



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 1<sup>st</sup> October 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 1<sup>st</sup> October 2020 at 2.00 pm via Microsoft Teams



Present	In Attendance
John Kelly (Chair) Lesley Keenan June Fenelon Janet Strang Brenda Johnstone Brian McCabe Elizabeth Shedden John Nisbet Liam Loudon Councillor Miller Drew Hall	Frank Sweeney, Group Chief Executive Steven Good, Executive Director of Housing & Property Services 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 Councillor Reid, Willie Gibson and Margaret Davison.	
2.	<b>Chairperson's Remarks</b>  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.  4 The Chair advised that item 24 of the agenda will be taken immediately after Item 4 Requirement of the Writing (Scotland) Act 1995 to allow Steven Good, Executive Director of Housing & Property Services to leave the meeting. Thereafter we will revert to the agenda starting at item 5.	
3.	<b>Declaration of Interest</b> Councillor Jimmy Miller has a declaration of interest to item 24, Victoria House.	
4.	<b>Requirement of the Writing (Scotland) Act 1995</b> None.	

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 1<sup>st</sup> October 2020 at 2.00 pm via Microsoft Teams



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS			ACTION																											
24.	<p><b>Victoria House</b> Councillor Jimmy Miller declared an interest which was duly noted and will be recorded in the Association’s register.</p> <p>The Group Chief Executive referred Board Members to the previously circulated reports advising them of North Ayrshire Councils’ official recommendation to its Cabinet to close Victoria House. He advised Members that North Ayrshire Council are publishing their Cabinet report on their website from Thursday afternoon (today) and holding a Cabinet meeting on Tuesday 6<sup>th</sup> October to consider the recommendation. The Group Chief Executive emphasised that the memorandum provided to the Board would be sent to all of Victoria House staff. The CEO intimated that the council report was detailed and well balanced and one which he would have written himself if the roles had been reversed. Unfortunately, the Association will have to accept the Councils Cabinet decision on the matter. He then handed over to the Executive Director of Housing and Property Services.</p> <p>The Executive Director informed members that with the recent announcement of possible closure of the hostel from North Ayrshire Council, it was putting CHA’s staff at risk of redundancy. He highlighted that many of the staff had been employed at Victoria House for many years and were highly qualified individuals. Both the Group Chief Executive and Executive Director of Housing &amp; Property Services confirmed that the priority was looking after the staff involved and achieving the best possible outcome. They were pleased to inform members that North Ayrshire Council have said they will work alongside CHA in helping secure future employment for all the staff at Victoria House.</p> <p><b>The Board noted the North Ayrshire Council Cabinet report and accepted the possible outcome from the meeting.</b></p> <p>Steven Good, Executive Director of Housing &amp; Property Services left the meeting at 2.20pm.</p>																													
5.	<p><b>Adoption of Minutes and Business Arising from same</b></p> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Board of Management Meeting <b>13<sup>th</sup> August 2020</b></td><td><b>Brenda Johnstone</b></td><td><b>June Fenelon</b></td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Special Board of Management Meeting <b>26<sup>th</sup> August 2020</b></td><td><b>Brenda Johnstone</b></td><td><b>Elizabeth Shedden</b></td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><td>Meeting</td><td>Proposed</td><td>Seconded</td></tr><tr><td>Board of Management Meeting <b>9<sup>th</sup> September 2020</b></td><td><b>Brian McCabe</b></td><td><b>Lesley Keenan</b></td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table>			Meeting	Proposed	Seconded	Board of Management Meeting <b>13<sup>th</sup> August 2020</b>	<b>Brenda Johnstone</b>	<b>June Fenelon</b>	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting <b>26<sup>th</sup> August 2020</b>	<b>Brenda Johnstone</b>	<b>Elizabeth Shedden</b>	Matters Arising: None.			Meeting	Proposed	Seconded	Board of Management Meeting <b>9<sup>th</sup> September 2020</b>	<b>Brian McCabe</b>	<b>Lesley Keenan</b>	Matters Arising: None.		
Meeting	Proposed	Seconded																												
Board of Management Meeting <b>13<sup>th</sup> August 2020</b>	<b>Brenda Johnstone</b>	<b>June Fenelon</b>																												
Matters Arising: None.																														
Meeting	Proposed	Seconded																												
Special Board of Management Meeting <b>26<sup>th</sup> August 2020</b>	<b>Brenda Johnstone</b>	<b>Elizabeth Shedden</b>																												
Matters Arising: None.																														
Meeting	Proposed	Seconded																												
Board of Management Meeting <b>9<sup>th</sup> September 2020</b>	<b>Brian McCabe</b>	<b>Lesley Keenan</b>																												
Matters Arising: None.																														

