



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 8<sup>th</sup> April 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 8<sup>th</sup> April 2021 at 2.00 pm via Microsoft Teams



Present	In Attendance
John Kelly (Chair) Lesley Keenan Janet Strang Elizabeth Shedden William Gibson June Fenelon Councillor Jimmy Miller Councillor Jim McMahon Brenda Johnstone John Nisbet Brian McCabe	Frank A Sweeney, Group Chief Executive Linda Anderson, Executive Director of Development Services (2:00 – 2:35pm) Neil Orrock, Director, Clancy Consulting (2:00 – 2:35pm) Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Administration Assistant

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<b>Apologies</b> Apologies were received from Liam Loudon, Drew Hall, 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.	
3.	<b>Declaration of Interest</b> Board members, William Gibson and Brenda Johnstone both declared an interest in relation to item 8, Making Our Communities Better Places Fund which was duly noted and will be recorded in the Associations register. Both members will not be required to leave the meeting but cannot participate in any discussion on said item.	CEO
4.	<b>Requirement of the Writing (Scotland) Act 1995</b> None.	

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<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>5.</b>	<p><b>North Shore Development Consultation – Neil Orrock Letter/Discussion</b></p> <p>The Chairperson welcomed Neil Orrock of Clancy Consulting to the meeting.</p> <p>The Group Chief Executive referred members to discussions/questions previously had by members at the last meeting of 25<sup>th</sup> March 2021, in relation to the proposed North Shore Development, Ardrossan Harbour, Ardrossan. The proposed development is situated next to CHA's stock at Sweeney Street, Sweeney Court and Sweeney Gardens.</p> <p>The Group Chief Executive invited Neil Orrock of Clancy Consulting to present his draft letter of response in relation to the questions raised at the previous meeting by CHA from a health and safety prospective.</p> <p>Neil Orrock of Clancy Consulting referred members to his previously circulated letter of response and continued to go over it in detail. After discussion, members agreed that the Association's detailed response should be submitted to North Ayrshire Council, highlighting the following:</p> <ul style="list-style-type: none"> <li>• Risks will inevitably be generated for residents during the site clearance and any new school build but working out exactly what those risks will be is complicated. We therefore request a copy of all the risk assessments that have been carried or will be carried out during the works. If the contaminated land can be remediated without adding to risks and used as an open space, that would be the best precautionary public health solution.</li> <li>• What about airborne contamination has the remediation proposals embraced this and if so how? What are the risks of airborne contamination? Can you confirm that a comprehensive air monitoring system will be put in place during the course of the works, with regular readings taken and the nature of works altered/ amended on site to keep this within allowable limits?</li> <li>• In terms of the capping measures, they are not finite. What is the maximum lifespan of a capping measure? If there are different capping systems which one should be used? Externally, the use of a depth of clean imported inert material is normally used to encapsulate the natural materials. Can you confirm where the imported material will come from? All information on the capping measures should be made available to all interested parties.</li> <li>• Within Buildings, the installation of hydrocarbon and vapour resistant membranes, with sub-floor venting, would probably be we think, the proposed option. These membranes are designed robustly for this use and, if installed correctly, they should last the lifetime of the building. Again, these issues can be considered after receipt of the detailed proposals.</li> </ul> <p>The Association assumes that more very robust ground investigations will be undertaken with stakeholders and interested parties including Cunningham Housing Association (an interested party) and the wider community being</p>	

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	<p>consulted at every stage with proposed/phased investigation:</p> <p>Phase 1      Desk study  Phase 2a      Ground investigation design  Phase 2b      Ground investigations  Phase 3      Remediation Method Statement (taking into account site and neighbouring sensitive receptors and climate change)  Phase 4      Environmental Validation Works</p> <p>It was noted that it may be the case that some of these phases have been undertaken already.</p> <p>As an interested party CHA would like confirmation of the type of phased investigation which has been implemented.</p> <p>After discussion members agreed that in terms of good governance North Ayrshire Council should set up a bespoke website for the project so that all interested parties can keep up to date with issues and progress.</p> <p>Board members duly noted agreed that the Association's response be sent to North Ayrshire Council for consideration. The Group Chief Executive informed members he would submit the Association's response to North Ayrshire Council as requested on 9<sup>th</sup> April 2021 with all views/concerns raised.</p>	CEO
6.	<p><b>Victoria House Update (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 Chief Executive advised members that the Association has managed to offer re-employment to 3 members of Victoria House staff:</p> <ul style="list-style-type: none"> <li>• Carolanne Rennie – Depute Health &amp; Safety Manager, beginning 1<sup>st</sup> April 2021</li> <li>• Lynn Anderson - Receptionist at the Frank Sweeney Centre, beginning 1<sup>st</sup> April 2021</li> <li>• Sandra McMillan – Administration Assistant/Receptionist, Property Services, Kilmarnock, beginning 12<sup>th</sup> April 2021</li> </ul> <p>The Board noted and agreed the payment of an ex gratia payment as detailed in the report.</p>	Ex Dir F&CS
7.	<p><b>Annual Leave 2020/21 Follow Up 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 which informed members that a survey had been sent to all relevant staff in</p>	

