Better Place Fund (Dumfries &amp; Galloway) (CONFIDENTIAL)</b></p> <p>The Group CEO referred members to the previously circulated report for members to consider the funding requests received.</p> <p>The Board of Management discussed the applications in detail and noted the remaining budget of £1,800:</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>The Board agreed to issue a holding letter to the remaining applicants asking if they would like their application reconsidered at the Board meeting of 2<sup>nd</sup> April 2020 when the new budget comes into force.</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p>	

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<b>11.</b>	<p><b>Secretary's Report</b> The Secretary reported the following had been received:</p> <p><b>Correspondence</b></p> <ol style="list-style-type: none"> <li>1. EVH Membership Renewal 2020 certificate received.</li> <li>2. Received a thank you card from Clark Drive Girls Football Club for their donation from Making Our Communities Better Place Fund.</li> <li>3. Received a thank you letter from Annan Christmas Lights for their donation from Making Our Communities Better Place Fund.</li> <li>4. Received an update email from Jonathan Ralston (Archer), Making Our Communities Better Places Fund on his latest achievements.</li> <li>5. Received update emails from Aria Pascual (Karate), Making Our Communities Better Places Fund on her latest achievements.</li> </ol>	
<b>12.</b>	<p><b>Subsidiary Company Report (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>Board noted the content of the report.</p>	
<b>13.</b>	<p><b>EVH Report to Board Members</b> The Group Chief Executive referred members to the previously circulated EVH – Supporting Social Employers Monthly briefing.</p> <p><b>The Board noted this.</b></p> <p>Item 33 EVH Executive Committee was then taken.</p> <p>The Group Chief Executive advised the Nomination Form for EVH Executive Committee has been received and confirmed John Kelly wishes to stand for re-election. Completed nomination form will be send by 14<sup>th</sup> February 2020.</p> <p>Lesley Keenan advised she would like to become the substitute EVH representative. Confirmation will be sought with regard to attending EVH Committee meetings.</p> <p><b>Board agreed to submit the nomination form and update the representatives.</b></p>	
<b>14.</b>	<p><b>Health and Safety</b> Board noted a health and safety group minutes of 30<sup>th</sup> October 2019. It was also noted that a fire drill will be scheduled for the next Board meeting.</p>	<b>CEO</b>
<b>15.</b>	<p><b>Policies for Ratification</b> The Group Chief Executive advised the Board the undernoted policy was identified as being a requirement from the rent Mulholland Housing Consultancy assurance statement review and is recommended to the Board of Management for</p>	



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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
<b>15.</b>	<p><b>Adult Support and Protection Policy - PSH021</b> The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy. The Board of Management accepted the policy for ratification.</p> <p style="text-align: center;"><b>Approved: Brenda Johnstone                      Seconded: John Kelly</b></p> <p><b>Sub Let Policy - PSH010</b> The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy. The Board of Management accepted the policy for ratification.</p> <p style="text-align: center;"><b>Approved: Brian McCabe                      Seconded: Elizabeth Shedden</b></p> <p><b>Succession of Tenancy Policy - PSH012</b> The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy. The Board of Management accepted the policy for ratification.</p> <p style="text-align: center;"><b>Approved: Elizabeth Shedden                      Seconded: Willie Gibson</b></p> <p><b>Child Protection Policy - PSH020</b> The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy. The Board of Management accepted the policy for ratification.</p> <p style="text-align: center;"><b>Approved: Lesley Keenan                      Seconded: John Nisbet</b></p> <p>The Board of Management ratified the acceptance of all 9 policies presented.</p>	
<b>16.</b>	<p><b>Development Programme</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>A discussion took place with regard to Board members visiting the Association's development sites. It was agreed members would raise at the next Development Sub Committee with a view to reintroducing.</p>	

<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>17.</b>	<p><b>Rent Increase Consultation Feedback (CONFIDENTIAL)</b> The Executive Director of Housing &amp; Property Services referred members to the previously circulated report.</p> <p>The Board of Management agreed on 23<sup>rd</sup> January 2020 to consult with tenants on a rent increase of 2% for 2020/2021. The Executive Director of Housing &amp;</p>	

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	<p>Property Services advised the consultation process has now been completed within the previously agreed timescale. A total of 40 responses were received which is 15% down from last year. A total of 17 delegates attended the tenant's forum event. All of our tenants' groups were represented at the event and took part in a lively debate.</p> <p>After discussion the Board of Management:</p> <ul style="list-style-type: none"> <li>• Noted the results of the consultation exercise;</li> <li>• Approved the proposal to increase rent to all secure tenancies by 2% for 2020/2021;</li> <li>• Approved the proposal to increase rent to shared owners by RPI (2.2%).</li> </ul>	
18.	<p><b>Draft Budget 2020/2021 (CONFIDENTIAL)</b></p> <p>The Group CEO advised the budget is being amended and will be presented to the Board of Management meeting on 2<sup>nd</sup> April 2020 for consideration and approval.</p> <p>The Board noted.</p>	
19.	<p><b>EVH Wage Increase (CONFIDENTIAL)</b></p> <p><i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Board of Management formally approved the EVH Yearly pay award for 2020/2021.</p>	
20.	<p><b>Victoria House Contract Update (CONFIDENTIAL)</b></p> <p><i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Executive Director of Housing &amp; Property Services referred members to the previously circulated report. The budget for 2020/2021 has been reviewed by the Executive Director of Finance and Corporate Services and confirmed that the proposal to increase salaries in line with the EVH award can be contained within our anticipated income and the budget will return a small surplus.</p> <p>The Board of Management request a report demonstrating the salary comparison for Victoria House staff with North Ayrshire Council employees.</p> <p>The Board of Management noted the content of the report and commended the staff for their loyalty given the pay freeze and agreed to apply the annual EVH salary award to Victoria House staff as a one off based on operational performance for 2020/2021.</p> <p>Executive Director of Housing &amp; Property Services left the meeting.</p>	<p><b>Dir H&amp;PS</b></p>

