

# CUNNINGHAME HOUSING ASSOCIATION LTD

There will be a Board of Management Meeting Held on Thursday 28<sup>th</sup> February 2019 at 2.15pm in the Association's Quayside Offices, Marian Quay, Dock Road, Ardrossan, KA22 8DA



## AGENDA (Including Confidential Items)

In compliance with the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management and the Association's Code of Conduct for Board Members all items detailed in this notice and associated papers are strictly confidential and should not be discussed with any external part either prior to or after said meeting by any Board Member.

All Confidential papers may be left by Board Members on the table (if they so wish) at the end of the meeting for shredding.

### **PRIORITY RED** – SECTION 1 – STANDING ORDER ITEMS & GOVERNANCE ITEMS

|    |   |
|----|---|
| 1  | Apologies   |
| 2  | Chairperson's Remarks   |
| 3  | Declaration of Interest   |
| 4  | Requirement of the Writing (Scotland) Act 1995  |
| 5  | Adoption of Minutes and Business Arising from same <ul style="list-style-type: none"><li>- Board of Management Meeting – 8<sup>th</sup> November 2018</li><li>- Board of Management Meeting – 8<sup>th</sup> November 2018 (CONFIDENTIAL)</li><li>- Private Placement Conference Call Meeting – 6<sup>th</sup> December 2018 (CONFIDENTIAL)</li><li>- Private Placement Conference Call Meeting – 24<sup>th</sup> January 2019 (CONFIDENTIAL)</li><li>- Special Board of Management Meeting – 24<sup>th</sup> January 2019 (CONFIDENTIAL)</li><li>- Special Board of Management Meeting – 14<sup>th</sup> February 2019 (CONFIDENTIAL)</li><li>- Skills &amp; Succession Planning Group – 6<sup>th</sup> December 2018</li><li>- Skills &amp; Succession Planning Group – 21<sup>st</sup> February 2019</li><li>- Housing &amp; Property Services Sub Committee – 13<sup>th</sup> December 2018</li><li>- Housing &amp; Property Services Sub Committee – 13<sup>th</sup> December 2018 (CONFIDENTIAL)</li><li>- Finance &amp; Corporate Services Sub Committee – 6<sup>th</sup> December 2018</li><li>- Finance &amp; Corporate Services Sub Committee – 6<sup>th</sup> December 2018 (CONFIDENTIAL)</li><li>- Development Services Sub Committee – 25<sup>th</sup> October 2018 (CONFIDENTIAL)</li><li>- Development Services Sub Committee – 22<sup>nd</sup> November 2018 (CONFIDENTIAL)</li><li>- Development Services Sub Committee – 20<sup>th</sup> December 2018 (CONFIDENTIAL)</li><li>- Development Services Sub Committee – 31<sup>st</sup> January 2019 (CONFIDENTIAL)</li></ul> |
| 6  | Risk Management Monitoring/Review (CONFIDENTIAL)  |
| 7  | Scheme of Delegation (CONFIDENTIAL)   |
| 8  | CHA'S Making Our Communities Better Place Fund (CONFIDENTIAL)   |
| 8A | CHA'S Making Our Communities Better Place Fund (D&G) (CONFIDENTIAL)   |
| 9  | Secretary's Report (CONFIDENTIAL)   |
| 10 | Subsidiary Company Report (CONFIDENTIAL)  |
| 11 | EVH Report to Board Members (CONFIDENTIAL)  |
| 12 | Health & Safety   |
| 13 | Policies for Ratification <ul style="list-style-type: none"><li>- Construction Design &amp; Management CDM Regulations (DCS014)</li><li>- Contractors in Liquidation (DCS003) (CONFIDENTIAL)</li><li>- Anti Bribery (CE0039) Group Policy (CONFIDENTIAL)</li><li>- Entitlements, Payments and Benefits Policy (CE0028) (CONFIDENTIAL)</li><li>- Payments of Expenses to Board of Management (CE0033) Group Policy (CONFIDENTIAL)</li></ul>  |

# CUNNINGHAME HOUSING ASSOCIATION LTD

There will be a Board of Management Meeting Held on Thursday 28<sup>th</sup> February 2019 at 2.15pm in the Association's Quayside Offices, Marian Quay, Dock Road, Ardrossan, KA22 8DA



| <b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEMS &amp; GOVERNANCE ITEMS</b> |   |
|---|---|
|   | <ul style="list-style-type: none"><li>- Treasury Management Policy (CSF005) Group Policy (<b>CONFIDENTIAL</b>)</li><li>- Estate Management Policy (PSH005)</li><li>- Harassment Policy (PSH008)</li><li>- Aids and Adaptations Policy (PST003)</li><li>- Rent Policy (PSH004)</li><li>- Health &amp; Safety Policy Statement (CE0001)</li></ul> |
| 14  | <b>Development Programme Overview (CONFIDENTIAL)</b>  |

| <b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b> |   |
|---|---|
| 15  | Budget 2019/20 (Draft) ( <b>CONFIDENTIAL</b> )  |
| 16  | Sanquhar Consultants Improvement Plan (Update) ( <b>CONFIDENTIAL</b> )                      |
| 17  | Corporate Strategy & Business Plan Implementation Timetable 2019/20 ( <b>CONFIDENTIAL</b> ) |
| 18  | CEO and Three Director's 360° Appraisal Report ( <b>CONFIDENTIAL</b> )                      |
| 19  | BOM Individual Training & Development Plans ( <b>CONFIDENTIAL</b> )                         |
| 20  | Financial Reconciliation for Long Service Awards Ceremony ( <b>CONFIDENTIAL</b> )           |
| 21  | Year End Treasury Management Report & Yearly Strategy 2019/20 ( <b>CONFIDENTIAL</b> )       |
| 22  | Final Account Reconciliation/Defects Liability ( <b>CONFIDENTIAL</b> ) Paper to follow      |
| 23  | Formal Ratification of Deletions from Share Membership Database ( <b>CONFIDENTIAL</b> )     |
| 24  | North Ayrshire Foodbank Report ( <b>CONFIDENTIAL</b> )                                      |
| 25  | CHA Proposed Charity 2019/2020 ( <b>CONFIDENTIAL</b> )                                      |
| 26  | EVH Wage Increase ( <b>CONFIDENTIAL</b> ) Verbal Update                                     |

| <b>PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN, TIME PERMITTING</b> |  |
|---|--|
|   |  |

| <b>PRIORITY GREEN – SECTION 4 – ITEMS WITH NO DISCUSSION REQUIRED, FOR INFORMATION ONLY</b> |  |
|---|--|
| 27  | Quarterly Policy Review Progress Report November 2018-January 2019 |
| 28  | Updated Qualities and Skills Analysis                              |
| 29  | SFHA Senior Staff Succession Planning ( <b>CONFIDENTIAL</b> )      |

| <b>CONCLUSION OF THE AGENDA</b> |  |
|---------------------------------|--|
|                                 |  |