



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 16<sup>th</sup> September 2019**

Please note that these minutes have been edited to remove any information which is confidential/commercially sensitive or of a personal nature.

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Monday 16<sup>th</sup> September 2019 at 2.00 pm

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



Present	In Attendance
Janet Strang (Chair) John Kelly Lesley Keenan Willie Gibson June Fenelon John Nisbet Brian McCabe Elizabeth Shedden Margaret Davison	Frank Sweeney, Group Chief Executive Elaine Nimmo, Minute Secretary Steven Good, Executive Director of Housing & Property Services

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<b>Apologies</b> Apologies were received from John McLaren, Drew Hall, Liam Loudon, Cllr Reid, Cllr Miller. The Board also noted Brenda Johnstone is on leave of absence until 21 <sup>st</sup> October 2019.	
2.	<b>Chairperson's Remarks</b> The Chair welcomed all to the meeting new Board members Elizabeth Shedden and Margaret Davison.  The Chair noted there are confidential items on the Agenda and read out the following confidentiality statement:  <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>  <b>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.</b>  <b>The Chair asked all Board Members to ensure their mobile phone devices are switched off.</b>	
3.	<b>Declaration of Interest</b> Frank Sweeney advised the Board that his name is mentioned in the supporting documentation for the Making Our Communities Better Place Fund application for The International HE & G Agency. This is for noting only as he is aware of the group however has no involvement.	
4.	<b>Requirement of the Writing (Scotland) Act 1995</b> None.	

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5.	Adoption of Minutes and Business Arising from Same		
Meeting		Proposed	
Board of Management Meeting		Lesley Keenan	
8 <sup>th</sup> August 2019		June Fenelon	
Matters Arising: None.			
Meeting		Proposed	
Board of Management Meeting		Lesley Keenan	
Confidential – 8 <sup>th</sup> August 2019		June Fenelon	
Matters Arising: None.			
Meeting		Proposed	
Special Board of Management Meeting		John Kelly	
21 <sup>st</sup> August 2019		John Nisbet	
Matters Arising: The CEO confirmed this was the first year the Board had a closed door session with the external auditor and enquired to the Boards view. It was agreed the Scottish Housing Regulator expects RSL's to hold these sessions to ensure members can raise any issues. No concerns were raised.			
Meeting		Proposed	
Special Board of Management Meeting		John Kelly	
Confidential – 21 <sup>st</sup> August 2019		John Nisbet	
Matters Arising: None.			
Meeting		Proposed	
Development Services Sub Committee		June Fenelon	
Confidential – 1 <sup>st</sup> August 2019		John Nisbet	
Matters Arising: None.			
Meeting		Proposed	
First Board Meeting immediately after AGM - 28 <sup>th</sup> August 2019		John Kelly	
Matters Arising: None.		June Fenelon	
Meeting		Proposed	
First Development Services Sub Committee Meeting immediately after AGM - 28 <sup>th</sup> August 2019		June Fenelon	
Matters Arising: None.		John Kelly	
Meeting		Proposed	
First Finance & Corporate Services Sub Committee Meeting immediately after AGM - 28 <sup>th</sup> August 2019		Brian McCabe	
Matters Arising: None.		John Kelly	

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5.	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	First Audit Sub Committee Meeting immediately after AGM - 28 <sup>th</sup> August 2019	June Fenelon	John Nisbet	
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	First Housing & Property Services Sub Committee Meeting immediately after AGM - 28 <sup>th</sup> August 2019	John Kelly	John Nisbet	
	Matters Arising: None.			
6.	<b>Risk Management and Review</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group Chief Executive presented the top strategic risks on the screen and confirmed there were no new changes.			
7.	<b>Scheme of Delegation</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group Chief Executive advised the Executive Management Team are continually reviewing their Scheme of Delegations and any amendments will be presented to the relevant sub committees.  There are no amendments to the Scheme of Delegation to date however it will remain a standard item on the agenda.			EMT
8.	<b>CHA'S Making Our Communities Better Place Fund (North &amp; East)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group CEO referred members to the previously circulated report for members to consider the funding requests received. The Board noted the increase in applications being received and requested that the application forms are reviewed and updated to ensure they funding requests have direct benefits to the communities.  It was also agreed that any further applications which are still awaiting information will not be presented to the Board for consideration until all information is received.  The Board of Management discussed the applications in detail.  <i>Information which is commercially sensitive has been withheld because</i>			CEO  <

