



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 4th February 2021

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 4th February 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 Councillor McMahon Margaret Davison Liam Loudon	Frank Sweeney, Group Chief Executive Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Administrative Assistant

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies No apologies were received.	
2.	Chairperson's Remarks 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 26, MOCBP – Lockerbie Primary School Outdoor Learning Area and Community Garden will be taken first on the agenda.	
26.	MOCBP – Lockerbie Primary School and Outdoor Learning Area and Community Garden (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>	

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 4th February 2020 at 2.00 pm via Microsoft Teams



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION																											
<p>26. The Group Chief Executive Officer referred members to the previously circulated report detailing a donation request for a proposed project in Dumfries & Galloway. At the Board meeting of 14th May 2020 members agreed to freeze the Making Our Communities Better Places fund due to the ongoing pandemic and lockdown. However on 19th November 2020 the Board of Management approved a donation of £5,000 to North Ayrshire Foodbank from the Making Our Communities Better Places Fund after receiving a donation request. Normally the maximum donation limit is £1,000 however given the underspend in the fund for 2020/21 the Board agreed to increase the donation amount.</p> <p><i>(Confidential Report comprises of personal data therefore has been withheld because disclosure would breach applicable data protection legislation.)</i></p> <p>Board members approved a donation of £10,000 to help fund the Outdoor Learning Area and Community Garden at Lockerbie Primary School from the Making Our Communities Better Places Fund.</p> <p>The Group Chief Executive advised that the if any projects from East Ayrshire are received before the end of the financial year these will be considered at the 25th March 2021 Board meeting. Board members noted that the MOCBP fund money will not carry over to 2021/22.</p>																												
<p>3. Declaration of Interest The Group Chief Executive Frank Sweeney declared an interest with regard to item 11, EVH Report to Board Members which was duly noted and will be recorded in the Association’s register.</p>	CEO																											
<p>4. Requirement of the Writing (Scotland) Act 1995 None.</p>																												
<p>5. Adoption of Minutes and Business Arising from same</p> <table border="1" data-bbox="248 1406 1370 1559"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting 19th November 2020</td> <td>Brenda Johnstone</td> <td>Janet Strang</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1" data-bbox="248 1597 1370 1749"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Special Board of Management Meeting 21st January 2021</td> <td>Drew Hall</td> <td>June Fenelon</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1" data-bbox="248 1787 1370 1939"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Audit Sub Committee 9th December 2020</td> <td>Janet Strang</td> <td>John Nisbet</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting 19th November 2020	Brenda Johnstone	Janet Strang	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting 21st January 2021	Drew Hall	June Fenelon	Matters Arising: None.			Meeting	Proposed	Seconded	Audit Sub Committee 9th December 2020	Janet Strang	John Nisbet	Matters Arising: None.			
Meeting	Proposed	Seconded																										
Board of Management Meeting 19th November 2020	Brenda Johnstone	Janet Strang																										
Matters Arising: None.																												
Meeting	Proposed	Seconded																										
Special Board of Management Meeting 21st January 2021	Drew Hall	June Fenelon																										
Matters Arising: None.																												
Meeting	Proposed	Seconded																										
Audit Sub Committee 9th December 2020	Janet Strang	John Nisbet																										
Matters Arising: None.																												

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 4th February 2020 at 2.00 pm via Microsoft Teams



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS			ACTION	
5.	Meeting	Proposed	Seconded	
	Finance & Corporate Services Sub Committee 9th December 2020	Brian McCabe	Drew Hall	
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee (Confidential) 12th November 2020	June Fenelon	Janet Strang	
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee (Confidential) 10th December 2020	June Fenelon	Brian McCabe	
	Matters Arising: Board members enquired if there is an update with regard to the large windows that are planned at Glebe Street, Saltcoats. The Group Chief Executive advised that the Executive Director of Development would provide an update at the next Development Sub Committee meeting scheduled on 18 th February 2021.			
				Ex Dir Dev
	6.	Risk Management Monitoring /Review (Confidential) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group Chief Executive advised staff are reviewing and updating the Risk Register which will be available to view at the next Board of Management meeting scheduled for 25 th March 2021. The Board noted.		CEO & Ex Dir F&CS
	7.	Scheme of Delegation The Group Chief Executive advised this item will be discussed under item 13 Polices of Ratification. The Board noted.		
8.	Notifiable Events <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group CEO advised members that there were no notifiable events to report. The Board of Management enquired if the SHR was notified regarding the recent incident at Hallmeadow, Annan. The Group Chief Executive Officer confirmed that the contractor Ashleigh Construction has contacted all the necessary bodies including the Health & Safety Executive regarding the incident. CHA are not responsible for the site until the houses have been completed and handed over for allocation, therefore there is no requirement for the Association to notify the SHR.			

