



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 19<sup>th</sup> November 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 19<sup>th</sup> November 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 Councillor Jimmy Miller Drew Hall Willie Gibson	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 McMahon, Margaret Davison and Liam Loudon.	
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 advised that items 16, 22 and 23 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 &amp; Property Services to leave the meeting. Thereafter we will revert to the agenda starting at item 5.</li> <li>The Chair asked everyone present to join him in congratulating Janet and Willie on their street names; Janet Strang Court, Saltcoats and William Gibson Wynd which is in Sharphill (Persimmon site, phase 4), Saltcoats. All expressed their congratulations.</li> <li>The Board noted that Councillor Jim McMahon is the new East Ayrshire</li> </ol>	

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2.	Council Board of Management Representative replacing Councillor Douglas Reid. He attended his Board induction on 17 <sup>th</sup> November. Councillor McMahon provided his apologies for today's Board of Management meeting due to a prior arranged Council meeting but will attend the next Board meeting.	
3.	<b>Declaration of Interest</b> Group Chief Executive Frank Sweeney declared an interest with regard to item 28, Long Service awards which was duly noted and will be recorded in the Association's register.	<b>CEO</b>
4.	<b>Requirement of the Writing (Scotland) Act 1995</b> None.	
16.	<p><b>Benchmarking Report – ARC Comparison 2019/20</b></p> <p>The Executive Director of Housing &amp; Property Services referred to the previously circulated report detailing a summary of CHA performance for 2019/20 performance against the Charter indicators. Mulholland Consultants as part of the compilation of our Annual Assurance Statement to the Scottish Housing Regulator considered CHA's approach to benchmarking as requiring improvement.</p> <p>The Executive Director of Housing &amp; Property Services confirmed the benchmarking and analysis contained in this report is intended to address the consultant's comments. The Association is now also again actively involved in the Scotland's Housing Network (SHN) benchmarking forum which will provide further assurance as to this aspect of our service performance and will be subject to a further report to the Board of Management.</p> <p>The Executive Director of Housing &amp; Property Services proceeded to go over the report in detail. The report provides the comparative analysis for the indicators dealing with service performance, which allows our performance to benchmarked against the sector.</p> <p>CHA is performing well overall, however there is always room for continuous improvement and some areas are out of the Associations control, for example:</p> <ul style="list-style-type: none"> <li>• Days to complete adaptations which is entirely down to the number of requests we receive and the grant funding which is allocated by the Scottish Government. The Association is powerless to improve in this area without additional government support.</li> <li>• Repairs performance in terms of hours and days to complete jobs is in the lower performance areas particularly when compared to Ayrshire operators. The Association acknowledges that the current contractor is not meeting targets in all areas and is unlikely to improve on these timescales even if the contract terms were changed, 1 year is left on their contract and this will be</li> </ul>	

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<b>16.</b>	<p>revised at that point. The Board of Management discussed a potential option to bring reactive maintenance and void contracts inhouse which may create further employment for the area and could be financially viable for the Association. Further consideration will be given and will be subject to an outline report to the Board of Management in February 2021.</p> <p>The Board noted the content of the report and agreed this type of approach along with other ongoing benchmarking exercises will improve our levels of assurance in our annual statement to the Regulator in line with the improvement plan drawn up by Mulholland Consultants. The Executive Director of Housing &amp; Property Services then proceeded to go over with the Board of Management noting our performance against its peer group and local Ayrshire Landlords.</p> <p><b>After discussion the Board noted the content of the report.</b></p>	<b>Ex Dir H&amp;PS</b>
<b>22.</b>	<p><b>Rent Increase Consultation Timetable</b></p> <p>The Executive Director of Housing &amp; Property Services referred members to the previously circulated report which details the proposed rent increase consultation timetable for 2021. The timetable follows a similar time schedule as previous years with tenants given the statutory 28 days' notice of rent increases prior to being implemented.</p> <p>Due to COVID-19 restrictions the usual consultation events will not be able to take place therefore will be replaced with individual sessions by telephone where requested. The tenant's forum meeting will take place virtually online.</p> <p>Two special Board of Management meetings will be held to agree the rent increase presented as part of the consultation process and to consider tenant comments and agree the final rent increase for 2021/22. Special Board meeting dates were agreed as 21<sup>st</sup> January 2021 and 11<sup>th</sup> February 2021, calendar invites will be issued in due course.</p> <p><b>After discussion the Board noted the content of the report and agreed the Special Board meetings as detailed.</b></p>	<p><b>Ex Dir H&amp;PS</b></p> <p><b>CEO</b></p>
<b>23.</b>	<p><b>Customer Satisfaction Survey</b></p> <p>The Executive Director of Housing &amp; Property Services referred members to the previously circulated report confirming that the Association's bi-annual customer satisfaction survey is now due. The survey helps the Association gain a better understanding of tenants needs and preferences as well as gauging their overall satisfaction of the services they receive. The survey is also an important part of the Associations Annual Return on the Charter (ARC) return.</p> <p>The COVID-19 epidemic and the restrictions imposed by the Scottish Government have meant that it has not been possible to carry out the normal face to face survey therefore the Association requires to consider alternatives. The Executive Director of Housing &amp; Property Services provided details of how the survey may</p>	