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<b>8.</b>	<p><i>disclosure would harm commercial interests.</i></p> <p>Given that a CHA staff member has an involvement the next project for funding the Group Chief Executive, Executive Director of Housing &amp; Property Services and Minute Secretary left the meeting to allow the Board of Management to discuss the following application.</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>The Group Chief Executive, Executive Director of Housing &amp; Property Services and Minute Secretary returned to the meeting and the Board of Management confirmed that after discussion they had agreed to award £500 for the above application.</p>	<b>CEO</b>
<b>8A.</b>	<p><b>CHA's Making Our Communities Better Place Fund (Dumfries &amp; Galloway)</b>  <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group CEO referred members to the previously circulated report for members to consider the funding requests received.</p> <p>The Board of Management discussed the applications in detail.</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>The Group CEO advised that the Association has sponsored the Dumfries &amp; Galloway Life Magazine 10th Special Anniversary Awards 'Unsung Hero' category which is featured under the 'Young People Class of 2019' category. The Association has taken a table of 8 at the event on Friday 8th November 2019 which will take place at Easterbrook Hall, Dumfries. Further details will be issued to Board members in due course.</p>	<b>CEO</b>
<b>9.</b>	<p><b>Secretary's Report</b>  <i>(Confidential Report comprises of personal data therefore has been withheld because disclosure would breach applicable data protection legislation.)</i></p> <p>The Secretary reported the following had been received:</p> <ol style="list-style-type: none"> <li><b>1. Correspondence</b> <ol style="list-style-type: none"> <li>1. Received a thank you letter from 2<sup>nd</sup> Kilwinning Boys Brigade for their donation of £500 from Making Our Communities Better Place Fund along with photographs from their camping activities.</li> <li>2. Received a thank you letter from Garnock Valley Pipes &amp; Drum for their donation from Making Our Communities Better Place Fund.</li> <li>3. Received a thank you letter from North Ayrshire Athletics Club for their donation from Making Our Communities Better Place Fund</li> </ol> </li> </ol>	

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9.	<p>and continued support from CHA.</p> <p>4. Aria Pascual - Update email received in relation to the JKS World Champions where Aria received a gold medal for U21 Female Kata, meaning Aria is now the title of JKS World Champion 2019. Aria also won a bronze medal for U21-61kg Kumite.</p> <p>5. TIS membership renewal received. <b>The board agreed to renew the TIS membership at a cost of £250.</b></p> <p>2. <b>Share Membership Application</b> The Board of Management approved the share membership application. <i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p>	<p>CEO</p> <p>CEO</p>
10.	<p><b>Subsidiary Company Report</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group CEO referred members to the previously circulated report.</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>The Board of Management noted the previous subsidiary company board minutes for information.</p> <p><b>The Board noted the content of the report.</b></p>	
11.	<p><b>EVH Report to Board Members</b> The Group CEO refer members to the previously circulated EVH – Supporting Social Employers Monthly briefing. It was also noted that Janet Strang has been nominated for the Helen McGregor award 2019.</p> <p><b>The Board noted this.</b></p>	
12.	<p><b>Health and Safety</b> Board noted a health and safety group meeting is scheduled for Thursday 19<sup>th</sup> September 2019 at 10.30 am.</p>	
13.	<p><b>Policies for Ratification</b> The Board noted there were no policies for ratification. The Complaints Handling and Unacceptable Actions Policy are being tabled separately on the agenda under item 17.</p>	
14.	<p><b>Development Programme</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group CEO gave a brief update on the development programme.</p>	

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<b>14.</b>	<p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>The Board noted an Engagement Plan Meeting is taking place with the Scottish Housing Regulator on 17<sup>th</sup> September 2019. The Group CEO will provide feedback.</p>	<b>CEO</b>