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 4th February 2020 at 2.00 pm via Microsoft Teams



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
8.	The Board noted.	
9.	<p>Secretary’s Report The Secretary reported the following:</p> <p>Tenant Participation Advisory Service (TPAS) Janet Strang, was nominated as the Association’s candidate to stand for the TPAS Scotland Board of Management and was elected the recent AGM on 28th January 2021.</p> <p>Newsletters and Annual Reports The winter edition of the share members newsletter was issued to all share members in December providing an update to what’s been happening over the last 6 months at CHA.</p> <p>The Annual Report 2019-2020 has been prepared and is now available to view online on the Associations website. All tenants were sent a notification in the recently issued tenants newsletter advising if they wish to receive a hard copy then they can request one which would then be posted out to them.</p> <p>The Board noted the content of the report.</p>	
10.	<p>Subsidiary Company Report (Confidential) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group Chief Executive informed members that this item would be covered at item 19 on the agenda.</p> <p>The Board noted.</p>	
11.	<p>EVH Report to Board Members The Group Chief Executive, Frank Sweeney declared an interest with regard to this item. The Board of Management noted and agreed that he did not have to leave the meeting.</p> <p>The Group Chief Executive referred members to the previously circulated report detailing the wages ballot received from EVH.</p> <p>EVH are recommending the following 2-year deal which would result in the awards being made as below:</p> <p>April 2021 An increase of 0.8% on all salary points. This will also be applied to all allowances, bar the Long Service/Retiral Award; and, the standard HMRC fixed profit mileage allowance.</p> <p>April 2022</p>	



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION
<p>11. An increase of October 2021 CPI plus 0.1% on all salary points. This will also be applied to all allowances, bar the Long Service/Retiral Award; and, the standard HMRC fixed profit mileage allowance.</p> <p>*Minimum award of 1.00%, and ceiling of 2.50%</p> <p>The Group Chief Executive confirmed that Unite the Union is also recommending this deal to its membership.</p> <p>After discussion the Board of Management approved the recommendation as presented. The Group Chief Executive advised members that the ballot paper would be completed and returned to EVH no later than 5:00 PM on Sunday 28 February 2021.</p>	CEO
<p>12. Health & Safety</p> <p>The Group Chief Executive advised that the Health & Safety Manager continues to be busy working on processes and procedures surrounding COVID-19 to ensure everyone’s health and safety whilst carrying out their work duties, as well as carrying out day to day health and safety requirements out with COVID-19.</p> <p>Former Assistant Manager at Victoria House has been appointed as Deputy Health & Safety Manager to assist the Health & Safety Manager with his ever increasing workload given the current pandemic and his Clerk of Works role in Dumfries & Galloway 2 days per week.</p> <p>Given the Scottish Government restrictions, only skeleton staff are working within Head Office to carry out duties that cannot be done from home, for example, incoming /outgoing mail.</p> <p>The Board noted.</p>	
<p>13. Policies for Ratification</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>Scheme of Delegation (Finance & Corporate Services Sub Committee Review) – CE0021B</p> <p>The Group 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;"><i>Proposed: John Nisbet Seconded: Lesley Keenan</i></p>	

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 4th February 2020 at 2.00 pm via Microsoft Teams



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION
<p>13. Scheme of Delegation (Housing & Property Services Sub Committee Review) – CE0021B</p> <p>The Group Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p><i>Proposed: Brenda Johnstone Seconded: Brian McCabe</i></p> <p>Arrears Policy – PSH006</p> <p>The Group Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p><i>Proposed: John Nisbet Seconded: Liam Loudon</i></p> <p>Health & Safety Policy – PST030 Electrical Safety in Association Owned Properties</p> <p>The Group Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p><i>Proposed: Janet Strang Seconded: June Fenelon</i></p> <p>Health & Safety Policy – CE0002 Gas Safety (Installation & Use) Regulations 1998</p> <p>The Group Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p><i>Proposed: Elizabeth Shedden Seconded: June Fenelon</i></p> <p>Lodgers Policy – PSH018</p> <p>The Group Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p><i>Proposed: Elizabeth Shedden Seconded: Brenda Johnstone</i></p> <p>Neighbour Disputes and Anti-Social Behaviour Policy – PSH009</p> <p>The Group Chief Executive presented the policy for consideration and asked if there were any questions. No questions were received on the policy.</p> <p><i>Proposed: Drew Hall Seconded: June Fenelon</i></p> <p>Reactive Maintenance Policy – PST001</p> <p>The Group Chief Executive presented the policy for consideration and asked if</p>	