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22.	<p><b>Freedom of Information Minutes (for publication)</b></p> <p>The Group Chief Executive presented a draft minute on screen and advised that our legal representatives Harper McLeod are checking prior to the new style minutes being uploaded to the Associations website with regard to freedom of information compliance. The Board of Management agreed with the style with delegated authority to the CEO to advise the final format with the Executive Management Team.</p>	
23.	<p><b>Investing in Communities Fund – Authorised Signatories (CONFIDENTIAL)</b>  <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive referred members to the previously circulated report and advised that the both Cunninghame Housing Association and Citrus Energy require to agree and approve the list of authorised signatories as detailed below for Investing in Communities Fund.</p> <p><b>Detailed hereunder is the proposed list of authorised signatories for both the CHA and Citrus Energy Fuel Poverty Teams.</b></p> <p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>The Board noted the Citrus Energy Chair authorised the undernoted list of authorised signatories to claim grant on behalf of Citrus Energy.</p> <p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p><b>The Board of Management approved the authorised signatories as listed and agreed the Financial Regulations will be update to reflect same.</b></p>	
24.	<p><b>Self-Assurance Action Plan Update (CONFIDENTIAL)</b></p> <p>The Group Chief Executive referred members to the previously circulated report advising of the progress made to date in terms of the action plan.</p> <p>Guidance 1.3 - a full report on the reviewed SFHA Rulebook and how the changes may affect CHA will be presented at the next meeting on 2<sup>nd</sup> April 2020.</p> <p><b>The Board noted the content of the report.</b></p>	<b>CEO</b>
25.	<p><b>Housing to 2040 Consultation</b></p> <p>The Group Chief Executive referred members to the previously circulated draft response to the consultation.</p> <p>Question 6 – Board of Management requested clarity with regard to the answer</p>	

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25.	<p>provided on the consultation document – “Owner occupiers in tenemental properties should be bound legally with enforcement legislation to pay their share of common repairs/improvements. This for example could mean that if a flat/property was worth say £75,000 and they did not pay their share of repairs/improvements on an ongoing basis then when the cumulative bill was to reach £75,000 then the property would automatically transfer to the factor who has had to pay out the cumulative £75,000 figure.”</p> <p><b>Post Meeting Note:</b> response to question 6 of the consultation removed in its entirety.</p> <p>The Board noted the consultation response and subject to clarification of question 6 agreed to submit by 28<sup>th</sup> February 2020.</p>	CEO
26.	<p><b>Quarterly Performance against Strategic Objectives (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive referred Members to his previously circulated report which detailed the quarterly performance against the strategic objectives and advised there are no issues to raise.</p> <p>The Board noted the content of the report.</p>	
27.	<p><b>Quarterly Performance against Workplan/Targets (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive referred Members to his previously circulated report which detailed the quarterly performance against workplan/targets.</p> <p>Collective training has been arranged for Tuesday 10<sup>th</sup> March 2020 for members to cover Procurement and Tenant Participation.</p> <p>A date for the review of the Corporate Strategy and Business Plan will be arranged and calendar invites issued for April 2020.</p> <p>The Board noted the content of the report.</p>	
28.	<p><b>Board of Management Skills Analysis Sign Off</b></p> <p>The Group Chief Executive referred Members to his previously circulated report. The updated skills analysis was discussed at the Skills &amp; Succession Sub Committee on 7<sup>th</sup> November 2019. In terms of skills and qualities Board noted the Association has a good balance of skills on the Board with no significant skills gaps being identified.</p> <p><b>Board noted the content of the report.</b></p>	

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29.	<p><b>Board of Management “Collective Training Plan” (CONFIDENTIAL)</b> Due to time constraints this item was deferred.</p>	
30.	<p><b>Financial Reconciliation for Long Service Awards Ceremony (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The CEO referred members to the previously circulated report and advised that in compliance with the Scottish Housing Regulator (SHR) governance requirements full details of the event including sponsorship have been logged in the Gifts and Hospitality Register.</p> <p><b>Board noted the content of the report.</b></p>	
31.	<p><b>CEO and Executive Director’s 360° Appraisal Report (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive advised members Remarkable have been appointed to carry out the 360° appraisals for the Executive Management team. Feedback questionnaires will be issued next week and a formal report will be presented the Board on 2<sup>nd</sup> April 2020.</p> <p><b>The Board noted.</b></p>	
32.	<p><b>Local Area Committee – Dumfries &amp; Galloway (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive referred member to the previously circulated report.</p> <p>The Board of Management had a lengthy discussion regarding potentially setting up an area committee for the Dumfries &amp; Galloway region.</p> <p>Board of Management members requested given the lengthy process and the impact on the Association’s rulebook they would defer and discuss further later this year (September 2020).</p> <p><b>Board of Management agreed to review setting up a local area committee – Dumfries &amp; Galloway in September 2020.</b></p>	
33.	<p><b>EVH Executive Committee</b> This item was taken under item 13 earlier in the meeting.</p>	

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 13<sup>th</sup> February 2020 at 2.00 pm

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



PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN, TIME PERMITTING		ACTION
	None.	

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
34.	Group Service Agreements Report (CONFIDENTIAL) Board noted the content of the report.	
35.	Quarterly Policy Review Progress Report November 2019-January 2020 Board noted the content of the report.	

The Meeting then closed at 4.35 pm.

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