



CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 8th August 2019 at 2.00 pm

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

Present	In Attendance
Janet Strang (Chair) Lesley Keenan June Fenelon Drew Hall John Kelly John McLaren Brian McCabe Cllr Jimmy Miller William Gibson John Nisbet Liam Loudon Fay Schlesiger Brenda Johnstone Cllr Douglas Reid Tenant Scrutiny Panel Ilene Campbell, TIS	Frank Sweeney, Group Chief Executive Elaine Nimmo, Minute Secretary Steven Good, Executive Director of Housing & Property Services Ian Macpherson, Community Engagement Officer

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies No apologies were received.	
2.	Chairperson's Remarks The Chair welcomed all to the meeting in particular the Tenant Scrutiny Panel, Ilene Campbell, TIS Chief Executive and Ian Macpherson (CHA). The Chair requested that item 16 of the agenda, Tenants Scrutiny Panel Presentation and Report should be taken first on the agenda. The Board agreed. John Nisbet declared an interest with regard to item 6 as he is a member of the Tenants Scrutiny Group. John will take no part in the discussion. The declaration of interest was noted.	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
16.	Tenants Scrutiny Panel Presentation and Report The CHA Board of Management were informed that the Cunninghame Scrutiny Group have been working on two scrutiny reports one on Gas Safety and the other on the development of an action plan arising from the recent customer satisfaction survey. Ilene Campbell, Chief Executive of Tenants Information Service (TIS) has been supporting the group through the process and proceeded to give a presentation of their findings. Gas Safety It was reported that Cunninghame Housing Association (CHA) had self-assessed themselves against a Scottish Housing Regulator thematic inquiry on gas and tenant safety and realised they had no tenant involvement in this area of their service. CHA approached the scrutiny group who reviewed gas safety practice	



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16.	<p>and procedures.</p> <p>The group produced a report with 8 recommendations for consideration. A discussion then followed on several items within the report with the Board congratulating the group on their report.</p> <p>The Board agreed CHA should seek to benchmark with other Registered Social Landlord's to compare its experience and practice in terms of gas safety inspection, no access and capping. At present information on no access and capping is not required by the Scottish Housing Regulator.</p> <p>Conclusion was that TIS and CHA should jointly proposed to the SHR that this should be a requirement in future to report on this via the SHR ARC submission.</p> <p>Customer Satisfaction Survey 2018</p> <p>Ian Macpherson, Community Participation & Engagement Officer gave a presentation on the Customer Satisfaction Survey 2018 – Action Plan.</p> <p>The Board noted that the presentation and that both positive and negative issues had been highlighted for CHA to now consider.</p> <p>The Tenants Scrutiny Group confirmed they found the whole process very interesting and enjoyable.</p> <p>The Board of Management thanked the Tenants Scrutiny Group for their presentations.</p> <p>The Tenants Scrutiny Group left the meeting and the Chair proceeded with the remainder of the meeting agenda.</p>	<p>Ex Dir H&PS</p> <p>CEO</p> <p>Ex Dir H&PS</p>

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
2.	<p>Chairperson's Remarks</p> <p>The Chair noted there are confidential items on the Agenda and read out the following confidentiality statement:</p> <p>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 Mangement.</p> <p>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.</p>	