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23.	<p>be carried out. The Board of Management discussed in detail the proposal of carrying out telephone surveys and do not favour the idea of ‘cold calling’ tenants in this manner, particularly amongst the elderly and suggested that a letter be sent initially to all tenants to ask if they would be willing to receive calls in the first instance. The Board also suggested sending appointment letters to tenants to take part in the survey. The Executive Director of Housing &amp; Property Services advised that he will go back to IBP and highlight the Boards concerns however confirmed that all tenants receive a letter advising of the survey prior to any contact being made.</p> <p>The Executive Director of Housing &amp; Property Services confirmed the Scrutiny group are again designing the survey form and drawing up and monitoring the action plan which provides an excellent tenant insight.</p> <p><b>The Board noted the content of the report.</b></p> <p>Steven Good, Executive Director of Housing &amp; Property Services left the meeting at 2.50pm.</p>		Ex Dir H&PS																																												
5.	<p><b>Adoption of Minutes and Business Arising from same</b></p> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Board of Management Meeting <b>1<sup>st</sup> October 2020</b></td><td>Brian McCabe</td><td>Janet Strang</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Special Board of Management Meeting <b>29<sup>th</sup> September 2020</b></td><td>Drew Hall</td><td>June Fenelon</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Skills &amp; Succession Planning Group <b>22<sup>nd</sup> October 2020</b></td><td>Janet Strang</td><td>Lesley Keenan</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Housing &amp; Property Services Sub Committee (<b>CONFIDENTIAL</b>) <b>22<sup>nd</sup> October 2020</b></td><td>Elizabeth Shedden</td><td>John Nisbet</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Housing &amp; Property Services Sub Committee <b>22<sup>nd</sup> October 2020</b></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 <b>1<sup>st</sup> October 2020</b>	Brian McCabe	Janet Strang	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting <b>29<sup>th</sup> September 2020</b>	Drew Hall	June Fenelon	Matters Arising: None.			Meeting	Proposed	Seconded	Skills & Succession Planning Group <b>22<sup>nd</sup> October 2020</b>	Janet Strang	Lesley Keenan	Matters Arising: None.			Meeting	Proposed	Seconded	Housing & Property Services Sub Committee ( <b>CONFIDENTIAL</b> ) <b>22<sup>nd</sup> October 2020</b>	Elizabeth Shedden	John Nisbet	Matters Arising: None.			Meeting	Proposed	Seconded	Housing & Property Services Sub Committee <b>22<sup>nd</sup> October 2020</b>	Elizabeth Shedden	John Nisbet	Matters Arising: None.	
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5.	Meeting		Proposed	Seconded
	Audit Sub Committee 8 <sup>th</sup> October 2020		Lesley Keenan	Drew Hall
	Matters Arising: None.			
	Meeting		Proposed	Seconded
	Finance & Corporate Services Sub Committee 8 <sup>th</sup> October 2020		Elizabeth Shedden	Brian McCabe
	Matters Arising: None.			
	Meeting		Proposed	Seconded
	Development Services Sub Committee (CONFIDENTIAL) 17 <sup>th</sup> September 2020		Brenda Johnstone	Drew Hall
	Matters Arising: None.			
	Meeting		Proposed	Seconded
	Development Services Sub Committee (CONFIDENTIAL) 15 <sup>th</sup> October 2020		Janet Strang	John Nisbet
	Matters Arising: None.			
6.	<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 the last meeting.  The Board noted.			
7.	<b>Scheme of Delegation</b> The Group Chief Executive advised there were no changes since the last meeting.  The Board noted.			
8.	<b>Notifiable Events</b> The Group CEO advised that item 21 provides an update in relation to Victoria House and will be discussed at that point.  The Board noted.			
9.	<b>Secretary's Report</b> The Secretary reported the following:			