<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>15.</b>	<p><b>AGM Minutes</b></p> <p>The Board noted the content of the minutes which will be presented at the next Annual General Meeting in 2020.</p>	
<b>16.</b>	<p><b>AGM Feedback</b></p> <p>The Group CEO referred members to the previously circulated report and confirmed that the feedback received is very good and slight increase on last years.</p> <p><b>The Board noted.</b></p>	
<b>17.</b>	<p><b>Complaints and Unacceptable Actions Report</b></p> <p>The Executive Director of Housing &amp; Property Services referred members to the previously circulated report and policy documents. The draft policies were drawn up to reflect the requirements of the Scottish Housing Regulators Performance and Governance Standards, the Scottish Social Housing Charter, the Scottish Public Services Ombudsman's (SPSO) Complaints Handling Procedure (CHP) model, the Care Inspectorate's complaint handling guidance and the Associations core values. The Association had in place a set of procedures for both service areas but have now produced new policy documents.</p> <p>The policies will be reviewed on a 3-year cycle to ensure they remain in line with legislation and operational requirements or following any review or amendments made by the SPSO to the model complaint handling procedure.</p> <p>The Executive Director of Housing &amp; Property Services asked if there were any questions. The Board of Management noted the Complaints Handling and Unacceptable Actions Policies are new policies. No questions were received on the new policies.</p> <p><b>The Board of Management ratified the acceptance of the two new policies presented.</b></p> <p><b>Proposed: Lesley Keenan</b> <b>Seconded: Brian McCabe</b></p>	



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<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
20.	<p><b>Share Membership Report</b></p> <p>The Group Chief Executive referred Members to his previously circulated report. The Board noted the total share members stands at 52. All new tenants are encouraged to take out a share membership when signing their tenancy agreements at the start of their tenancy. Staff continue to promote share membership via tenants' newsletters, CFRC leaflets, Citrus leaflets, tenancy sign-ups, website and Facebook page etc.</p> <p>The Board noted the content of the report.</p>	
21.	<p><b>Board of Management "Collective Training and Development Plan</b> <i>(Confidential Report comprises of personal data therefore has been withheld because disclosure would breach applicable data protection legislation.)</i></p> <p>The Group Chief Executive referred members to his previously circulated report.</p> <p>The Board of Management agreed "Collective Training Workplan" will be as follows:</p> <ul style="list-style-type: none"> <li>• Risk (refresher training)</li> <li>• Tenant Participation and Engagement (new)</li> <li>• Chairing Meetings (refresher) (SHARE)</li> <li>• SHR (Housing Regulation in Scotland) Refresher Training</li> <li>• Procurement/Tendering (new)</li> <li>• Internal Audit (refresher) (Wylie &amp; Bisset)</li> <li>• Finance (refresher) – the Group CEO confirmed further information is required to allow the training to be tailored. A form will be issued to members for completion detailing the type of finance training requested.</li> </ul> <p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>Board of Management agreed the "Collective Training Workplan and agreed these will be entered into the Board of Managements yearly workplan and targets for 2019/20.</p> <p><b>Proposed:</b> Lesley Keenan                      <b>Seconded:</b> John Nisbet</p>	<p>CEO</p> <p>CEO</p>
22.	<p><b>Board of Management Performance Workplan and Targets for 2019</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive referred members to his previously circulated report with regards to the work plan and performance targets for this session 2019-2020. He then advised the Housing &amp; Property Services and Finance &amp; Corporate Services Sub Committee attendance target has been reduced to 70% for this year's session.</p>	

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22.	<p>The Group CEO advised some members did not find the Board of Management Appraisal System enjoyable. After discussion members collectively agreed the appraisal system was a positive experience however requested a copy of the collective appraisal form is issued prior to the meeting.</p> <p>The Board of Management agreed an additional target as follows:</p> <ul style="list-style-type: none"> <li>A report annually of the skills analysis to identify gaps by the Skills &amp; Succession Sub Committee with a sign off report to the Board of Management.</li> </ul> <p>The Board approved and noted the work plan and performance targets detailed within the report for 2019/2020.</p>	<p>CEO</p> <p>CEO</p>
23.	<p><b>Procurement Policy</b></p> <p>The Group CEO advised that the Executive Director of Development Services is reviewing the procurement policy which will be tabled at the next Development Services Sub Committee for consideration.</p>	Ex Dir Dev
24.	<p><b>Ardrossan Winton Rovers Sports Club</b></p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>After discussion the Board of Management agreed to rent office space (Our Place shop premises in Glasgow Street, Ardrossan) to the Ardrossan Winton Rovers Sports Club.</p>	

<b>PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN, TIME PERMITTING</b>		<b>ACTION</b>
	None.	

<b>PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY</b>		<b>ACTION</b>
25.	<p><b>List of Board and Sub Committee Members and Subsidiaries 2019-2020</b></p> <p>Board noted the content of the report.</p>	

The Meeting then closed at 4.05 pm.

	<b>Signature</b>	<b>Date</b>
Approved to Proceed to Chairperson for Sign-Off:		
Approved for Circulation By:		
Proposed By:		
Seconded by:		