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2.	<p>The Chair asked all Board Members to ensure their mobile phone devices are switched off.</p> <p>Resignation The Chair advised the Board that Cameron Crawford has resigned from the Board of Management effective from 7th August 2019 due to ill health.</p> <p>Request for Leave of Absence The Chair advised Brenda Johnstone has requested a leave of absence from the Board of Management and Sub Committees from 28th August 2019 to 21st October 2019.</p> <p>The Board of Management approved the leave of absence.</p> <p>The Chair advised members there will be a presentation and a small buffet lunch on Wednesday 21st August 2019 at 12.00 pm for Fay Schlesiger's retiral from the Board of Management after 23 years service.</p>																																						
3.	<p>Declaration of Interest</p> <p>See Chairperson's remarks.</p>																																						
4.	<p>Requirement of the Writing (Scotland) Act 1995</p> <p>None.</p>																																						
5.	<p>Adoption of Minutes and Business Arising from Same</p> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Board of Management Meeting 20th June 2019</td><td>Fay Schlesiger</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>Board of Management Meeting Confidential – 20th June 2019</td><td>Fay Schlesiger</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>Special Board of Management Meeting 27th June 2019</td><td>June Fenelon</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>Special Board of Management Meeting Confidential – 27th June 2019</td><td>June Fenelon</td><td>John Nisbet</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table>			Meeting	Proposed	Seconded	Board of Management Meeting 20th June 2019	Fay Schlesiger	John Kelly	Matters Arising: None.			Meeting	Proposed	Seconded	Board of Management Meeting Confidential – 20th June 2019	Fay Schlesiger	John Kelly	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting 27th June 2019	June Fenelon	John Nisbet	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting Confidential – 27th June 2019	June Fenelon	John Nisbet	Matters Arising: None.		
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5.	Meeting	Proposed	Seconded	
	Finance & Corporate Services Sub Committee	John Kelly	June Fenelon	
	Confidential – 18 th July 2019			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee	Drew Hall	John McLaren	
	Confidential – 6 th June 2019			
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee	John McLaren	Drew Hall	
Confidential – 3 rd July 2019				
Matters Arising: Correction John McLaren attended meeting.				
Meeting	Proposed	Seconded		
Audit Sub Committee Meeting	Minutes noted as meeting was not quorate.			
Confidential – 18 th July 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 (North & East) (CONFIDENTIAL)			
Confidential item discussed.				
8b.	2 Year Sponsorship (CONFIDENTIAL)			
Confidential item discussed.				
9.	CHA's Making Our Communities Better Place Fund (Dumfries & Galloway) (CONFIDENTIAL)			
Confidential item discussed.				
10.	Secretary's Report (CONFIDENTIAL)			
See confidential minute.				
11.	Subsidiary Company Report (CONFIDENTIAL)			
See confidential minute.				

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PRIORITY RED	SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN	ACTION
12.	EVH Report to Board Members (CONFIDENTIAL) See confidential minute.	
13.	Health and Safety (CONFIDENTIAL) See confidential minute.	
14.	<p>Policies for Ratification</p> <p>The Group Chief Executive advised the Board the undernoted policies were presented and accepted by the Development Services Sub Committee held on 3rd July 2019.</p> <ul style="list-style-type: none"> - Control of Costs and Specification Variations Policy – DS005 - Secured by Design – DS006 <p>The Group Chief Executive asked if there were any questions. No questions were received on the amended policies. The Board of Management unanimously accepted the amended policies.</p> <p>The Group Chief Executive advised the Board the undernoted policies were presented and accepted by the Finance & Corporate Services Sub Committee held on Thursday 18th July 2019.</p> <ul style="list-style-type: none"> - Substance Misuse Policy – CE0051 - Personal Relationships at Work – CE0013 - Smoke Free Policy – CE0016 - Employing Members of the United Kingdom's Reserve Forces Policy – CE0017 - Disclosure Scotland Policy – CE0018 - Flexible Working Policy – CE0046 - Shared Parental Leave Policy – CE0047 <p>The Group Chief Executive asked if there were any questions. The Board of Management noted the Substance Misuse Policy is a new policy. No questions were received on the new/amended policies. The Board of Management accepted the amended policies.</p> <p>The Board of Management ratified the acceptance of all 9 policies presented.</p> <p><i>Proposed:</i> Brian McCabe <i>Seconded:</i> Lesley Keenan</p>	
15.	Development Programme (CONFIDENTIAL) Confidential item discussed.	



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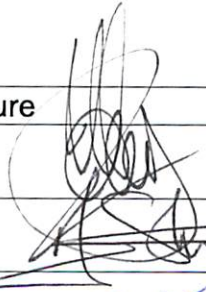
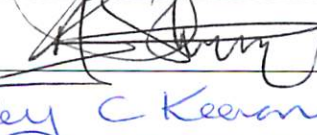
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17.	External Finance Auditor Services (CONFIDENTIAL) Confidential item discussed.	
18.	Internal Audit (CONFIDENTIAL) Confidential item discussed.	
19.	Gretna Official Opening Ceremony/Bus Tour The Group CEO gave a short presentation to the Board of Management detailing the itinerary for the official opening ceremony at Gretna. The Association had an advertising feature in the Dumfries & Galloway newspapers publicising the launch of Making Our Communities Better Place Fund in D&G which is expected to see an increase in applications.	
20.	Long Service Awards (CONFIDENTIAL) Confidential item discussed.	
21.	SROI Updates (Lemon Aid, Fuel Poverty, Board of Management & Staff) (CONFIDENTIAL) Confidential item discussed.	

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
22.	Quarterly Policy Review Progress Report May - July 2019 Board noted the content of the report.	
23.	Meeting Schedule 2019/2020 Board noted the content of the report.	

The Meeting then closed at 4.15 pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		6/9/19.
Approved for Circulation By:		12/9/19.
Proposed By:	Lesley C Keenan	16/9/19
Seconded by:	J. A. Fenehan	16/9/19