



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 7th November 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 Thursday 7th November 2019 at 2.00 pm

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



Present	In Attendance
Janet Strang (Chair) Lesley Keenan Willie Gibson John Nisbet John Kelly John McLaren Elizabeth Shedden Brenda Johnstone Drew Hall Margaret Davison Brian McCabe Cllr Jimmy Miller	Frank Sweeney, Group Chief Executive Elaine Nimmo, Minute Secretary Karlin McLaughlin, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p>Apologies Apologies were received from Liam Loudon, Cllr Reid and June Fenelon.</p>	
2.	<p>Chairperson’s Remarks 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> <p>The Chair asked all Board Members to ensure their mobile phone devices are switched off.</p> <p>Request for Leave of Absence The Chair advised Liam Loudon has requested a leave of absence from the Board of Management and Sub Committees from 7th November 2019 until the end of January 2020 due to family illness.</p> <p>The Board of Management approved the leave of absence.</p> <p>The Chair advised the Board that item 24 “Making Our Communities Better Place Fund Application Re-design will be taken after item 10 Making Our Communities Better Place Fund D&G”. This will be followed by item 27 Freedom of Information and item 28 Whistleblowing Report.</p>	

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2.	<p>It was noted item 25 will be taken by Allison McColl to show/explain the new Board of Management SharePoint site which allows us to view our appraisals and sign them off.</p> <p>The Group CEO advised the Board that CHA are the main sponsor for the Dumfries & Galloway Chamber of Commerce Business Awards 2020. The event is taking place on 20th March 2020 with the Association sponsoring two categories Best Employer Under 25 staff and Best Employer Over 25 staff.</p>																																					
3.	<p>Declaration of Interest</p> <p>Two Board members declared an interest with regard to the Ardrossan Academicals Rugby Football Club funding application in item 9 CHA's Making Our Communities Better Places Fund. The declaration of interest was noted and Board of Management members will be asked to leave the meeting and take no part in the discussion with regard to awarding funding.</p> <p>Three staff members attending the meeting declared an interest with regard to item 9 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 CHA staff are involved with some of the local groups seeking funding.</p>	CEO																																				
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 border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting 16th September 2019</td> <td>Willie Gibson</td> <td>John Nisbet</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting Confidential – 16th September 2019</td> <td>Willie Gibson</td> <td>John Nisbet</td> </tr> <tr> <td colspan="3">Matters Arising: Correction to item 19 – <i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Scottish Housing Regulator Meeting Confidential – 17th September 2019</td> <td colspan="2">For information only</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Special Board of Management Meeting 19th September 2019</td> <td>Lesley Keenan</td> <td>Drew Hall</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting 16th September 2019	Willie Gibson	John Nisbet	Matters Arising: None.			Meeting	Proposed	Seconded	Board of Management Meeting Confidential – 16th September 2019	Willie Gibson	John Nisbet	Matters Arising: Correction to item 19 – <i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i>			Meeting	Proposed	Seconded	Scottish Housing Regulator Meeting Confidential – 17th September 2019	For information only		Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting 19th September 2019	Lesley Keenan	Drew Hall	Matters Arising: None.			CEO
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5.	Meeting	Proposed	Seconded	
	Special Board of Management Meeting Confidential – 19th September 2019	Lesley Keenan	Drew Hall	
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee Confidential – 3rd October 2019	Drew Hall	John Nisbet	
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Housing & Property Services Sub Committee – 17th October 2019	John Kelly	John Nisbet	
	Matters Arising: None.			
	6.	Risk Management and Review <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group Chief Executive advised there were no changes to the risk register since their last meeting.		
	7.	Scheme of Delegation <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.		
	8.	Notifiable Events There are no notifiable events to report to date however this will remain a standard item on the agenda.		
9.	CHA'S Making Our Communities Better Place Fund (North & East) (CONFIDENTIAL) <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 of Management discussed the applications in detail.			

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<p>9. <i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>Given the declaration of interest two board members left the meeting and took no part in the discussion with regard to the funding application.</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>Two Board members returned to the meeting and the Board of Management confirmed that after discussion they had agreed to award £1000 for the above application.</p> <p>Given link to CHA staff members the Group Chief Executive and two Minute Secretaries left the meeting to allow the Board of Management to discuss the funding applications.</p> <p><i>Information which is commercially sensitive has been withheld because disclosure would harm commercial interests.</i></p> <p>Three staff members returned to the meeting and the Board of Management confirmed the awards aged.</p>	
<p>10. CHA's Making Our Communities Better Place Fund (Dumfries & Galloway) <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>11. Secretary's Report</p> <p>The Secretary reported the following had been received:</p> <p>Correspondence</p> <ol style="list-style-type: none"> 1. Received a thank you letter from Lockerbie Squash and Racketball Club for their donation of £500 from Making Our Communities Better Place Fund along with a poster from their worlds squash day. 2. Received an information note from the Scottish Housing Regulator for Publication of National Scrutiny Panel. 3. Letter received for EVH Membership Renewal 2020 4. Letter received from TPAS Scotland with regards to their Annual General Meeting on Wednesday 4th December 2019. J Strang attending. 5. Darvel Music Festival Information Booklet received for information. 	