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9.	<p><b>Making Our Communities Better Places Fund</b>  <i>(Confidential Report comprises of personal data therefore has been withheld because disclosure would breach applicable data protection legislation.)</i></p> <p>North Ayrshire Santa Dash will be discussed at item 10.</p> <p><b>Aria Pascual – Progress Update</b>  Aria provided some exciting news in relation to her karate career. She is now ranked No. 14 in the world for her category (U21 Female Kata). To date Aria has entered 3 e-competitions this year and placed 5<sup>th</sup>, 3<sup>rd</sup> and 3<sup>rd</sup> in order of entry. Aria is competing in a further 2 e-competitions on 18<sup>th</sup> and 28<sup>th</sup> November 2020 and has advised she will keep the Association up to date on her future achievements.</p> <p>The Board noted the content of the report.</p>	
10.	<p><b>Making Our Communities Better Places Fund (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. To date the MOCBP fund has been suspended due to COVID-19 and as a result is significantly underspent.</p> <p><b>North Ayrshire Foodbank</b>  A donation request has been received from North Ayrshire Foodbank for £5,000 to contribute towards a Christmas campaign, providing hampers and festive boxes to support the community in the difficult times that has been created due to the COVID-19 pandemic. The Group Chief Executive highlighted that this was more than the £1,000 donation normally made from the MOCBP fund however in light of the difficult year it has been for many and the underspend in the fund, an exception could be considered.</p> <p>The Board agreed that they would be happy to donate £5,000 to North Ayrshire Foodbank in what has been a very challenging year for many and felt it was an excellent gesture to make.</p> <p><b>Santa Dash</b>  <i>(Confidential Report comprises of personal data therefore has been withheld because disclosure would breach applicable data protection legislation.)</i></p> <p>After discussion the Board declined the donation request at this time and agreed future funding requests should be directed to complete our Making Our Communities Better Places Fund application form which provides detail on how the event will benefit the community and how/where the money will be spent.</p>	<p>CEO</p> <p>CEO</p>
11.	<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>	



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<b>11.</b>	<p>The Group Chief Executive Officer referred members to the previously circulated report.</p> <p><b>The Board noted.</b></p>	
<b>12.</b>	<p><b>EVH Report to Board Members</b></p> <p>The Group Chief Executive advised Board members that the EVH report is due out at the end of November and will be forwarded when received.</p> <p><b>The Board noted.</b></p>	<b>CEO</b>
<b>13.</b>	<p><b>Health &amp; Safety</b></p> <p>The Group Chief Executive 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 Scott is also continuing to work in Dumfries and Galloway 2 days a week in his role as Clerk of Works.</p> <p><b>The Board noted.</b></p>	
<b>14.</b>	<p><b>Policies for Ratification</b></p> <p>The Group Chief Executive advised the Board the undernoted policies have been reviewed, with proposed changes highlighted in red. Where appropriate, review dates have been extended to reduce the workload and number of policies being reviewed at the one time.</p> <p><b>Code of Conduct for Board of Management Members – CE0020</b></p> <p>The Group Chief Executive presented the policy and advised this is SFHA standard model policy and it is also proposed that the policy is only reviewed in line with SFHA amendments in future rather than every year.</p> <p>The Group Chief Executive asked if there were any questions. No questions were received on the policy.</p> <p><b>Proposed: Brenda Johnstone    Seconded: Willie Gibson</b></p> <p><b>Roles &amp; Responsibilities – Board Members Policy – CE0055</b></p> <p>The Chief Executive presented the policy for consideration and advised historically this document was contained in the Code of Conduct for Board of Management Members. The Skills &amp; Succession Sub Committee reviewed on 22<sup>nd</sup> October and agreed to make a stand-alone reference document with a view to reviewing in line with SFHA amendments.</p>	



