



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 13<sup>th</sup> May 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 13<sup>th</sup> May 2021 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 Drew Hall Willie Gibson Margaret Davison Liam Loudon Councillor Jimmy Miller Councillor McMahan	Frank Sweeney, Group Chief Executive Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Administrative Assistant

<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
<b>1.</b>	<b>Apologies</b> None.	
<b>2.</b>	<b>Chairperson’s Remarks</b> <ol style="list-style-type: none"> <li><b>1</b> The Chair asked all Members to mute their microphones unless they wish to speak and to say their name prior to speaking.</li> <li><b>2</b> The Chair asked all Members to ensure that their mobile phones are switched off.</li> <li><b>3</b> As there were confidential items on the Agenda the Chair read out the following confidentiality statement:   <b>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.</b>   <b>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.</b> </li> <li><b>4</b> The Chair advised the Board of Management that Hugh McGhee, Head of Social &amp; Economic Development will be retiring as of December 2021.</li> <li><b>5</b> The Chair advised that items 21 and 22 would be taken after item 8 on the agenda.</li> </ol>	
<b>3.</b>	<b>Declaration of Interest</b> None.	

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 13<sup>th</sup> May 2021 at 2.00 pm via Microsoft Teams



<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>																																																						
4.	Requirement of the Writing (Scotland) Act 1995 None.																																																							
5.	<p><b>Adoption of Minutes and Business Arising from same</b></p> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting <b>25<sup>th</sup> March 2021</b></td> <td>Drew Hall</td> <td>Brenda Johnstone</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Special Board of Management Meeting <b>8<sup>th</sup> April 2021</b></td> <td>Brian McCabe</td> <td>June Fenelon</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Skills &amp; Succession Sub Committee (Confidential) <b>24<sup>th</sup> March 2021</b></td> <td>Janet Strang</td> <td>Lesley Keenan</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Skills &amp; Succession Sub Committee (Confidential) <b>8<sup>th</sup> April 2021</b></td> <td>Lesley Keenan</td> <td>Janet Strang</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Development Services Sub Committee (Confidential) <b>18<sup>th</sup> March 2021</b></td> <td>Brenda Johnstone</td> <td>June Fenelon</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Development Services Sub Committee (Confidential) <b>15<sup>th</sup> April 2021</b></td> <td>June Fenelon</td> <td>Brian McCabe</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting <b>25<sup>th</sup> March 2021</b>	Drew Hall	Brenda Johnstone	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting <b>8<sup>th</sup> April 2021</b>	Brian McCabe	June Fenelon	Matters Arising: None.			Meeting	Proposed	Seconded	Skills & Succession Sub Committee (Confidential) <b>24<sup>th</sup> March 2021</b>	Janet Strang	Lesley Keenan	Matters Arising: None.			Meeting	Proposed	Seconded	Skills & Succession Sub Committee (Confidential) <b>8<sup>th</sup> April 2021</b>	Lesley Keenan	Janet Strang	Matters Arising: None.			Meeting	Proposed	Seconded	Development Services Sub Committee (Confidential) <b>18<sup>th</sup> March 2021</b>	Brenda Johnstone	June Fenelon	Matters Arising: None.			Meeting	Proposed	Seconded	Development Services Sub Committee (Confidential) <b>15<sup>th</sup> April 2021</b>	June Fenelon	Brian McCabe	Matters Arising: None.			
Meeting	Proposed	Seconded																																																						
Board of Management Meeting <b>25<sup>th</sup> March 2021</b>	Drew Hall	Brenda Johnstone																																																						
Matters Arising: None.																																																								
Meeting	Proposed	Seconded																																																						
Special Board of Management Meeting <b>8<sup>th</sup> April 2021</b>	Brian McCabe	June Fenelon																																																						
Matters Arising: None.																																																								
Meeting	Proposed	Seconded																																																						
Skills & Succession Sub Committee (Confidential) <b>24<sup>th</sup> March 2021</b>	Janet Strang	Lesley Keenan																																																						
Matters Arising: None.																																																								
Meeting	Proposed	Seconded																																																						
Skills & Succession Sub Committee (Confidential) <b>8<sup>th</sup> April 2021</b>	Lesley Keenan	Janet Strang																																																						
Matters Arising: None.																																																								
Meeting	Proposed	Seconded																																																						
Development Services Sub Committee (Confidential) <b>18<sup>th</sup> March 2021</b>	Brenda Johnstone	June Fenelon																																																						
Matters Arising: None.																																																								
Meeting	Proposed	Seconded																																																						
Development Services Sub Committee (Confidential) <b>15<sup>th</sup> April 2021</b>	June Fenelon	Brian McCabe																																																						
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 that the risk register review is underway and will be discussed in detail at the risk review session on Wednesday 19<sup>th</sup> May 2021.</p> <p><b>The Board noted.</b></p>	<b>CEO</b>																																																						

