

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 25th April 2019 at 2.15 pm

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



Present	In Attendance
Janet Strang (Chair) John Kelly Lesley Keenan Fay Schlesiger Cameron Crawford John McLaren William Gibson Cllr Douglas Reid Cllr Jimmy Miller June Fenelon John Nisbet Drew Hall Brian McCabe	Frank Sweeney, Group Chief Executive Steven Good, Executive Director of Housing & Property Services Elaine Nimmo, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies Apologies were received from Brenda Johnstone and Liam Loudon.	
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. 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. The Chair requested that the given the time constraints the following items would be taken first on the agenda item 18 SHR New Engagement Plan CHA followed by item 19 SHR Notifiable Events and item 20 CHA Notifiable Events.	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
18.	SHR New Engagement Plan CHA The Group Chief Executive gave a PowerPoint presentation to the Board on the	

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18.	<p>Association’s new engagement plan from the Scottish Housing Regulator.</p> <p>The Board of Management acknowledged the content of the engagement plan and timeline of events to review and produce documentation as presented.</p> <div><div>Timeline of Events</div><table><thead><tr><th></th><th>Dates</th></tr></thead><tbody><tr><td>Corporate Strategy & Business Plan Review Day</td><td>Board of Management Review Day Wednesday 15th May 2019 (All Day)</td></tr><tr><td>5 Year & 30 Year Financial Projections, Loan Covenants, Sensitivity Analysis and Covering Report</td><td>Special Board of Management Meeting Thursday 27th June 2019 at 12.15 pm</td></tr><tr><td colspan="2">Development Programme: SHR sent copies of our 4-weekly update to the Development Sub and Board of Management.</td></tr></tbody></table></div>		Dates	Corporate Strategy & Business Plan Review Day	Board of Management Review Day Wednesday 15 th May 2019 (All Day)	5 Year & 30 Year Financial Projections, Loan Covenants, Sensitivity Analysis and Covering Report	Special Board of Management Meeting Thursday 27 th June 2019 at 12.15 pm	Development Programme: SHR sent copies of our 4-weekly update to the Development Sub and Board of Management.		
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19.	<p>SHR Notifiable Events</p> <p>The Group Chief Executive gave a PowerPoint presentation to the Board on the Scottish Housing Regulator’s Notifiable Events Statutory Guidance – February 2019.</p> <p>The Board of Management noted that an Registered Social Landlord must tell the SHR about any material, significant or exceptional issue, event, or change within its organisation and how it intends to deal with it, and where appropriate provide the SHR with a reasonably detailed explanation as to why a significant change has been implemented.</p> <p>The Association’s internal policies and procedures will be reviewed to reflect the requirement to alert SHR to notifiable events in accordance with the guidance.</p>									
20.	<p>CHA Notifiable Events (CONFIDENTIAL)</p> <p>Confidential item discussed.</p>									

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
3.	<p>Declaration of Interest</p> <p>John Nisbet declared an interest with regard to item 16 Customer Satisfaction Survey Results as he is a member of the Tenants Scrutiny Group. The declaration of interest was noted.</p> <p>June Fenelon declared an interest with regard to item 29 Ardrossan Community Development Trust as she is a member of the trust. The declaration of interest was noted and June Fenelon took no part in the discussion with regard to the report.</p>	

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3.	Staff members attending the meeting declared an interest with regard to item 8 CHA's Making Our Communities Better Fund. All staff members will be asked to leave the meeting and take no part in the discussion with regard to awarding funding given that several CHA staff are involved with some of the local groups seeking funding.														
4.	Requirement of the Writing (Scotland) Act 1995 None.														
5.	Adoption of Minutes and Business Arising from Same														
<table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Board of Management Meeting 28th February 2019</td><td>John Kelly</td><td>Lesley Keenan</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table>				Meeting	Proposed	Seconded	Board of Management Meeting 28 th February 2019	John Kelly	Lesley Keenan	Matters Arising: None.					
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5.	Skills & Succession Planning Group Confidential – 18 th April 2019	Unable to approve due to limited attendance at meeting.	
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Finance & Corporate Services Sub Committee 14 th March 2019	John Kelly	June Fenelon
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Finance & Corporate Services Sub Committee Confidential – 14 th March 2019	John Kelly	June Fenelon
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Audit Sub Committee Confidential – 25 th February 2019	John Kelly	Lesley Keenan
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Housing & Property Services Sub Committee 28 th March 2019	John Nisbet	Lesley Keenan
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Housing & Property Services Sub Committee Confidential – 28 th March 2019	John Nisbet	Lesley Keenan
	Matters Arising: None.		
Meeting	Proposed	Seconded	
Development Services Sub Committee Confidential – 25 th October 2018	Fay Schlesiger	John Kelly	
Matters Arising: None.			
Meeting	Proposed	Seconded	
Development Services Sub Committee Confidential – 7 th March 2019	John McLaren	Fay Schlesiger	
Matters Arising: The CEO confirmed the Vice Chair (Liam Loudon) approved the minute via email and will sign at the next meeting.			

