



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 19th 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 Special Board of Management Meeting

Held on Thursday 19th September 2019 at 2.15 pm

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



Present	In Attendance
Janet Strang (Chair) William Gibson Lesley Keenan John Kelly Elizabeth Shedden Brian McCabe John McLaren Drew Hall John Nisbet June Fenelon	Frank Sweeney, Group Chief Executive Karlin McLaughlan, Minute Secretary John Muholland, Muholland Housing Consultancy Foster Evans, Muholland Housing Consultancy

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies Apologies were received from , Brenda Johnstone, Margaret Davison, Liam Loudon, Cllr Jimmy Miller and Cllr Douglas Reid.	
2.	Chairperson's Remarks Welcome all to the meeting. The Chair then welcomed John Mulholland and Foster Evans (Mulholland Housing Consultancy). 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.	
3.	Declaration of Interest None.	
4.	Requirement of the Writing (Scotland) Act 1995 None.	
5.	Scheme of Delegation None.	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
6.	Self-Assessment Outcome & Governance & Financial Management Improvement Plan	

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<p>6. <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>John Mulholland thanked the Board for appointing Mulholland Housing Consultancy to carry out the review on the Associations compliance against the Scottish Housing Regulators Governance and Financial Management Standards.</p> <p>Mulholland Housing Consultancy then made a presentation on the changes to the Regulatory regime since 1 April 2019. Mulholland Housing Consultancy explained the background and the significant changes that had been introduced.</p> <p>Cunninghame Housing Association have been carrying out the self- assessment and a governance improvement plan for the last 4 months which has involved Mulholland Housing Consultancy at various stages and validating their assessments and action plans.</p> <p>Mulholland Housing Consultancy explained that the introduction of the Annual Assurance Statement has to be submitted by the Board to the Scottish Housing Regulator builds on that process.</p> <p>CHA's Group Chief Executive and Executive Management Team developed this new self- assessment with assistance and support from Mulholland Housing Consultancy. Mulholland Housing Consultancy also checked the evidence provided by CHA.</p> <p>Mulholland Housing Consultancy explained that the assurance statement is a way for Boards to declare that they are assured their organisation complies with regulatory requirements and standards or to disclose areas where they need to improve. It is meant to help governing body members get the assurance they need.</p> <p>The board are expected to ask questions, consider whether they have seen enough evidence, and support self-assessment. The Statements are then a way to give that assurance to others, including the landlord's tenants, and other stakeholders.</p> <p>The following items were then discussed as part of his presentation:</p> <ul style="list-style-type: none"> • Three Main Areas where SHR are proposing to do something new or makes changes from their current approach • Annual Assurance Statement – Original View • Annual Statement of Engagement • Most significant proposed changes to the Regulatory Standards • New Notifiable Events • Sources/Evidence of Assurance • SFHA Toolkit 	

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN	ACTION
<p>6. John Mulholland advised that the Board can decide what their Annual Assurance Statement looks like, but it needs to be short and concise as possible also stating whether you comply or not with the relevant regulatory requirements on the date you sign the statement. He advised Members that the SHR require two copies of CHA's Annual Assurance Statement one which will need to be a signed copy and the other unsigned which will be published on the SHR Portal. The deadline for this is Thursday 31st October 2019.</p> <p>John Mulholland confirmed to Members the importance of receiving assurance in order to give governing bodies confidence to complete and sign off the Annual Assurance Statement to the Scottish Housing Regulator.</p> <p>Mulholland Housing Consultancy then provided further background to their report on compliance with the Regulatory Standards for Governance and Financial Management. The report had concluded that there was partial compliance with the regulatory standards for governance and financial management but in the opinion of MHC there was no material non-compliance and sufficient evidence had been identified by Cunninghame Senior Management in their populating of the self-assessment action plan.</p> <p>Members of the Board had questions on the changes to the regulatory regime, and why this had happened, and on materiality, and any verification to be carried out by SHR.</p> <p>The Board had received the report in advance and were asked collectively and individually if there were any elements of the evidence provide in the strengths column that they would challenge. The Board confirmed after the discussion that they were satisfied that the evidence was accurate.</p> <p>Foster Evans referred Members to the previously circulated self-assessment noting some of these actions have already been completed after the report had been issued.</p> <p>Members noted the timescales against remaining actions to be completed.</p> <p>John Mulholland then presented the SHR Standards as follows:</p> <ul style="list-style-type: none"> • Standard 1 (Compliant) • Standard 2 (Partial Compliant) • Standard 3 (Partial Compliant) • Standard 4 (Partial Compliant) • Standard 5 (Partial Compliant) • Standard 6 (Partial Compliant) <p>John Mulholland then provided an update to Members on the new regulatory Standard 7.</p>	

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6.	<p>A discussion then followed on the format of the Association's Assurance Statement. The statement and format was then agreed with two copies of CHA's Annual Assurance Statement to be sent to the Scottish Housing Regulator with one signed copy by the Chairperson and one not signed copy by the Chairperson.</p> <p>The agreed statement would follow the template provided by the Regulator and would state:</p> <h3>Our Annual Assurance Statement</h3> <p>We comply with the regulatory requirements set out in Chapter 3 of the Scottish Housing Regulator's Framework. This includes that we:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> achieve all of the standards and outcomes in the Scottish Social Housing Charter for tenants, people who are homeless and others who use our services <input checked="" type="checkbox"/> comply with our legal obligations relating to housing and homelessness, equality and human rights, and tenant and resident safety <input checked="" type="checkbox"/> comply with the Standards of Governance and Financial Management for RSLs. <p>After a lengthy discussion with Members the Board also agreed the following recommendations:</p> <ul style="list-style-type: none"> • Approve the Self-Assessment outcome for 2019/20 (Appendix 1). • Agree the Self-assessment against the Regulatory Standard is conducted annually going forward • Approve the Governance and Financial Management Improvement Plan included within Appendix 1 and note this will be presented for review every 6 months at the Management Board going forward. <p style="text-align: center;"><i>Proposed: Drew Hall Seconded: John Kelly</i></p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>After discussion the Board agreed to appoint Mulholland Housing Consultancy to review the Financial and Governance Standards annually.</p> <p style="text-align: center;"><i>Proposed: Lesley Keenan Seconded: John McLaren</i></p>	
7.	<p>Internal Audit Membership Update</p> <p>The Board discussed and agreed to increase the Internal Audit Sub-Committee from 7 to 9 Members.</p>	

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
	None.	

The Meeting then closed at 4.00 pm.

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