

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 8<sup>th</sup> November 2018 at 2.15 pm

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



Present	In Attendance
Janet Strang Fay Schlesiger John Kelly Liam Loudon Cllr Jimmy Miller John Nisbet June Fenelon William Gibson John McLaren Lesley Keenan David Davison (Spence Associates)	Frank Sweeney, Chief Executive Linda Anderson, Executive Director of Operations David Davison, Spence Associates Elaine Nimmo, Minute Secretary Karlin McLaughlan, IT Support

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p><b>Apologies</b> Apologies were received from Brenda Johnstone, Councillor Douglas Reid and Cameron Crawford.</p>	
2.	<p><b>Chairperson's Remarks</b> The Chair welcomed new board members June Fenelon and John Nisbet to the meeting and confirmed both new members have completed their inductions and signed all the relevant paperwork prior to attending today's meeting.</p> <p>The Chair also welcomed David Davison, Spence Associates who will give the Board of Management on the SHAPS Pension Scheme.</p> <p>The Chair advised Item 12 Risk Monitoring/Review will be taken first on the agenda given its relationship to David's presentation on the SHAPS Pension Scheme. Item 15 SHAPS Pension Presentation by David Davison, Spence Associates will then follow.</p> <p>The Chair advised an additional late item to the agenda, Item 13A regarding the Harlcrow site.</p> <p>The Chair noted there are confidential items on the Agenda and read out the following confidentiality statement:</p> <p><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></p> <p>The Chair asked all Board Members to ensure their mobile phone devices are switched off.</p>	

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3.	<b>Declaration of Interest</b> Cllr Jimmy Miller declared an interest with regard to Item 6 – CHA’s Making Our Community Better Place Fund, funding application received from Ardrossan Winton Rovers 2008 and took no part in the decision making process.																																																																
4.	<b>Requirement of the Writing (Scotland) Act 1995</b> None.																																																																
5.	<b>Adoption of Minutes and Business Arising from Same</b> <table><tr><td>Meeting</td><td colspan="2"></td></tr><tr><td>Scottish Housing Regulator Meeting 13<sup>th</sup> September 2018</td><td colspan="2">For Information Only</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 13<sup>th</sup> September 2018</td><td>Lesley Keenan</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>Board of Management Meeting Confidential - 13<sup>th</sup> September 2018</td><td>Lesley Keenan</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 Confidential – 18<sup>th</sup> October 2018</td><td>John McLaren</td><td>Lesley Keenan</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 Planning Group 11<sup>th</sup> October 2018</td><td>Lesley Keenan</td><td>Janet Strang</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 Planning Group Confidential - 11<sup>th</sup> October 2018</td><td>Lesley Keenan</td><td>Janet Strang</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>Finance &amp; Corporate Services Sub Committee 5<sup>th</sup> July 2018</td><td>John Kelly</td><td>Lesley Keenan</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table>	Meeting			Scottish Housing Regulator Meeting 13 <sup>th</sup> September 2018	For Information Only		Matters Arising: None.			Meeting	Proposed	Seconded	Board of Management Meeting 13 <sup>th</sup> September 2018	Lesley Keenan	John McLaren	Matters Arising: None.			Meeting	Proposed	Seconded	Board of Management Meeting Confidential - 13 <sup>th</sup> September 2018	Lesley Keenan	John McLaren	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting Confidential – 18 <sup>th</sup> October 2018	John McLaren	Lesley Keenan	Matters Arising: None.			Meeting	Proposed	Seconded	Skills & Succession Planning Group 11 <sup>th</sup> October 2018	Lesley Keenan	Janet Strang	Matters Arising: None.			Meeting	Proposed	Seconded	Skills & Succession Planning Group Confidential - 11 <sup>th</sup> October 2018	Lesley Keenan	Janet Strang	Matters Arising: None.			Meeting	Proposed	Seconded	Finance & Corporate Services Sub Committee 5 <sup>th</sup> July 2018	John Kelly	Lesley Keenan	Matters Arising: None.			
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PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS				ACTION
5.	Meeting	Proposed	Seconded	
	Finance & Corporate Services Sub Committee	John Kelly	Fay Schlesiger	
	17 <sup>th</sup> September 2018			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Finance & Corporate Services Sub Committee	John Kelly	Fay Schlesiger	
	Confidential - 17 <sup>th</sup> September 2018			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Housing & PS Sub Committee	Janet Strang	John Kelly	
	4 <sup>th</sup> October 2018			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Housing & PS Sub Committee	Janet Strang	John Kelly	
	Condential – 4 <sup>th</sup> October 2018			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee	John McLaren	Liam Loudon	
	Confidential - 30 <sup>th</sup> August 2018			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee	Fay Schlesiger	John McLaren	
	Confidential – 4 <sup>th</sup> October 2018			
	Matters Arising: None.			
6.	CHA's Making Our Communities Better Place Fund (CONFIDENTIAL) Confidential item discussed.			
6a.	Making Our Communities Better Place Fund Update on North Ayrshire Hub (CONFIDENTIAL) Confidential item discussed.			
7.	Secretary's Report (CONFIDENTIAL) See confidential minute.			
8.	Subsidiary Company Report (CONFIDENTIAL) See confidential minute.			

