



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 13<sup>th</sup> August 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 13<sup>th</sup> August 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 Elizabeth Shedden John Nisbet Liam Loudon Margaret Davison	Frank Sweeney, Group Chief Executive Steven Good, Executive Director of Housing & Property Services John Mulholland & Foster Evans, Mulholland Housing Consultancy Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Administrative Assistant

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<b>Apologies</b> Apologies were received from Drew Hall, Councillor Reid and Councillor Miller.	
2.	<b>Chairperson's Remarks</b> <ol style="list-style-type: none"> <li>The Chair asked all Members to mute their microphones unless they wish to speak and to say their name prior to speaking.</li> <li>The Chair asked all Members to ensure that their mobile phones are switched off.</li> <li>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.                 </li> <li>The Chair introduced John Mulholland and Foster Evans to the Board and advised that item 15 of the agenda will be taken immediately after Item 3 Declaration of Interest to allow both John and Foster to leave the meeting after their presentation. Thereafter we will revert to the agenda starting at item 4.</li> </ol>	
3.	<b>Declaration of Interest</b> None.	
15.	<b>Mulholland Housing Consultancy CHA Annual Assurance Statement (Confidential)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>	

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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
<b>15.</b>	<p>J Mulholland and F Evans referred members to the previously circulated Annual Assurance statement report testing the Association's compliance with the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management.</p> <p>Mulholland Housing Consultancy carried out the annual evaluation during May to July 2020 using last years agreed improvement plan concentrating on the 6 areas of partial compliance. CHA provided good evidence which has resulted in the Association moving to a position of almost full compliance. The overall assessment therefore is that Cunninghame Housing Association will be Fully Compliant with the Regulatory Standards when Standard 2.1 is met. The Group Chief Executive confirmed that the Scottish Housing Network's Benchmarking Report has currently been delayed due a problem with their systems.</p> <p>The Board of Management discussed the following actions detailed in the report:</p> <p><b>Board Review and Assessment</b> The Board of Management discussed and agreed that the Collective Appraisals are working well, and the current format did not require to be changed at present however they will continue to review each year.</p> <p><b>Landlord Health and Safety</b> The Board of Management noted the comments as presented in the report and will consider.</p> <p><b>Subsidiaries relationship with the Association</b> The Board of Management noted the comments as presented in the report.</p> <p><b>Policies and Reports</b> The Board of Management noted the comments as presented in the report.</p> <p>After discussion the Board of Management agreed the following:</p> <ul style="list-style-type: none"> <li>• Approved the Self-Assessment outcome for 2020/21).</li> <li>• Agreed that Self-Assessment against the Regulatory Standards are conducted annually.</li> <li>• Approved the Governance and Financial Management Improvement Plan will be presented for review every 6 months at the Management Board going forward.</li> <li>• Agreed sufficient assurance to give confidence to sign the Annual Assurance Statement confirming full compliance on 13<sup>th</sup> August 2020 and authorised the Chair to sign the letter to the SHR confirming this decision.</li> </ul>	
<b>4.</b>	<p>Requirement of the Writing (Scotland) Act 1995</p> <p>None.</p>	

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PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS			ACTION
5.	Adoption of Minutes and Business Arising from same		
	Meeting	Proposed	Seconded
	Board of Management Meeting 2 <sup>nd</sup> July 2020	June Fenelon	Brian McCabe
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Special Board of Management Meeting – 28 <sup>th</sup> July 2020	Brenda Johnstone	Willie Gibson
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Skills & Succession Planning Group Confidential – 2 <sup>nd</sup> July 2020	John Kelly	Lesley Keenan
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Development Services Sub Committee Confidential – 16 <sup>th</sup> July 2020	John Nisbet	John Kelly
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Finance & Corporate Services Sub Committee Confidential – 4 <sup>th</sup> June 2020	June Fenelon	Elizabeth Shedden
	Matters Arising: None.		

