

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 28th February 2019 at 2.15 pm

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



Present	In Attendance
Janet Strang Lesley Keenan Cllr Jimmy Miller June Fenelon John Kelly John Nisbet Brenda Johnstone Cllr Douglas Reid	Frank Sweeney, Chief Executive Fettes McDonald, Financial Consultant Elaine Nimmo, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies Apologies were received from Fay Schlesiger, Liam Loudon, Cameron Crawford, John McLaren, and Willie Gibson.	
2.	Chairperson's Remarks Welcome all to the meeting. 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. The Chair asked all Board Members to ensure their mobile phone devices are switched off. The Chair requested that Item 21 Year End Treasury Management Report & Yearly Strategy 2019/20 and Item 15 follow Item 4 on the agenda to allow Fettes McDonald, Financial Consultant to leave the meeting. The Chief Executive advised the New Regulatory Framework and Statutory Guidance from Scottish Housing Regulator has been published this week. A full briefing will be provided to the Board at the April meeting.	
3.	Declaration of Interest The CEO, declared an interest with regard to item 18, CEO and Directors 360° Appraisals. June Fenelon declared an interest when the Secretary advised of membership applications. Declaration of interest was noted and June Fenelon took no part in the discussion with regard to membership applications.	

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4.	Requirement of the Writing (Scotland) Act 1995 None.	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
15.	Budget 2019/2020 (Draft) (CONFIDENTIAL) Confidential item discussed.	
21.	Year End Treasury Management Report & Yearly Strategy 2019/20 (CONFIDENTIAL) Confidential item discussed.	

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS			ACTION
5.	Adoption of Minutes and Business Arising from Same		
	Meeting	Proposed	Seconded
	Board of Management Meeting 8 th November 2018	Lesley Keenan	John Kelly
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Board of Management Meeting Confidential - 8 th November 2018	Lesley Keenan	John Kelly
	Matters Arising: None.		
	Meeting		
	Private Placement Meeting Confidential - 6 th December 2018	For Information Only	
	Matters Arising: None.		
	Meeting		
	Private Placement Meeting Confidential - 24 th January 2019	For Information Only	
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Special Board of Management Meeting Confidential – 24 th January 2019	Brenda Johnstone	Lesley Keenan
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Special Board of Management Meeting Confidential – 14 th February 2019	Lesley Keenan	Brenda Johnstone
Matters Arising: None.			

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5.			
Meeting	Proposed	Seconded	
Skills & Succession Planning Group 6 th December 2018	John Kelly	Lesley Keenan	
Matters Arising: None.			
Meeting	Proposed	Seconded	
Skills & Succession Planning Group Confidential - 21 st February 2019	Recorded as accurate, unable to approve due to limited attendance at the meeting.		
Matters Arising: None.			
Meeting	Proposed	Seconded	
Housing & Property Services Sub Committee 13 th December 2019	John Nisbet	John Kelly	
Matters Arising: None.			
Meeting	Proposed	Seconded	
Housing & Property Services Sub Committee Confidential - 13 th December 2019	John Nisbet	John Kelly	
Matters Arising: None.			
Meeting	Proposed	Seconded	
Finance & Corporate Services Sub Committee 6 th December 2018	June Fenelon	John Kelly	
Matters Arising: None.			
Meeting	Proposed	Seconded	
Finance & Corporate Services Sub Committee Confidential - 6 th December 2018	June Fenelon	John Kelly	
Matters Arising: None.			
Meeting	Proposed	Seconded	
Development Services Sub Committee Confidential – 25 th October 2018	Unable to approve due to members absent at Board meeting. The minutes will be re-presented to April Board meeting for agreement.		
Matters Arising: None.			

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5.	Meeting	Proposed	Seconded	
	Development Services Sub Committee	Brenda	John Nisbet	
	Confidential – 22 nd November 2018	Johnstone		
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee	John Nisbet	John Kelly	
	Confidential – 20 th December 2018			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee	John Nisbet	June Fenelon	
	Confidential – 31 st January 2019			
	Matters Arising: None.			
6.	Risk Management and Review (CONFIDENTIAL ITEM) Confidential item discussed.			
7.	Scheme of Delegation (CONFIDENTIAL) Confidential item discussed.			
8.	CHA's Making Our Communities Better Place Fund (CONFIDENTIAL) Confidential item discussed.			
8a.	CHA's Making Our Communities Better Place Fund (D&G) (CONFIDENTIAL) Confidential item discussed.			
9.	Secretary's Report (CONFIDENTIAL) See confidential minute.			
10.	Subsidiary Company Report (CONFIDENTIAL) See confidential minute.			
11.	EVH Report to Board Members EVH – Supporting Social Employers Monthly briefing member organisations enclosed. The Board noted this.			
12.	Health and Safety The Chief Executive advised the Board that a Health & Safety Sub Committee meeting has been schedule for Wednesday 13 th March 2019.			