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 13<sup>th</sup> May 2021 at 2.00 pm via Microsoft Teams



<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
7.	<p><b>Scheme of Delegation</b> The Group Chief Executive advised that the annual review of the Scheme of Delegation will be presented to the Board for consideration at the special meeting of 27<sup>th</sup> May 2021.</p> <p>The Board noted.</p>	CEO
8.	<p><b>Notifiable Events</b> The Group CEO advised members that there were no notifiable events to report.</p> <p>The Board noted.</p>	
21.	<p><b>Foodbank Fast Facts 2020 (Confidential)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group CEO referred members to the previously circulated report which highlighted the impressive work of the North Ayrshire Foodbank over the last year. The Group CEO confirmed that payment of the annual £5,000 donation to North Ayrshire Foodbank as agreed by the Board on 22<sup>nd</sup> April 2020 has been arranged this week.</p> <p>The Board noted.</p>	
22.	<p><b>Food Larders North Ayrshire</b> The Group Chief Executive referred members to the previously circulated report and flyer which provided members with details of two new Food Larders in Ardrossan, one is based in the Whitlees Centre and the other within the Church of Nazerene.</p> <p>As the Board previously donated £500 each to 4 separate Food Larders in East Ayrshire it is proposed that support should also be shown to the two new Food Larders in Ardrossan.</p> <p>The Group Chief Executive advised that a report will be provided at the end of each financial year with details of how the money has helped individuals and consideration could be given to providing support on an annual basis.</p> <p>The Board of Management agreed and approved to donate £500 to each of the new Food Larders in Ardrossan.</p> <p style="text-align: center;"><i>Proposed: Councillor Jimmy Miller      Secoded: Janet Strang</i></p>	CEO
9.	<p><b>Making Our Communities Better Places Fund (North &amp; East Ayrshire) (Confidential)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group Chief Executive thanked members for reopening the Making Our Communities Better Places Fund 2021/22 as per email sent on 7<sup>th</sup> May 2021.</p>	

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 13<sup>th</sup> May 2021 at 2.00 pm via Microsoft Teams