<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>6.</b>	<b>Risk Management Monitoring /Review (Confidential)</b> <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.  <b>The Board Noted.</b>	
<b>7.</b>	<b>Scheme of Delegation</b> The Group Chief Executive advised there were no changes since the last meeting.  <b>The Board Noted.</b>	

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<b>8.</b>	<p><b>Notifiable Events (verbal update)</b></p> <p>The Group CEO referred members to his previously issued email on 28<sup>th</sup> July 2020 which advised one notifiable event under the Scottish Housing Regulator's Notifiable Events guidance had been raised on 30<sup>th</sup> July 2020.</p> <p><b>The Board noted.</b></p>	
<b>9.</b>	<p><b>Secretary's Report</b></p> <p>The Secretary reported the following had been received:</p> <p><b>Correspondence</b></p> <ol style="list-style-type: none"> <li>1. Received a thank email from Sally Thomas with regard to the renewal of SFHA membership 2020-2021.</li> <li>2. Received correspondence from EVH regarding details for their Annual General Meeting on Monday 7<sup>th</sup> September 2020 at 6.30 pm via Online Zoom session. John Kelly confirmed he has responded and will be attending the meeting via Zoom.</li> </ol>	
<b>10.</b>	<p><b>Subsidiary Company Report (Confidential)</b></p> <p><i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive confirmed that the CFRC showroom will potentially be opening on Monday 24<sup>th</sup> August 2020. The showroom has been adjusted in line with Scottish Government guidelines regarding COVID-19.</p> <p>Citrus Energy staff continue to work from home, and it is anticipated that they will start back at the same time as CHA which the Scottish Government guidance allows.</p> <p><b>The Board noted.</b></p>	
<b>11.</b>	<p><b>EVH Report to Board Members</b></p> <p>The Group Chief Executive advised members that no monthly report has been received from the EVH to date.</p> <p>J Kelly advised he is attending EVH Management Committee (virtually) on Tuesday 18<sup>th</sup> August 2020.</p> <p><b>The Board noted.</b></p>	
<b>12.</b>	<p><b>Health &amp; Safety</b></p> <p>The Group Chief Executive advised that the Health &amp; Safety Manager is carrying out a great job ensuring all three companies are fully compliant on the execution and delivery of Scottish Government guidance regarding COVID-19.</p>	

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<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>12.</b>	<p>As detailed in the weekly newsletter funding has been secured through Lemon Aid, Third Sector Resilience Fund and Health &amp; Wellbeing Fund.</p> <p><b>The Board noted.</b></p>	
<b>13.</b>	<p><b>Policies for Ratification</b> The Group Chief Executive referred members to the previously circulated report.</p> <p><b>Procurement Policy – DCS002</b></p> <p>The Group Chief Executive advised the Board the undernoted policy was presented and accepted by the Development Sub Committee held on 16<sup>th</sup> July 2020 and is now recommended to the Board of Management for ratification.</p> <p>No questions were received on the policy and the Board of Management accepted the policy for ratification.</p> <p><b>Severance Policy – CE0053</b></p> <p>The Group Chief Executive advised the policy has been amended under 3.2 (d) to cover the Association for notifiable events and ensure governance compliance.</p> <p>No questions were received on the policy and the Board of Management accepted the policy for ratification.</p> <p><b>The Board of Management approved the policies for ratification as presented.</b></p>	
<b>14.</b>	<p><b>Development Programme Overview (Confidential)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive advised members that the Executive Director of Development Services is current reviewing the programme and will report to the Development Sub Committee.</p> <p><b>The Board noted.</b></p>	
<b>16.</b>	<p><b>Disaster Recovery &amp; Business Continuity Plan</b> The Executive Director of Housing &amp; Property Services referred members to the previously circulated report.</p> <p>The COVID-19 pandemic and lockdown restrictions applied by the Scottish Government have provided a live environment to test our resilience and although a full debrief and review will be undertaken once the pandemic is over it was noted that in business continuity terms the Association has performed well particularly in organising home working and communications at short notice. The IT systems in</p>	<b>Ex Dir H&amp;PS</b>