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<p><b>14.</b> The Group Chief Executive asked if there were any questions. No questions were received on the policy.</p> <p style="text-align: center;"><b>Proposed: Jimmy Miller                      Seconded: Janet Strang</b></p> <p><b>Management Committee Standing Orders CE0022</b></p> <p>The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p style="text-align: center;"><b>Proposed: Drew Hall                      Seconded: Elizabeth Shedden</b></p> <p><b>Sub-Committee Standing Orders – CE0023</b></p> <p>The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p style="text-align: center;"><b>Proposed: Willie Gibson                      Seconded: Lesley Keenan</b></p> <p><b>Overview on Why we need Sub-Committees – CE0025</b></p> <p>The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p style="text-align: center;"><b>Proposed: June Fenelon                      Seconded: Brenda Johnstone</b></p> <p><b>Policy on Principal Officer Remuneration – CE0050</b></p> <p>The Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p style="text-align: center;"><b>Proposed: June Fenelon                      Seconded: Elizabeth Shedden</b></p>	
<p><b>15.</b> <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 referred members to the ongoing development programme. It was suggested that this item could be removed from the main Board agenda as recently there hasn't been anything untoward to report to the Board of Management. The Group Chief Executive confirmed that the Development Sub-Committee minutes would continue to be presented to the Board of Management for consideration and approval.</p> <p>The Group CEO confirmed that any Board of Management member can attend a Development Service Sub Committee meeting as an observer.</p> <p>Board members discussed the recommendation in detail and suggested various options.</p>	

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<b>15.</b>	<ul style="list-style-type: none"> <li>The Executive Director of Development attend Board meetings to provide a development programme update;</li> <li>Any questions regarding the development programme or Development Sub Committee minutes to be sent to the CEO prior to Board meetings and he will discuss with Executive Director of Development</li> </ul> <p>It was concluded that the Group Chief Executive will discuss in detail with the Executive Director of Development and provide options for the Board of Management to consider at the next meeting in February 2020.</p> <p><b>The Board noted and agreed.</b></p>	<b>CEO</b>
<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>17.</b>	<p><b>CHA Annual Assurance Statement 2020</b></p> <p>The Group Chief Executive referred members to the previously circulated report and agenda item 16 Benchmarking Report which now fully satisfies Standard 2.1 of the Regulatory Standards as detailed in the Mulholland Consultants report.</p> <p><b>The Board of Management agreed sufficient assurance to give confidence to sign the Annual Assurance Statement confirming full compliance on 19<sup>th</sup> November 2020 and authorised the Chair to sign same prior to be submitted to the Scottish Housing Regulator.</b></p>	<b>CEO &amp; Chair</b>
<b>18.</b>	<p><b>Quarterly Performance against Strategic Objectives (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 detailing the progress being made in the first quarter. The actions have been updated where appropriate and some are still outstanding or not carried out due to COVID-19 restrictions.</p> <p><b>The Board noted the content of the report.</b></p>	
<b>19.</b>	<p><b>Board of Management Quarterly Performance against Workplan/Targets (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 quarterly progress report. COVID-19 restrictions have had an impact, particularly with training. The Board of Management noted online training is an option or possibly part online/face to face in the Frank Sweeney Centre where the meeting rooms are larger to accommodate current social distancing restrictions.</p> <p><b>The Board noted the content of the report.</b></p>	<b>CEO</b>

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<b>20.</b>	<p><b>Board of Management Individual Training Plans</b></p> <p>The Group Chief Executive informed all Board members that their Individual Training Plans were all issued via email and a hard copy has been sent in the post for their information. The plan forms a record of each members training for the full year which will be signed off by each member as they complete training. It was noted that SHARE have published virtual training sessions which members are encouraged to attend, if interested members should contact Joanne Martin, HR Officer to book.</p> <p><b>The Board noted the content of the report.</b></p>	<b>Board Members</b>
<b>21.</b>	<p><b>Redundancy Consultations (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 and confirmed that a meeting with Victoria House staff was held on Friday 6<sup>th</sup> November to formally commence the redundancy process with formal notification being issued.</p> <p><b>Board of Management accepted and agreed to implement actions as detailed.</b></p>	
<b>24.</b>	<p><b>Annual Report 2019/20</b></p> <p>The Group Chief Executive referred members to the previously circulated report and advised Board members that the Association has taken the decision not to print 3000+ copies of the report to issue, instead tenants etc will be directed to the CHA website to view the publication with an option to receive a hard copy if required. The Association will be making a significant saving by not ordering as many copies.</p>	<b>CEO</b>
<b>25.</b>	<p><b>Electronic Authorised Signatories</b></p> <p>The Group Chief Executive referred members to the previously circulated report and proforma. The Association is seeking authorisation from members to use their electronic signatures for documents/reports as detailed in the Association's Financial Regulations, (CSF004.)</p> <p>It was proposed that all members sign the proforma giving their authorisation for their signature to be used where appropriate.</p> <p>Board members agreed that they were happy to sign the proforma giving their authorisation and a report will be provided at each Board meeting advising if signatures have been used.</p> <p><b>The Board noted and agreed.</b></p>	<b>CEO</b>