<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>	<b>ACTION</b>
<p><b>9.</b> The Group Chief Executive referred members to the previously circulated report for members to consider the funding requests received.</p> <p>The Board of Management discussed the applications in detail and agreed the following:</p> <p>Blair Gymkhana – <b>Approved award of £500</b>                      Mauchline Holy Fair – <b>Approved award of £1,000</b>                      The Ayrshire Community Trust – <b>Approved award of £500</b></p> <p><b>After discussion the Board of Management agreed a 3 Year Sponsorship for Brooke Neely to provide her with some security to progress with her career. The Board acknowledged she is a role model with other young people in Vineburgh.</b></p> <p>Brooke Neely – <b>Approved 3-year Sponsorship of £1,000 per year (£1,000 payable 2021, 2022 and 2023)</b></p> <p style="text-align: center;"><i>Proposed: Janet Strang                      Seconded: Brenda Johnstone</i></p>	<p style="text-align: center;">CEO</p> <p style="text-align: center;">CEO</p>
<p><b>10.</b> <b>Making Our Communities Better Places Fund (Dumfries &amp; Galloway) (Confidential) (Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</b></p> <p>The Group Chief Executive referred members to the previously circulated report for members to consider the funding request received.</p> <p>The Board of Management discussed the application in detail and agreed the following:</p> <p>Annan Christmas Lights Committee – <b>Approved award of £1,000</b></p>	<p style="text-align: center;">CEO</p>
<p><b>11.</b> <b>Secretary’s Report</b></p> <p>The Secretary reported the following:</p> <p><b>Correspondence</b></p> <p>Jonathan Ralston’s mother contacted the Association to advise they are extremely grateful for Jonathan’s sponsorship money and would be glad to arrange a PR photo once the works are complete in the Board Room.</p> <p>Councillor Jim Montgomerie emailed to thank the Board of Management for their donation to the Community Fridge and advised that the Board are welcome anytime if they would like to come and visit the project.</p> <p>Thank you letter was received from the Scottish Association of Flower Arrangement Societies thanking the Board of Management for approving their request for funding. Brenda Johnstone advised that the club would like to extend an invitation to two representatives to attend their Gala Dinner on 28<sup>th</sup> September 2021 further details will follow.</p>	<p style="text-align: center;">CEO</p>

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 13<sup>th</sup> May 2021 at 2.00 pm via Microsoft Teams



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION
<p>11. The Board noted the content of the report.</p>	
<p>12. <b>Subsidiary Company Report (Confidential)</b>  <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>                      The Group Chief Executive referred members to the previously circulated report.</p> <p>The Board noted the content of the report.</p>	
<p>13. <b>EVH Report to Board Members</b>                      No further updates received.</p>	
<p>14. <b>Health &amp; Safety</b>                      The Group Chief Executive advised that the Health &amp; Safety Manager continues to do a remarkable job, along with the new Deputy Health &amp; Safety Manager.</p> <p>Guidance has been received from SFHA providing information in assisting with the reopening of buildings post Covid. The Group Chief Executive Officer informed members that most of the requirements are in place. The managers are presently ensuring that all risk assessments have been carried out and up to date, including reception areas having adequate processes in place.</p> <p>The Board noted.</p>	
<p>15. <b>Policies for Ratification</b>                      The Group Chief Executive advised the Board the undernoted policies have been reviewed, with proposed changes highlighted in red.</p> <p><b>Financial Regulations Policy – CSF004</b>                      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: Janet Strang                      Seconded: Brenda Johnstone</i></p> <p><b>Treasury Management Policy – CSF005</b>                      The Group Chief Executive presented the policy for consideration and advised there are no major changes. No questions were received on the policy.</p> <p style="text-align: center;"><i>Proposed: June Fenelon                      Seconded: Drew Hall</i></p>	
<p>16. <b>Development Programme Overview (CONFIDENTIAL)</b>  <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>                      The Group Chief Executive advised that no questions had been received from the Board prior to the meeting.</p> <p>The Board noted.</p>	

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 13<sup>th</sup> May 2021 at 2.00 pm via Microsoft Teams