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION
<p>13. there were any questions. No questions were received on the policy.</p> <p style="text-align: center;"><i>Proposed: Janet Strang Seconded: Lesley Keenan</i></p> <p><i>Rechargeable Repairs – PST002</i></p> <p>The Group 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;"><i>Proposed: Brian McCabe Seconded: Liam Loudon</i></p> <p><i>Tenancy Related Permissions Policy – PSH019</i></p> <p>The Group Chief Executive presented the policy for consideration and highlighted the following change made:</p> <p>7.12 “New build developments will normally have arrangements made for an aerial during construction and also where possible access to cable. Permission for satellite dishes will not be given and this will be made clear to all prospective tenants before their date of entry. This is due to problems experienced with modern construction materials and retrospectively fitted cabling/dishes.”</p> <p>The Group Chief Executive advised members if prospective tenants required a satellite then the advice given is to request that it is situated in the garden area as this avoids any damage to the building.</p> <p style="text-align: center;"><i>Proposed: Willie Gibson Seconded: Brenda Johnstone</i></p> <p><i>Voids Policy – PSJ001</i></p> <p>The Group 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;"><i>Proposed: June Fenelon Seconded: Drew Hall</i></p> <p><i>Rent Policy – PSH004</i></p> <p>The Group 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;"><i>Proposed: Elizabeth Shedden Seconded: Brenda Johnstone</i></p>	
<p>14. Development Programme Overview (CONFIDENTIAL) <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 and went over in detail the update that the Executive Director of</p>	

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 4th February 2020 at 2.00 pm via Microsoft Teams



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
14.	<p>Development had provided.</p> <p>The Board noted.</p>	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
15.	<p>Self-Assurance Action Plan Update (Confidential) <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 an update on the Action Plan to February 2021.</p> <p>The Group Chief Executive advised members that the Annual Assurance Statement was submitted to the Scottish Housing Regulator on 20th November 2020 as authorised at the Board of Management meeting on 19th November 2020.</p> <p>The Group Chief Executive informed members that due to COVID-19 there has been a delay in progressing with work within the plan however Board members were pleased with the work completed in light of the pandemic and restrictions.</p> <p>The Board noted the content of the report.</p>	
16.	<p>Quarterly Performance against Strategic Objectives (Confidential) <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 second quarter. The actions have been updated where appropriate and continue to be ongoing.</p> <p>The Group Chief Executive asked members if there were any questions. No questions were asked.</p> <p>The Board noted the content of the report.</p>	
17.	<p>Board of Management Quarterly Performance against Workplan/Targets (Confidential) <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. The Group Chief Executive referred to Board members training and how this will be carried out. The options available are:</p> <ul style="list-style-type: none"> • Via Microsoft Teams • The Frank Sweeney Centre for Enterprise, 2 rooms made into 1 large room (this is on the condition the Scottish Governments ‘Stay at Home’ Order is lifted) 	



PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
17.	<ul style="list-style-type: none"> A combination of Microsoft Teams and some people in the meeting rooms <p>The Group Chief Executive asked Board members to consider the options available and confirmed a questionnaire will be issued.</p> <p>The Board noted the content of the report.</p>	CEO
18.	<p>Citrus Change in Inter-Company Interest Rate (CONFIDENTIAL) <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 Board accepted and agreed that the interest rate of 1.75% be applied to Citrus Energy’s Inter-Company loan applicable from 01/04/20.</p>	
19.	<p>Citrus Energy Proposed Redundancies (Confidential) <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 current position surrounding proposed redundancies within Citrus Energy.</p> <p>The Group Chief Executive advised members that the next Citrus Board of Directors meeting is scheduled for Thursday 11th February 2021 and an update will be provided at the next Board of Management meeting.</p> <p>The Board noted the content of the report.</p>	
20.	<p>Corporate Plan Yearly Review Timetable</p> <p>The Group Chief Executive referred members to the previously circulated report detailing the Corporate Strategy & Plan Review timetable for 2021.</p> <p>Members agreed the proposed timetable presented.</p> <p>The Board noted and agreed with the timetable presented.</p>	CEO
21.	<p>Risk Management Yearly Review Timetable</p> <p>The Group Chief Executive referred members to the previously circulated report detailing the Risk Management Review timetable for 2021.</p> <p>Members agreed the proposed timetable presented.</p> <p>The Board noted and agreed with the timetable presented.</p>	CEO



PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
22.	<p>Reactive Maintenance Contract 2022 (Confidential) <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 received from the Executive Director of Housing & Property Services and presented in detail.</p> <p>The Board of Management noted the content of the report and remitted the Executive Director of Housing & Property Services and Executive Director of Finance & Corporate Services to carry out an internal feasibility study and business plan exercise and report back to the Board meeting on 1st July 2021.</p>	

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
23	<p>Quarterly Policy Review Progress Report (Oct-Dec) The Board of Management noted the content of the report.</p>	
24.	<p>Board of Management Log of Electronic Signatures The Association used members electronic signatures for documents/reports as detailed in the Association’s Financial Regulations, (CSF004) and authorised by members at the Board meeting on 19th November 2020.</p> <p>The Board of Management noted the content of the report.</p>	
25.	<p>Media & Marketing Publications The Board of Management noted the content of the report.</p>	

The Meeting closed at 3.15pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		24/02/2021
Approved for Circulation By:		24/02/2021
Proposed By:		25/03/2021
Seconded by:		25/03/2021