

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Special Board of Management Meeting

Held on Wednesday 29th July 2021 at 2.00 pm via Microsoft Teams



Present	In Attendance
John Kelly (Chair) Lesley Keenan Janet Strang Brenda Johnstone John Nisbet Drew Hall Brian McCabe Margaret Davison June Fenelon	Frank A Sweeney, Group Chief Executive Allison McColl, Executive Director of Finance & Corporate Services Steven Good, Executive Director of Housing & Property Services Liam Watters, Head of Asset Management & Repairs Fettes McDonald, Finance Consultant 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, Liam Loudon, Councillor McMahon, (EAC), Councillor Miller (NAC), Willie Gibson and Elizabeth Shedden (Leave of Absence).	
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 should not be discussed with any external party either prior to or after said meeting by any Member of the Board of Management. All members should note that when the Group CEO/Executive Directors/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.	Declaration of Interest None.	
4.	Requirement of the Writing (Scotland) Act 1995 None.	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
5.	Residents Services Extra (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group Chief Executive thanked the team (Steven Good, Executive Director of Housing & Property Services, Allison McColl, Executive Director of Finance & Corporate Services, Liam Watters, Head of Asset Management & Repairs and	

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
5.	<p>Fettes McDonald, Finance Consultant) for their hard work and pulling together the report.</p> <p>The Executive Director of Housing & Property Services proceeded to present the previously circulated report. At the Board of Management meeting on 4th February 2021, members approved a recommendation for the Association to investigate the feasibility for the future delivery of the reactive repairs service through Resident Services and if it would be financially viable, whilst offering enhanced prospects for service delivery to tenants.</p> <p>The Finance Consultant (FMD) proceeded to go over the previously circulated 5-year budget projections highlighting the projected overheads and cashflow. The Financial Consultant informed members that figures were all estimated, and that inflation would obviously have an impact. The Association would also have to notify their lenders given it would be a material change.</p> <p>Members enquired how confident the Association would be at recruiting quality staff. The Executive Director of Housing & Property Services advised that given the Association’s good terms and conditions, this would be a driver to attract quality staff.</p> <p>After discussion, the Board of Management agreed the recommendations as presented.</p> <p>The Executive Director of Housing & Property Services left the meeting at 2:35pm.</p>	
6.	<p>SHR Loan Portfolio Annual Return 2020-2021</p> <p>The Finance Consultant referred members to the previously circulated report detailing the Association’s Loan Portfolio to March 2021 for submission to the Scottish Housing Regulator.</p> <p>The Finance Consultant proceeded to go over the main points of the Association’s Loan Portfolio highlighting that there were currently no concerns regarding any aspect of the Loan Portfolio Return. The Finance Consultant asked if members had any questions. No questions were asked.</p> <p>The Board of Management approved the Association’s Loan Portfolio to March 2021 be submitted to the Scottish Housing Regulator.</p>	FC

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

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

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The Meeting then closed at 2.40 pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		13/08/2021
Approved for Circulation By:		13/08/2021
Proposed By:		
Seconded by:		