



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 11th 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 Special Board of Management Meeting

Held on Thursday 11th February 2021 at 12.00 pm via Microsoft Teams



Present	In Attendance
John Kelly (Chair) Lesley Keenan Janet Strang Elizabeth Shedden William Gibson June Fenelon Liam Loudon Margaret Davison Councillor Jimmy Miller Councillor Jim McMahon	Frank A Sweeney, Group Chief Executive Steven Good, Executive Director of Housing & Property Services Allison McColl, Executive Director of Finance & Corporate Services Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Administration Assistant

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies Apologies were received from Brian McCabe, John Nisbet, Drew Hall, Brenda Johnstone.	
2.	Chairperson's Remarks <ol style="list-style-type: none"> The Chair asked all Members to mute their microphones unless they wish to speak and to say their name prior to speaking. The Chair asked all Members to ensure that their mobile phones are switched off. 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. The Chair advised all members that a letter had been received from the Glasgow and West of Scotland Forum for Housing Associations informing them that the Associations membership was due for renewal. The renewal fee for 1st April 2021 to 31st March 2022 is £1,234. The Board of Management agreed that it was a valuable membership to have and all agreed the membership should be renewed for 2021/2022. <i>Proposed: Margaret Davison Seconded: Janet Strang</i> 	CEO
3.	Declaration of Interest None	

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PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
4.	Requirement of the Writing (Scotland) Act 1995 None	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
5.	<p>Proposed Rent Increase Consultation Feedback 2021/2022 (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Executive Director of Housing & Property Services proceeded to present the previously circulated report to the Board of Management in detail. At the Special Board of Management meeting on 21st January 2021 it was agreed to consult with tenants on a rent increase of 1.2% for 2021/22 (Shared owners are subject to an increase of the Retail Price Index for the November of the previous year which was 0.9%). The Executive Director of Housing & Property Services advised the consultation has now been completed within the previously agreed timescale.</p> <p>Due to the COVID-19 pandemic no roadshows took place this year, a newsletter was issued to each tenant outlining the extent of the proposed increase and what the money would be spent on. Each tenant received a response form with a pre-paid envelope. Tenants were given a direct contact number and were offered the opportunity to arrange a one to one discussion at a time of their choice, and an email address for direct contact. A total of 38 responses were received which is down 5% from last year. A Tenants Group Online Forum meeting was also arranged with a total of 5 delegates attending taking part in a lively debate.</p> <p>After discussion the Board of Management:</p> <ul style="list-style-type: none"> • Noted the results of the consultation exercise; • Approved the proposal to increase rent to all secure tenancies by 1.2% (October 2020 CPI +0.5%) for 2021/2022; • Approved the proposal to increase rent to shared owners by RPI (0.9%) <p>The Chairperson thanked the Executive Director of Housing & Property Services and his staff for their work in carrying out the consultation process.</p>	

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
	None.	

The Meeting then closed at 12.25 pm.

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	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