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	<p>relation to outstanding holidays for 2020/21, as agreed by the Board of Management at the last meeting of 25<sup>th</sup> March 2021.</p> <p>The Group Chief Executive advised members that some staff opted to carry forward 5 days annual leave and receive payment for the remainder. Members noted that the total of £42,442.96 will be accrued within the year end annual accounts as a “cost”.</p> <p>The Board noted and formally approved the payment of annual leave for 2020/21 and the carrying forward (as requested) of annual leave for 2020/21 into 2021/22.</p>	Ex Dir F&CS														
8.	<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>Willie Gibson and Brenda Johnstone declared a interest in this item in relation to applications received from Scottish Association of Flower Arrangement Societies and Ardrossan Academicals Rugby Football Club which have been noted and will be recorded in the Association’s register. They will not be required to leave the meeting but will not take part in any discussion on same.</p> <p>The Group Chief Executive referred members to the previously circulated report and advised that the Skills and Succession Sub Committee held a meeting earlier today to discuss and approve potential recipients to receive a donation from the remaining balance of MOCBP Fund for North and East Ayrshire 2020/21. A total of £13,660 was committed for payment to Community Foodbanks.</p> <p>The Skills and Succession Sub Committee approved the following:</p> <p><b>Jonathan Ralston - £1,000 Sponsorship</b></p> <p><b>Community Groups</b></p> <table><tr><td>Scottish Association of Flower Arrangement Societies</td><td><b>£1,000</b></td></tr><tr><td>Ardrossan Academicals Rugby Football Club</td><td><b>£1,000</b></td></tr><tr><td>St Peter’s Children’s Centre Flying Start Toddler Group, Ardrossan</td><td><b>£1,000</b></td></tr></table> <p><b>Community Food Larders – East Ayrshire</b></p> <table><tr><td>• Auchinleck Christian Fellowship</td><td><b>£500</b></td></tr><tr><td>• Cumnock Juniors, Townhead Park</td><td><b>£500</b></td></tr><tr><td>• Kilmarnock Onthank NWKLEUS</td><td><b>£500</b></td></tr><tr><td>• Netherthird Community Centre</td><td><b>£500</b></td></tr></table> <p>The Group Chief Executive informed members that the Skills and Succession Sub Committee awarded a total of £6,000 which leaves a balance of £7,660 for North and East Ayrshire and will be accrued in the 20/21 accounts against Community Foodbanks. The Group Chief Executive advised that this amount will then be available in 2021/22.</p>	Scottish Association of Flower Arrangement Societies	<b>£1,000</b>	Ardrossan Academicals Rugby Football Club	<b>£1,000</b>	St Peter’s Children’s Centre Flying Start Toddler Group, Ardrossan	<b>£1,000</b>	• Auchinleck Christian Fellowship	<b>£500</b>	• Cumnock Juniors, Townhead Park	<b>£500</b>	• Kilmarnock Onthank NWKLEUS	<b>£500</b>	• Netherthird Community Centre	<b>£500</b>	CEO
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8.	<p>The Board noted and agreed with the Skills and Sucession Sub Committee to make the donations as detailed.</p> <p>Board members then discussed how they may approach awarding funding in 2021/22 with the potential of setting aside an amount possibly for just food and people in need.</p> <p>The Board noted.</p>	

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
	<p><b>AOCB</b></p> <p>The Group Chief Executive provided an update to members in relation to the plans for the Board room and enabling members to attend meetings with social distancing in place when government restrictions allow.</p>	

The Meeting then closed at 3:00 pm.