<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>	<b>ACTION</b>
<p>17. <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>                      The Group Chief Executive referred members to the previously circulated quarterly progress report.</p> <p>The Group Chief Executive informed members of the following:</p> <ul style="list-style-type: none"> <li>• The Association continues to work with Mulholland Housing in order to continue to be fully compliant and a meeting will be arranged later in the year with members to go over any updates on compliance/assurance.</li> <li>• The Association will liase with an external consultant to assess and advise on best practice in relation to tenant health &amp; safety compliance which was raised in the action plan.</li> <li>• All policies are on target for review.</li> </ul> <p>The Board noted the content of the report.</p>	
<p>18. <b>Financial Consultants Feedback (Confidential)</b>  <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>                      The Group Chief Executive referred members to the previously circulated report which provided an update on the Financial Consultant services tender. The Group Chief Executive informed members that Harper Macleod confirmed there were a total of two tenders received from Arneil Johnston and FMD Financial Services Ltd.</p> <p>The Group Chief Executive advised that the tenders were evaluated by the tender panel on 28<sup>th</sup> April 2021 and FMD Financial Services scored best for quality and price combined.</p> <p>The Board noted and agreed to appoint FMD Financial Services under a services contract for a 3-year period with an option to award up to 4 annual extensions thereafter.</p>	CEO
<p>19. <b>North Ayrshire Council Consultation Update – Ardrossan North Shore Development (Confidential)</b>  <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>                      The Group Chief Executive referred members to the previously circulated report providing an update on the proposed Ardrossan North Shore Development.</p> <p>The Group Chief Executive referred members to the proposed development of Ardrossan North Shore and provided a response which had been received from North Ayrshire Council. North Ayrshire Council approved the proposed development framework on 28<sup>th</sup> April 2021 which will become a material</p>	

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 13<sup>th</sup> May 2021 at 2.00 pm via Microsoft Teams



<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>19.</b>	<p>consideration in the determination of planning applications for the site, i.e. planning applications will require to comply with the framework.</p> <p>The Group Chief Executive advised that they await any further updates as North Ayrshire Council progress with the project and members will be kept informed.</p> <p><b>The Board noted the content of the report.</b></p>	<b>CEO</b>
<b>20.</b>	<p><b>Return to Work Update on easing of COVID-19 Restrictions</b></p> <p>The Group Chief Executive referred members to the previously circulated report providing an update on returning to work. The Executive Management team have met and discussed the best way forward for the Association with staff returning to the office and in line with Scottish Government restrictions.</p> <p>The Board of Management discussed in detail various options and agreed that given the nature of the Association, it is important to have staff in the office environment. It was agreed staff would return to work full time when Scottish Government restrictions allow however in the interim staff would be asked to return to work 2 days per week on a rota basis. Executive Director's will discuss any concerns or issues raised by their staff members on an individual basis with a flexible approach being considered as required.</p> <p><b>After discussion the Board of Management agreed the proposed return to work for staff as detailed.</b></p> <p><b>The Board noted.</b></p>	
<b>23.</b>	<p><b>Corporate Strategy &amp; Business Plan/Risk Review Session 2021</b></p> <p>The Group Chief Executive referred members to the previously circulated report providing an update on the Corporate Strategy &amp; Business Plan/Risk Review.</p> <p>The Group Chief Executive informed members that all timescales are on target as planned.</p> <p><b>The Board noted.</b></p>	

<b>PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN, TIME PERMITTING</b>		<b>ACTION</b>

<b>PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY</b>		<b>ACTION</b>
<b>24.</b>	<p><b>Quarterly Policy Review Progress Report (Jan-Mar)</b></p> <p>The Board of Management noted the content of the report.</p>	
<b>25.</b>	<p><b>Board of Management Log of Electronic Signatures</b></p> <p>The Board of Management noted the content of the report.</p>	



# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 13<sup>th</sup> May 2021 at 2.00 pm via Microsoft Teams



<b>PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY</b>		<b>ACTION</b>
26.	<b>End Year Making Our Communities Better Places Fund Analysis Report</b> The Board of Management noted the content of the report.	
27.	<b>End Year Share Membership Analysis Report</b> The Board of Management noted the content of the report.	
28.	<b>Media &amp; Marketing Publications</b> The Board of Management noted the content of the report.	

The Meeting closed at 3.05pm.

	<b>Signature</b>	<b>Date</b>
<b>Approved to Proceed to Chairperson for Sign-Off:</b>		<b>09/06/2021</b>
<b>Approved for Circulation By:</b>		<b>09/06/2021</b>
<b>Proposed By:</b>		<b>01/07/2021</b>
<b>Seconded by:</b>		<b>01/07/2021</b>