



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 14th May 2020

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

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 14th May 2020 at 2.00 pm via Microsoft Teams



Present	In Attendance
Janet Strang (Chair) Lesley Keenan Willie Gibson June Fenelon John Kelly Brenda Johnstone Brian McCabe Drew Hall Elizabeth Shedden John Nisbet Liam Loudon Margaret Davison	Frank Sweeney, Group Chief Executive Elaine Nimmo, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p>Apologies Apologies were received from Cllr Miller and Cllr Reid.</p>	
2.	<p>Chairperson's Remarks</p> <ol style="list-style-type: none"> 1 The Chair asked all Members to mute their microphones unless they wish to speak and to say their name prior to speaking. 2 The Chair asked all Members to ensure that their mobile phones are switched off. 3 As there were confidential items on the Agenda the Chair read out the following confidentiality statement: In compliance with the Regulatory Code of Governance and Board 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 or presenting their report that there will be no interruptions to allow them to finish their reports. Questions can be asked after the presentation. <p>4 Return to Work The Group Chief Executive confirmed that the Executive Management Team continue to plan for an eventual return to work for staff and are looking at installing acrylic screens at staff workstations and in the reception area. It was noted that the garden squad made a phased return to work from Tuesday 12th May 2020. The Group Chief Executive advised all Board meetings will continue to take place via Microsoft Teams for the foreseeable future.</p>	

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3.	<p>Declaration of Interest Four Board Members declared an interest with regard to the Cunningshame Flower Club funding application which has been submitted to Making Our Communities Better Places Fund. The declaration of interest was noted and will be updated the in the register.</p>	CEO																																																						
4.	<p>Requirement of the Writing (Scotland) Act 1995 None.</p>																																																							
5.	<p>Adoption of Minutes and Business Arising from Same</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Meeting</td> <td style="width: 25%;">Proposed</td> <td style="width: 25%;">Seconded</td> </tr> <tr> <td>Board of Management Meeting 13th February 2020</td> <td>John Nisbet</td> <td>Brenda Johnstone</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Meeting</td> <td style="width: 25%;">Proposed</td> <td style="width: 25%;">Seconded</td> </tr> <tr> <td>Corporate Strategy & Business Plan Review Session 1 - 22nd April 2020</td> <td>Willie Gibson</td> <td>John Kelly</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Meeting</td> <td style="width: 25%;">Proposed</td> <td style="width: 25%;">Seconded</td> </tr> <tr> <td>Development Services Sub Committee Confidential – 23rd January 2020</td> <td>June Fenelon</td> <td>Brian McCabe</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Meeting</td> <td style="width: 25%;">Proposed</td> <td style="width: 25%;">Seconded</td> </tr> <tr> <td>Development Services Sub Committee Confidential – 26th February 2020</td> <td>Elizabeth Shedden</td> <td>Brenda Johnstone</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Meeting</td> <td style="width: 25%;">Proposed</td> <td style="width: 25%;">Seconded</td> </tr> <tr> <td>Development Services Sub Committee Confidential – 9th April 2020</td> <td>Brian McCabe</td> <td>June Fenelon</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Meeting</td> <td style="width: 25%;">Proposed</td> <td style="width: 25%;">Seconded</td> </tr> <tr> <td>Housing & Property Services Sub-Committee - 30th January 2020</td> <td>Elizabeth Shedden</td> <td>John Nisbet</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </table>	Meeting	Proposed	Seconded	Board of Management Meeting 13th February 2020	John Nisbet	Brenda Johnstone	Matters Arising: None.			Meeting	Proposed	Seconded	Corporate Strategy & Business Plan Review Session 1 - 22nd April 2020	Willie Gibson	John Kelly	Matters Arising: None.			Meeting	Proposed	Seconded	Development Services Sub Committee Confidential – 23rd January 2020	June Fenelon	Brian McCabe	Matters Arising: None.			Meeting	Proposed	Seconded	Development Services Sub Committee Confidential – 26th February 2020	Elizabeth Shedden	Brenda Johnstone	Matters Arising: None.			Meeting	Proposed	Seconded	Development Services Sub Committee Confidential – 9th April 2020	Brian McCabe	June Fenelon	Matters Arising: None.			Meeting	Proposed	Seconded	Housing & Property Services Sub-Committee - 30th January 2020	Elizabeth Shedden	John Nisbet	Matters Arising: None.			
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5.	Meeting	Proposed	Seconded	
	Housing & Property Services Sub-Committee Confidential - 30th January 2020	Same as above		
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Housing & Property Services Sub-Committee - 30th April 2020	Elizabeth Shedden	John Kelly	
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Housing & Property Services Sub-Committee Confidential - 30th April 2020	Same as above		
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Finance & Corporate Services Sub Committee Confidential – 5th March 2020	June Fenelon	Elizabeth Shedden	
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Audit Sub Committee Confidential – 5th March 2020	Drew Hall	John Kelly	
	Matters Arising: None.			
	6.	<p>Risk Management and Review (CONFIDENTIAL ITEM) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive advised that the Risk Management Strategy and Framework will not be reviewed with an external consultant this year given the COVID-19 pandemic. It is therefore proposed that the Group Chief Executive will take a session with the Board of Management to review the documents and the risk register in early June 2020.</p> <p>Board agreed to the proposal and noted that there will be a requirement for new risks to be added to the register given the current COVID-19 climate. The Group Chief Executive advised a date will be agreed with the Chair and calendar invites will be issued in due course.</p>		CEO