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<b>16.</b>	<p>particular have shown to be flexible and able to be redirected quickly and effectively whilst minimising disruption to service delivery.</p> <p>The Board of Management noted the content of the report and approved the Disaster Recovery and Business Continuity Plan as presented.</p> <p>Proposed: Brenda Johnstone                      Seconded: John Kelly</p>	
<b>17.</b>	<p><b>Secretary's Pre AGM-Report</b></p> <p>The Secretary presented the previously circulated report to the Board of Management in line with Rule 68 "At the last Board Meeting before the annual general meeting, the Secretary must confirm in writing to the Board that Rules 62 to 67 have been followed or, if they have not been followed, the reasons for this. The Secretary's confirmation or report must be recorded in the minutes of the Board Meeting."</p> <p>The Secretary confirmed to Board of Management that all actions for 2019/2020 required in advance of the Annual General Meeting by our Rules (62 to 67 and 68) have been complied with within the required timescales.</p>	
<b>18.</b>	<p><b>Board of Management Performance Report (Confidential)</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.</p> <p>In terms of the volunteer time of the Board of Management this is down slightly on last year given COVID-19 however still remains a remarkable set of results.</p> <p>The Group Chief Executive referred members to the volume of policies being reviewed and advised that the timeframes for review of some policies will be reviewed from each year to every second or third year.</p> <p>The Board of Management noted that the work plan targets which have not been met will be carried forward to 2020/21 work plan.</p> <p>The Board noted the performance targets detailed within the report.</p>	<p><b>CEO</b></p> <p><b>CEO</b></p>
<b>19.</b>	<p><b>Year End Governance Report</b></p> <p>The Group Chief Executive referred members to the previously circulated report which the Board introduced last year which helps to demonstrate compliance with Scottish Housing Regulator's Financial and Governance Performance Standards.</p> <p>The Group Chief Executive confirmed that staff are in the process of centralising title deeds and producing a new register which will be completed by December</p>	<b>Ex Dir Dev</b>



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<b>19.</b>	<p>2020 and thereafter will be submitted to the Board of Management on an annual basis.</p> <p>Board noted the content of the report.</p>	
<b>20.</b>	<p><b>Collective Appraisals Feedback Report (Confidential)</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 the previously circulated report noting another very good set of results. The Group Chief Executive referred Members to page 3 of the report detailing out the methods of evaluation and outcome of Board of Management Effectiveness in terms of best practice.</p> <p>The Board of Management agreed to adopt the new process of members completing their “Collective Appraisal” at home going forward.</p> <p>The following areas for improvement was then discussed and agreed as follows:</p> <ol style="list-style-type: none"> <li>1. Website – website is currently being designed and will be online within the next 4/6 weeks.</li> <li>2. Recruitment, retention and succession planning for Board of Management – agreed the Skills &amp; Succession Planning Group will look at the skill set of the current members in line with the annual Skills Analysis recently carried out and report back to the Board of Management.</li> <li>3. Internal Audit Sub Committee - the number of members currently stands at 10 therefore agreed not to increase further.</li> </ol>	<p><b>CEO</b></p> <p><b>Ex Dir F&amp;CS</b></p> <p><b>CEO</b></p>
<b>21.</b>	<p><b>Individual Appraisals Feedback Report (Confidential)</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 the previously circulated report who discussed and agreed the improvement points as presented.</p> <p>The Board of Management agreed to implement 9 of the improvements and will monitor no 10 annually.</p>	<b>CEO</b>
<b>22.</b>	<p><b>360 Chairs Appraisal Feedback Report (Confidential)</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 the previously circulated report with the Board noting another strong 360 assessment on the Chair. The Chair thanked members for their support over the last 5 years.</p> <p>Board noted the content of the report.</p>	



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23.	<b>Annual Accounts – Special Board Meeting (verbal update)</b> The Group CEO confirmed to member the date of the Special Board meeting as Wednesday 26 <sup>th</sup> August 2020 at 2.00 pm. Calendar invites have been issued via MS Teams.	
24.	<b>Scotland’s Housing Network Benchmarking Report (verbal update)</b> The Group CEO confirmed that the SHN’s Benchmarking Report has been delayed however should be received by the end of September 2020.	
25.	<b>Board Meeting Dates – 2020/2021</b> The Group CEO referred members to the previously circulated report and advised calendar invites will be issued in due course for all the meetings.	<b>CEO</b>
26.	<b>Pay Award 2021 (Confidential)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Board noted the above report.	

<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>
27.	<b>Media &amp; Marketing Publications</b> The Board noted the above report.	

The Meeting closed at 3.30pm.

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