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<p>12. Subsidiary Company Report <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 and noted the previous subsidiary company board minutes for information.</p> <p>The Board noted the content of the report.</p> <p>The Group CEO referred members to the previously circulated report on Nominations for Subsidiary Companies.</p> <p>The Board agreed the CHA nominations as detailed in the report are our members of the relevant subsidiary boards.</p> <p>Cunninghame Furniture Recycling Company Ltd Board of Directors Session 2019 - 2020</p> <p>Janet Strang Lesley Keenan Donald Reid Mary Kirke Brenda Johnstone Fay Schlesiger John Kelly</p> <p>Citrus Energy Ltd Board of Directors Session 2019 - 2020</p> <p>William Gibson Liam Loudon John Kelly Janet Strang Lesley Keenan Fay Schlesiger</p>	
<p>13. EVH Report to Board Members The Vice Chair gave a brief update on the recent EVH Management Committee of 4th November 2019.</p>	
<p>14. Health and Safety Board noted a health and safety group minutes of 19th September 2019.</p>	
<p>15. Policies for Ratification The Group Chief Executive advised the Board the undernoted policy was identified as being a requirement from the rent Mulholland Housing Consultancy assurance statement review and is recommended to the Board of Management for</p>	

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15.	<p>ratification.</p> <ul style="list-style-type: none"> • Notifiable Events Policy– CE0051 <p>The Group Chief Executive advised the Board the undernoted policies have been reviewed in accordance with the policy review schedule and are now recommended to the Board of Management for ratification. The proposed changes are in red.</p> <ul style="list-style-type: none"> • Code of Conduct for the Board of Management – CE0020 • The Overview on Why we Need Sub-Committees – CE0023 • Requirements of the Writing (Scotland) Act 1985 – CE0036 • Policy on Group Chief Executive Remuneration – CE0050 <p>The Group Chief Executive advised the Board the undernoted policy was presented and accepted by the Housing & Property Services Sub Committee held on 17th October 2019 and is now recommended to the Board of Management for ratification. The proposed changes are in red.</p> <ul style="list-style-type: none"> • Rent Policy – PSH004 <p>The Group Chief Executive advised the Board the undernoted policy was presented and accepted by the Development Services Sub Committee held on 3rd July 2019 and is now recommended to the Board of Management for ratification. The proposed changes are in red.</p> <ul style="list-style-type: none"> • Procurement Policy – DCS002 <p>The Group Chief Executive advised the Board the undernoted policy was presented and accepted by the Finance & Corporate Services Sub Committee held on 24th October July 2019 and is now recommended to the Board of Management for ratification. The proposed changes are in red.</p> <ul style="list-style-type: none"> • Whistleblowing Policy – CE0012 <p>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 8 policies presented.</p>	
16.	<p>Development Programme <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group CEO gave an update on the development programme and advised that any projected rental loss for sites will now be included on the report.</p>	

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
17.	<p>Quarterly Performance against Strategic Objectives <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 which detailed the quarterly performance against the strategic objectives.</p> <p>The Board noted the content of the report.</p>	
18.	<p>Quarterly Performance against Workplan/Targets <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 which detailed the quarterly performance against workplan/targets.</p> <p>The Board noted the content of the report.</p>	
19.	<p>CHA Long Service Awards (Celebration Evening) <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 and confirmed the 35th anniversary film will be shown at the event.</p> <p>The Board noted the content of the report.</p>	
20.	<p>Christmas Holidays <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 which the Board of Management discussed.</p> <p>The Board agreed the Christmas Holiday Closure for 2019 - office closing on Friday 20th December 2019 at 4.30 pm and reopening on Monday 6th January 2019 at 9.00 am.</p>	
21.	<p>360° Senior Staff Appraisal <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 and advised new consultant Re:markable will carry out Group Chief Executive and Executive Management 360° staff appraisal. Re:markable will be using spider gap software which will allow a similar type report to that used by Boston Hunt.</p> <p>The Board noted the content of the report.</p>	

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22.	<p>Group Service Agreement Report <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 and noted the content.</p> <p>The calculation of the price for the services delivered between both parties will be calculated and agreed between the parties as part of their budget setting exercise.</p> <p>The Board approved the Group Services Agreements for CFRC and Citrus Energy.</p>	
23.	<p>Tenant and Resident Safety and Cyber Security Report <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 the previously circulated report and letter from the Scottish Housing Regulator with regards to Tenant and Resident Safety, Cyber Security and Brexit.</p> <p>A copy was also enclosed of the Legionella Report from the recent Health and Safety Sub-Committee for information.</p> <p>The Board noted the content of the report.</p>	
24.	<p>“Making Our Communities Better Place Fund” Application Redesign</p> <p>The Group CEO referred members to the previously circulated report and redesigned application form. The Board discussed in detail and agreed the new form subject to two spelling corrections at question 10 and page 5.</p> <p>The Board of Management approved the redesign of the Making Our Communities Better Places Fund application.</p>	
25.	<p>Board of Management “Collective Training Plan”</p> <p>Due to time constraints this item was deferred.</p>	
26.	<p>Presentation on Dumfries & Galloway Social Economic Development <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group CEO gave a presentation to the Board of Management providing them with an update on Albert Hall, Annan, Lockerbie and Gretna Football Stadium. A consultation event is being held on 9th December 2019 regarding the Albert Hall.</p>	

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27.	<p>Freedom of Information Report The Group CEO referred members to the previously circulated report. As Board are aware Freedom of Information will come into effect for Housing Association's in Scotland on 11th November 2019. The board discussed the report in detail and agreed the recommendations as presented.</p> <ul style="list-style-type: none"> • The Board of Management agreed to adopt the Model Publications model as produced by the Scottish Information Commissioner without amendment. • The Board of Management adopted the Guidance to Information document as presented. • The Board of Management adopted the Freedom of Information policy. 	
28.	<p>Whistleblowing Report (CONFIDENTIAL) <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>The Board noted the content of the report.</p> <p>A copy of the report will be sent to the Scottish Housing Regulator for information.</p>	

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
29.	<p>Quarterly Policy Review Progress Report August 2019-October 2019 Board noted the content of the report.</p>	

The Meeting then closed at 4.35 pm.

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