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7.	<p>Scheme of Delegation The Group Chief Executive advised that the documents are currently under review and will be presented to the Board in June for consideration.</p>	CEO
8.	<p>Notifiable Events The Group Chief Executive referred members to the previously circulated report confirming the Association has raised two notifiable events under the Scottish Housing Regulator’s Notifiable Events guidance as follows:</p> <p>23/03/2020 Performance and service delivery issues regarding COVID-19 – Closure of offices etc.</p> <p>03/04/2020 Performance and service delivery issues regarding COVID-19 – Closure of Victoria House.</p> <p>Board noted.</p>	
9.	<p>Making Our Communities Better Place Funds Year End Report The Group Chief Executive referred members to the previously circulated report. The Board discussed the content and were disappointed with the level of feedback questionnaires received.</p> <p>Board of Management agreed to hold the issue of funding payments until feedback questionnaires are received given the low response rate.</p> <p>Successful funding award letters and the funding application forms will be amended to advise applicants that cheques will not be issued until feedback questionnaires are received.</p>	CEO CEO
10.	<p>Making Our Communities Better Place Fund Freeze The Group Chief Executive referred members to the previously circulated report.</p> <p>The Board of Management agreed to freeze the Making Our Communities Better Places Fund given the current COVID-19 pandemic until the Government relax the restrictions on the lockdown and staff are back at work in the office. All applicants will be advised and a notice will be published on the Association’s website confirming the fund has been frozen temporarily.</p>	CEO
11.	<p>Making Our Communities Better Places Fund(s) The Group Chief Executive referred members to the previously circulated report.</p> <p>The Board of Management approved holding £5,000 in reserve for each of the two funds, for applications received at the end of the financial year.</p> <p>It was agreed this will be built into the budget figures for future years starting in 2021/2022.</p>	CEO Ex Dir F&CS

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<p>12. Secretary’s Report The Secretary reported the following had been received:</p> <p>Correspondence</p> <ol style="list-style-type: none"> 1. SFHA Membership Renewal 2020 received for affiliate membership £18,543. 2. Received a thank you email from card from Ayrshire Music Festival for their donation from Making Our Communities Better Place Fund. 3. Received a thank you email from Mauchline Holy Fair Committee for their donation from Making Our Communities Better Place Fund. 4. Received an update email from Aria Pascual (Karate), Making Our Communities Better Places Fund on her latest achievements. 	
<p>13. Subsidiary Company Report (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>Board noted the content of the report.</p>	
<p>14. EVH Report to Board Members The Group Chief Executive referred members to the previously circulated report and advised that all conferences have been cancelled. Executive Committee meetings are still taking place virtually with the next one scheduled for 18th May 2020.</p> <p>The Board noted.</p>	
<p>15. Health and Safety Board noted a health and safety group minutes of 6th February 2020.</p>	
<p>16. Policies for Ratification The Group Chief Executive advised the Board the undernoted policy was reviewed and proposed changes are highlighted in red.</p> <p>Board of Management Induction, Learning & Development Policy – CE0010 The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p>The Board of Management approved the policy for ratification.</p> <p>Tenancy Sustainment Policy – PSH022 The Group Chief Executive advised the Board the undernoted policy was identified as being a requirement from the recent Mulholland Housing Consultancy assurance statement review and is recommended to the Board of Management for ratification.</p> <p>The Chief Executive presented the policy for consideration and asked if there were</p>	