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 1<sup>st</sup> October 2020 at 2.00 pm via Microsoft Teams



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS				ACTION
5.				
	Meeting	Proposed	Seconded	
	Development Services Sub Committee Confidential – 20 <sup>th</sup> August 2020	Janet Strang	June Fenelon	
	Matters Arising: None.			
6.	<p><b>Risk Management Monitoring /Review (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 there were no changes to the risk register since their last meeting other than the risk potentially being removed for Victoria House which had already been discussed at item 24.</p> <p><b>The Board noted.</b></p>			
7.	<p><b>Scheme of Delegation</b> The Group Chief Executive advised there were no changes since the last meeting.</p> <p><b>The Board noted.</b></p>			
8.	<p><b>Notifiable Events</b> The Group CEO advised item 24 Victoria House will be registered as a notifiable event under the Scottish Housing Regulator’s Notifiable Events guidance.</p>			
9.	<p><b>Secretary’s Report</b> The Secretary reported the following:</p> <p><b>1. Sponsorship</b> Email updates had been received from Aria Pascual informing the Association of various e-competitions she had been taking part in and her achievements.</p>			
10.	<p><b>Subsidiary Company 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.</p> <p>The Group CEO and Chair of CRFC will discuss the possibilities of holding induction training for the two new members to allow them to join the CFRC Board.</p> <p><b>The Board noted.</b></p>			

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 1<sup>st</sup> October 2020 at 2.00 pm via Microsoft Teams



<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
<b>11.</b>	<p><b>EVH Report to Board Members</b> The Chair advised members that he had recently attended the EVH virtual AGM and due to it being postponed to so late in the year it was proposed that the Office Bearers continue on until the next AGM which should be next April.</p> <p><b>The Board noted.</b></p>	
<b>12.</b>	<p><b>Health &amp; Safety</b> The Group Chief Executive Officer reported that there had been no planned Health &amp; Safety Committee meetings however John Scott, Health &amp; Safety Manager had been extremely busy working on processes and procedures surrounding Covid-19 to ensure everyone's health and safety whilst carrying out their work duties.</p> <p>John will also be working in Dumfries and Galloway 2 days a week in his role as Clerk of Works due a staff member taking ill. The Board sent their best wishes and a speedy recovery to the staff member concerned.</p> <p><b>The Board noted.</b></p>	
<b>13.</b>	<p><b>Policies for Ratification</b> The Group Chief Executive Officer advised the Board the undernoted policies were reviewed, and proposed changes are highlighted in red.</p> <p><b>Sub Committee Delegated Authority – CE0021B</b> The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p><b>Proposed: Brenda Johnstone    Seconded: June Fenelon</b></p> <p><b>Resident Participation in Design Policy – DS008</b> The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p><b>Proposed: Brian McCabe    Seconded: Drew Hall</b></p> <p><b>Customer Satisfaction in New Build Policy – DS009</b> The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p><b>Proposed: Janet Strang    Seconded: Lesley Keenan</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>	

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 1<sup>st</sup> October 2020 at 2.00 pm via Microsoft Teams



<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
<b>14.</b>	<p>The Group Chief Executive referred members to the ongoing development programme. There were no updates to report or discuss.</p> <p>The Board noted.</p>	
<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>15.</b>	<p><b>Annual General Meeting Minutes (Draft)</b> The Group Chief Executive referred members to the previously circulated minutes for their information and accuracy from the recent AGM that took place on 9<sup>th</sup> September 2020 and advised these will be issued at next year's AGM for adoption.</p> <p>The Board noted.</p>	<b>CEO</b>
<b>16.</b>	<p><b>Special General Meeting Minutes (Draft)</b> The Group Chief Executive referred members to the previously circulated minutes for their information and accuracy from the recent SGM that took place on 9<sup>th</sup> September 2020 and advised these will be issued at next year's AGM for adoption.</p> <p>The Board noted.</p>	<b>CEO</b>
<b>17.</b>	<p><b>AGM Feedback Report</b> The Group Chief Executive referred members to the previously circulated report on the feedback received from the recent virtual AGM. He confirmed that good results had been received along with very positive comments. Members were asked if there were any questions. No questions were received.</p> <p>The Board noted.</p>	
<b>18.</b>	<p><b>Financial Regulations (Authorised Signatories) (CONFIDENTIAL)</b> <i>(Confidential Report comprises of personal data therefore has been withheld because disclosure would breach applicable data protection legislation.)</i> The Group Chief Executive informed members that in compliance with the Association's Financial Regulations, they are now required to agree who will be authorised to sign cheque payments, grant offers and legal documents.</p> <p>It was confirmed that the previously circulated report details each authorised signatory and an update with the change in reference to office bearers accordingly.</p> <p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>The Board of Management approved the Authorised Signatories as listed for 2020/2021.</p>	<b>CEO</b>