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13.	<p>Policies for Ratification The Chief Executive advised the Board the undernoted policies were presented and accepted by the Housing and Property Services Sub Committee on 13th December 2018.</p> <ul style="list-style-type: none"> - Estate Management Policy– PSH004 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. - Harassment Policy – PSH008 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. - Aids and Adaptations Policy – PSA003 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. - Rents Policy – PSH004 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>The Chief Executive advised the Board the undernoted policies were presented and accepted by the Finance and Corporate Services Sub Committee on 6th December 2018.</p> <ul style="list-style-type: none"> - Anti Bribery Policy – CEO039 (Group Policy) (CONFIDENTIAL) See confidential minute. <p>The Chief Executive advised the Board the undernoted policies were presented and accepted by the Development Services Sub Committee on 22nd November 2018.</p> <ul style="list-style-type: none"> - Construction Design & Management CDM Regulation – DCS014 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. - Contractors in Liquidation – DCS003 (CONFIDENTIAL) See confidential minute. <p>The Chief Executive advised the undernoted policies have been reviewed and confirmed the policies were also considered and signed off by Harper Macleod prior to presentation to the Board of Management. Comments received from</p>	



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13.	<p>Harper Macleod have been incorporated into the policy documents. The Chief Executive presented the policies for consideration to the Board of Management.</p> <ul style="list-style-type: none"> - Entitlements, Payments and Benefits – CE0028 (CONFIDENTIAL) See confidential minute. - Payments of Expenses to Board of Management – CE0033 (Group Policy) (CONFIDENTIAL) See confidential minute. - Treasury Management – CSF005 (CONFIDENTIAL) See confidential minute. - Health & Safety Policy Statement – CE0001 The Chief Executive presented the policy statement 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>The Board of Management ratified the acceptance of all 6 non confidential policies presented.</p>	
14.	<p>Development Programme (CONFIDENTIAL) Confidential item discussed.</p>	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
16.	<p>Sanquhar Consultants Improvement Plan (Update) (CONFIDENTIAL) Confidential item discussed.</p>	
17.	<p>Corporate Strategy & Business Plan Implementation Timetable 2019/20 (CONFIDENTIAL) Confidential item discussed.</p>	
18.	<p>CEO and Three Director's 360° Appraisal Report (CONFIDENTIAL) Confidential item discussed.</p>	
19.	<p>BOM Individual Training & Development Plans (CONFIDENTIAL) Confidential item discussed.</p>	
20.	<p>Financial Reconciliation for Long Service Awards Ceremony (CONFIDENTIAL) Confidential item discussed.</p>	
22.	<p>Final Account Reconciliation/Defects Liability (CONFIDENTIAL) Confidential item discussed.</p>	



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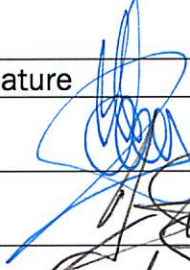
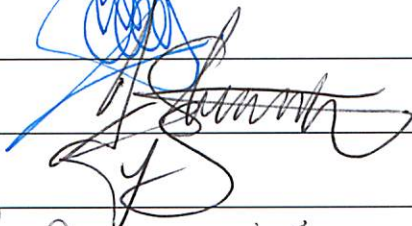
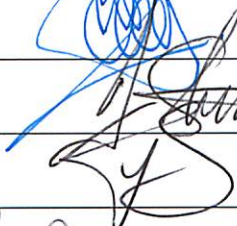
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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
23.	Formal Ratification of Deletions from Share Membership Database (CONFIDENTIAL) Confidential item discussed.	
24.	North Ayrshire Foodbank Report (CONFIDENTIAL) Confidential item discussed.	
25.	CHA Proposed Charity 2019/2020 (CONFIDENTIAL) Confidential item discussed.	
26.	EVH Wage Increase (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.	Quarterly Policy Review Progress Report November 2018-January 2019 Board noted the content of the report.	
28.	Updated Qualities and Skills Analysis Board noted the content of the report.	
29.	SFHA Senior Staff Succession Planning (CONFIDENTIAL) See confidential minute.	

The Meeting then closed at 4.40pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		28/3/2019.
Approved for Circulation By:		11/4/2019
Proposed By:		25/4/19.
Seconded by:	Lesley C Keenan	3/5/19