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16.	<p>any questions. No questions were received on the policy. The Board of Management accepted the policy for ratification.</p> <p>The Board of Management approved the policy for ratification.</p> <p>The Board of Management ratified the acceptance of the 2 policies presented.</p>	
17.	<p>Development Programme <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive advised a report will be presented to the next Development Services Sub Committee providing information on how COVID-19/Social Distancing restrictions will impact the Associations sites when they return to work.</p>	Ex Dir Dev
PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
18.	<p>CEO and Executive Director’s 360° Appraisal Report (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive advised the appraisal process has been carried out by Remarkable and will be tabled at the next Board meeting.</p> <p>The Board noted.</p>	CEO
19.	<p>Local Area Committee – Dumfries & Galloway Update 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 agreed to delay the assessment/workability report by Mulholland Consultancy until November 2020 given the current climate.</p>	CEO
20.	<p>Quarterly Performance against Strategic Objectives</p> <p>The Group Chief Executive referred Members to his previously circulated report and advised that quarter 4 will be discussed in detail at the Corporate Strategy & Business Plan review session on 19th May 2020.</p>	
21.	<p>Quarterly Performance against Workplan/Targets (CONFIDENTIAL)</p> <p>The Group Chief Executive referred Members to his previously circulated report. It was noted that the training sessions will resume post COVID-19 for Board members.</p> <p>The Board noted the content of the report.</p>	

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
22.	<p>Self-Assurance Update</p> <p>The Group Chief Executive referred members to his previously circulated report and confirmed Mulholland Consultancy will carry out the self-assessment against the SHR's Financial and Governance Standards June/early July 2020.</p> <p>All items contained in the self-assessment action plan which have been completed will be reviewed by Mulholland Consultancy and presented to the Board in August 2020 for sign off and submission of the Annual Assurance Statement to the Scottish Housing Regulator.</p>	CEO
23.	<p>Severance Payments Policy</p> <p>The Group Chief Executive referred members to his previously circulated policy which has been drawn up by the Executive Director of Finance & Corporate Services and Dawn Robertson of Rooney Nimmo. The policy was identified as being a requirement from the Mulholland Housing Consultancy assurance statement review.</p> <p>The policy has been prepared to ensure it meets the criteria contained in the Standards of Governance and Financial Management for RSLs of the Scottish Housing Regulator.</p> <p>The Board of Management approved the Severance Payments Policy.</p>	
24.	<p>Settlement Agreements Policy</p> <p>The Group Chief Executive referred members to his previously circulated policy which has been drawn up by the Executive Director of Finance & Corporate Services and Dawn Robertson of Rooney Nimmo. The policy was identified as being a requirement from the Mulholland Housing Consultancy assurance statement review.</p> <p>The policy has been prepared to ensure it meets the criteria contained in the Standards of Governance and Financial Management for RSLs of the Scottish Housing Regulator</p> <p>The Board of Management approved the Settlement Agreements Policy.</p>	

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
25.	<p>Share Analysis Year End Report</p> <p>Board noted the content of the report.</p>	
26.	<p>Quarterly Policy Review Progress Report February 2020-April 2020</p> <p>Board noted the content of the report.</p>	

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PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
27.	Scottish Housing News Article – SHR The questions remain. Time for an independent review? Board noted the content of the report.	

The Meeting then closed at 3.10 pm.

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