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 1<sup>st</sup> October 2020 at 2.00 pm via Microsoft Teams



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
19.	<p><b>Share Membership Report (CONFIDENTIAL)</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 the previously circulated report informing them of deletions from the Share membership database under rules 11.1.2 and 11.1.3.</p> <p><b>Rule 11.1.2</b> - The Board reasonably believes that you have failed to tell the Association of a change of address as required by Rule 10.</p> <p>(AGM and SGM papers being returned by Royal Mail marked as 'gone away' therefore the undernoted share memberships will be removed.</p> <p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p><b>Rule 11.1.3</b> - For five annual general meetings in a row you have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on your behalf by proxy.</p> <p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>The Board approved to the deletion of the members from the Share Membership database.</p> <p>Board members enquired if a reminder is issued to share members under rule 11.1.3 prior to being removed from the register. The CEO advised there is no requirement in the rules for this however as an improvement a reminder will be issued with the AGM paperwork to members to bring to their attention going forward.</p> <p>The Chief Executive advised members that this now takes the Share membership to 49 members and will have to look at recruiting new share memberships.</p> <p>The Board noted.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p>
20.	<p><b>Board of Management Performance Workplan and Targets for 2020 (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. In accordance with the Scottish Housing Regulator's Governance &amp; Financial Standards, the Board should agree as part of its workplan its targets for the new session August 2020-21.</p> <p>The Chief Executive highlighted that the Association and Board have a vast</p>	



# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 1<sup>st</sup> October 2020 at 2.00 pm via Microsoft Teams



<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
20.	<p>amount of policies to review and many of these are reviewed on an annual basis. The Board agreed to consider the frequency of the policy review dates to reduce the number of policies being reviewed each year.</p> <p>The Board noted and agreed the workplan and performance targets for 2020/21.</p>	CEO
21.	<p><b>Board of Management Appraisal Process Feedback Report</b></p> <p>The Group Chief Executive referred members to the previously circulated report which detailed the feedback received from Board members on the appraisal process. A good set of results which were very positive.</p> <p>The Board noted.</p>	
22.	<p><b>Board of Management “Collective Training and Development Plan” (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 which outlined the Board of Management’s “Collective Training Workplan.” Items that had not been covered last year due to Covid-19 have been carried forward to this year along with new items that had been identified from the appraisal process.</p> <p>The Chief Executive referred to the on-going pandemic and informed members that a training session be piloted virtually, via Microsoft Teams and gain feedback from members as to how it went.</p> <p>The Board noted and agreed.</p>	CEO
23.	<p><b>CHA Annual Assurance Statement (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 presented report on 13<sup>th</sup> August 2020 by Mulholland Consultancy advising the overall assessment of CHA was Partially Compliant with the Regulatory Standards with no areas of non-compliance. In order to achieved full compliance, the Association requires to satisfy Standard 2.1 considering Scotland’s Housing Network benchmarking report. Confirmation has now been received from the Scottish Housing Regulator that the national reports and landlord reports will be published on 31<sup>st</sup> October 2020 which will allow the Association to review Standard 2.1 and submit a fully compliance Annual Assurance Statement by the deadline of 30<sup>th</sup> November 2020.</p> <p>The Board noted.</p>	CEO



# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 1<sup>st</sup> October 2020 at 2.00 pm via Microsoft Teams



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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
25.	<b>Media &amp; Marketing Publications</b> The Group Chief Executive advised members that a lot of work has been carried out over the last months to create a new CHA website which is now due to go live over the next few days. Board members were encouraged to visit the new site and provide feedback.  <b>The Board noted.</b>	BOM

The Meeting closed at 2.55pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		22/10/2020
Approved for Circulation By:		23/10/2020
Proposed By:		
Seconded by:		