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<b>26.</b>	<p><b>Christmas Holidays</b> The Group Chief Executive referred members to the previously circulated report detailing the official public holidays set by EVH for all Association staff.</p> <p>Staff will utilise 2 days of their annual leave to cover the days they are off in between Christmas and New Year.</p> <p>The Board agreed the Christmas Holiday Closure for 2020 – (offices are currently closed due to COVID-19) staff will finish on Thursday 24<sup>th</sup> December 2020 at 5.00 pm and restart on Wednesday 6<sup>th</sup> January 2021 at 9.00 am.</p> <p><b>The Board noted and agreed.</b></p>	<b>CEO</b>
<b>27.</b>	<p><b>Awards Ceremonies</b> The Group Chief Executive Officer reminded Board members of the upcoming awards ceremonies that are taking place.</p> <p><b>Investors in People Awards 2020 – Tuesday 24<sup>th</sup> November 2020 at 1pm</b> <b>Category: Employer of the Year: Platinum 50-249</b> This will be live streamed at <a href="http://www.investorsinpeopleawards.com">www.investorsinpeopleawards.com</a></p> <p><b>UK Housing Awards 2020 – Thursday 3<sup>rd</sup> December 2020 at 2.30pm</b> <b>Category: Landlord of the Year</b> A table of 10 has been booked with 5 staff and 5 Board members attending and details will be issued of how to log on as soon as they are received.</p> <p><b>The Board noted.</b></p>	<b>CEO</b>
<b>28.</b>	<p><b>Long Service Awards 2020</b> Group Chief Executive Frank Sweeney declared an interest with regard to this item. The Board agreed that he did not have to leave the meeting.</p> <p>The Group Chief Executive referred members to the previously circulated report detailing all staff who will be presented with long service awards at the end of November. They can choose to either have their awards posted out to them or come into the office to receive it and have a photograph taken with The Group Chief Executive (following current government restrictions).</p> <p><i>(Confidential Report comprises of personal data therefore has been withheld because disclosure would breach applicable data protection legislation.)</i></p> <p>It was proposed that 2 additional members of staff from Victoria House who have 19 years' service are rounded up to 20 years' service and receive their award from CHA given that the facility is closing down.</p> <p><b>The Board agreed that the 2 additional members of staff from Victoria House should have their service rounded up to 20 years' service given the</b></p>	<b>CEO</b>

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Held on Thursday 19<sup>th</sup> November 2020 at 2.00 pm via Microsoft Teams



<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>28.</b>	<p>circumstances.</p> <p>The Board were also reminded that when any staff member reaches 20 years' service with CHA, they receive £400 which was agreed by the Board on 10<sup>th</sup> November 2016. It was noted however that staff reaching 25 and 30 years' service do not receive a payment. After discussion the Board agreed to also present staff members who reach 25 and 30 years services with a payment of £400.</p> <p>The Board of Management approved the payment of £400 to staff members when they reach 25 and 30 years' service.</p>	<b>CEO</b>

<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>
<b>29</b>	<p><b>Quarterly Policy Review Progress Report (Jun-Sept)</b> The Board of Management noted the content of the report.</p>	
<b>30.</b>	<p><b>Media &amp; Marketing Publications</b> The Board of Management noted the content of the report.</p>	

The Meeting closed at 4.00pm.

	<b>Signature</b>	<b>Date</b>
<b>Approved to Proceed to Chairperson for Sign-Off:</b>		<b>03/12/2020</b>
<b>Approved for Circulation By:</b>		<b>03/12/2020</b>
<b>Proposed By:</b>		<b>04/02/2021</b>
<b>Seconded by:</b>		<b>04/02/2021</b>