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5.	Meeting	Proposed	Seconded	
	Development Services Sub Committee	John Kelly	John Nisbet	
	Confidential – 4th April 2019 Matters Arising: The Board of Management noted the meeting start times would revert back to 2.15 pm from the next meeting on 1 st May 2019.			
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.			
9.	CHA's Making Our Communities Better Place Fund (D&G) (CONFIDENTIAL) Confidential item discussed.			
10.	Secretary's Report (CONFIDENTIAL) See confidential minute.			
11.	Subsidiary Company Report (CONFIDENTIAL) See confidential minute.			
12.	EVH Report to Board Members See confidential minute.			
13.	Health and Safety The Chief Executive advised the Board that the Health & Safety Sub Committee meet on Wednesday 13 th March 2019. The Board of Management noted the content of the minutes.			
14.	Policies for Ratification The Group Chief Executive advised the Board the undernoted policy was presented and accepted by the Finance & Corporate Services Sub Committee held on Thursday 14 th March 2019. - Financial Regulations Policy (Group Policy) – CSF004 The Group Chief Executive presented the policy for consideration and confirmed the new section on page 24 which details the authorised signatories has been streamlined and will be updated each year after the Annual General Meeting to reflect any changes.			

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<p>14. The authorised signatories for lenders and banks has also been included which has now been updated until first full Board of Management Meeting after the AGM in August 2019.</p> <div data-bbox="225 454 1332 719" style="border: 1px solid black; padding: 5px;"> <p>Authorised Signatories for the following lenders/banks:</p> <p>RBS, Bank of Scotland, Santander, Clydesdale</p> <p>Janet Strang (Chair)</p> <p>Frank Sweeney</p> <p>Steven Good</p> <p>Allison McColl</p> <p>Linda Anderson</p> </div> <p>The Group Chief Executive asked if there were any questions. No questions were received on the amendments policy. The Board of Management accepted the policy amendments.</p> <p>The Group Chief Executive proceeded to go over with the Board of Management the undernoted policies:</p> <ul style="list-style-type: none"> - The Scheme of Delegation Framework Policy – CEO021 The Group 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 minor amendments to the policy. - The Board of Management – Scheme of Delegation – CEO021A The Group 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 reviewed policy. - Sub Committee Delegated Authority – CEO021B The Group Chief Executive presented the policy for consideration. The Board of Management noted the Skills and Succession Planning Group had reviewed their remit to reflect the requirements of the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management which has been incorporated into their delegated authority. The senior staff 360° appraisals will now be presented directly to the Board of Management as opposed to going to the Skills & Succession Group first. The Group Chief Executive asked if there were any questions. No questions were received on the policy. The Board of Management accepted the reviewed policy. - Vehicle Driving Safely Policy – CEO042 The Group 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 reviewed policy. 	

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	<p>- Lone Working Policy CE0044</p> <p>The Group 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>The Board of Management ratified the acceptance of all 6 policies presented.</p>	
15.	<p>Development Programme (CONFIDENTIAL)</p> <p>Confidential item discussed.</p>	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
16.	<p>Customer Satisfaction Survey Results (CONFIDENTIAL)</p> <p>Confidential item discussed.</p>	
17.	<p>Rent Policy Update (CONFIDENTIAL)</p> <p>Confidential item discussed.</p>	
21.	<p>SHR Corporate Plan 2019-2022</p> <p>Given the time constraints the Board of Management deferred this item of the agenda to the next meeting.</p>	
22.	<p>SHR Risk Assessment Summary Outcomes</p> <p>Given the time constraints the Board of Management deferred this item of the agenda to the next meeting.</p>	
23.	<p>CHA Senior Staff Restructure (CONFIDENTIAL)</p> <p>Confidential item discussed.</p>	
24.	<p>Future Growth Opportunities (CONFIDENTIAL)</p> <p>Confidential item discussed.</p>	
25.	<p>CHA Car Park Update (CONFIDENTIAL)</p> <p>See confidential minute.</p>	
26.	<p>CHA 35th Birthday (CONFIDENTIAL)</p> <p>See confidential minute.</p>	
27.	<p>Dumfries & Galloway Bus Tour/Closing Ceremony for Gretna</p> <p>Given the time constraints the Board of Management deferred this item of the agenda to the next meeting.</p>	

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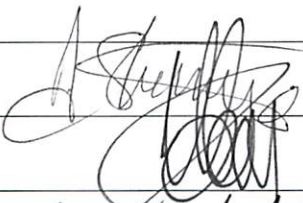
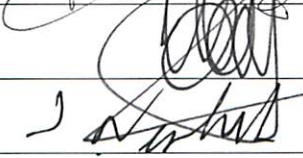
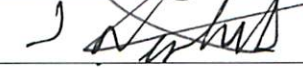


PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
28.	Fuel Poverty Teams – North Ayrshire, East Ayrshire & Dumfries & Galloway (CONFIDENTIAL) See confidential minute.	
29.	Ardrossan Community Development Trust & 3TFM Radio Station (CONFIDENTIAL) See confidential minute.	

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
30.	Evictions Report Board noted the content of the report.	

The Meeting then closed at 5.00 pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		
Approved for Circulation By:		02/05/19
Proposed By:		01/05/19
Seconded by:		20/6/19