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9.	<p><b>EVH Report to Board Members</b> No update received from EVH to date.</p> <p>The Board noted this.</p>	
10.	<p><b>Health and Safety</b> The Chief Executive advised the Board that there was no update with regards to Health and Safety.</p>	
11.	<p><b>Policies for Ratification</b> The Chief Executive advised the Board the undernoted policies were presented and accepted by the Housing and Property Services Sub Committee on 20<sup>th</sup> September 2018.</p> <ul style="list-style-type: none"> <li>- <b>Abandoned Tenancy Policy– PSH014</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.</li> <li>- <b>Arrears Policy – PSH005</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.</li> <li>- <b>Lodgers Policy – PSH018</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.</li> <li>- <b>Mutual Exchange – PSH002</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.</li> <li>- <b>Reactive Maintenance – PST001</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.</li> <li>- <b>Rechargeable Repairs – PST005</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.</li> <li>- <b>Tenancy Related Permissions – PST019</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</li> </ul>	



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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
11.	<p>Management accepted the policy for ratification.</p> <ul style="list-style-type: none"> <li><b>Electrical Safety in Association owned Properties Policy - PST030</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.</li> </ul> <p>The Chief Executive advised the Board the undernoted policies were presented and accepted by the Finance and Corporate Services Sub Committee on 17<sup>th</sup> September 2018.</p> <ul style="list-style-type: none"> <li><b>Anti Bribery Policy – CE0039 (Group Policy)</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.</li> <li><b>Prevention of Fraud and Corruption Policy – CE0034 (Group Policy)</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.</li> </ul> <p>The Chief Executive advised the Board the undernoted policy was presented and accepted by the Skills &amp; Succession Planning Group on 11<sup>th</sup> October 2018.</p> <ul style="list-style-type: none"> <li><b>Code of Conduct Board of Management – CE0020 (Group Policy)</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.</li> </ul> <p>Councillor Miller advised the Board of Management that he has not read the presented policies therefore cannot make comment on them. The Chair confirmed this will be reflected in the minute.</p> <p>The Board of Management ratified the acceptance of all 11 policies presented.</p>	
12.	<p><b>Risk Management and Review (CONFIDENTIAL)</b> Confidential item discussed.</p>	
13.	<p><b>Development Programme (CONFIDENTIAL)</b> Confidential item discussed.</p>	
13a.	<p><b>Application for Express Consent from SHR Lease to Energetics (CONFIDENTIAL)</b> Confidential item discussed.</p>	
14.	<p><b>Scheme of Delegation (CONFIDENTIAL)</b> Confidential item discussed.</p>	

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
15.	SHAPS Pension Presentation by David Davison, Spence Associates (CONFIDENTIAL) Confidential item discussed.	
16.	Sanquhar Consultants Report Update (CONFIDENTIAL) Confidential item discussed.	
17.	Private Placement Update Report (CONFIDENTIAL) Confidential item discussed.	
18.	Scottish Housing Regulator Our Regulation of Social Housing (Consultation) The Chief Executive presented the report to the Board of Management who agreed and accepted responses/feedback detailed in the paper.  The Board of Management confirmed the CEO to respond to the consultation document by the due date of 14 <sup>th</sup> December 2018.	CEO
19.	Review of Governance & Financial Management (Appointment of External Consultant) (CONFIDENTIAL) Confidential item discussed.	
20.	Leadership Team Restructure (Appointment of External Consultant) (CONFIDENTIAL) Confidential item discussed.	
21.	Roles & Responsibilities for: <ul style="list-style-type: none"> <li>- Chair</li> <li>- Vice Chairperson</li> <li>- Company Secretary</li> <li>- CHA Board of Management Member</li> </ul> <p>The Chief Executive advised the roles and responsibilities were revised by the Skills &amp; Succession Planning Group on 11<sup>th</sup> October 2018. The Board noted amendments are highlighted in red.</p> <p>The Board of Management accepted the review roles and responsibilities as presented.</p>	
22.	Person Specification The Chief Executive advised the person specification was reviewed by the Skills & Succession Planning Group on 11 <sup>th</sup> October 2018. The Board of Management agreed “good communication skills” should remain as desirable.  The Board of Management the reviewed person specification as presented.	





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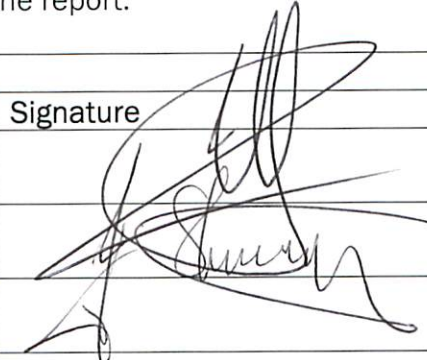
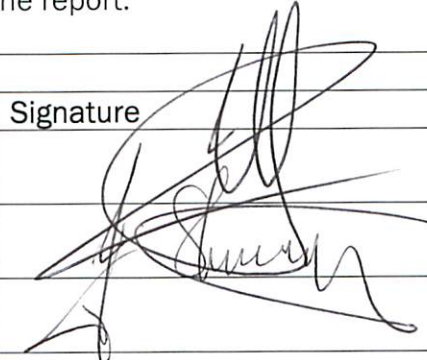
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23.	CHA Long Service Awards (Celebration Evening) (CONFIDENTIAL) Confidential item discussed.	
24.	Christmas Holidays (CONFIDENTIAL) Confidential item discussed.	
25.	Hazeldene Horticulture Update Report (CONFIDENTIAL) Confidential item discussed.	
26.	Victoria House Update Report (CONFIDENTIAL) See confidential minute.	

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
27.	Board of Management Meeting Schedule 2018/19 Board noted the content of the report.	

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		20/11/2018
Approved for Circulation By:		20/11/2018
Proposed By:		
Seconded by:		