



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 19th August 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 19th August 2021 at 2.00 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



Present	In Attendance
John Kelly (Chair) Lesley Keenan Janet Strang Brenda Johnstone John Nisbet Margaret Davison June Fenelon Liam Loudon Councillor McMahon	Frank Sweeney, Group Chief Executive Joe Dewar, JWD Asset Services Ltd Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Administrative Assistant

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies Apologies were received from Drew Hall, Brian McCabe, Willie Gibson, Councillor Jimmy Miller. It was also noted that Elizabeth Shedden is still on 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. 4 The Chair advised that item 19 – Health & Safety Compliance Report will be presented after item 4 to allow Joe Dewar of JWD Asset Services Ltd to leave the meeting. 5 The Group CEO advised that all the nomination forms have been received by the deadline 18 th August 2021 for the Annual General Meeting and there is no requirement for a ballot. A nomination form has been received from former Board member John McLaren to join the Board. The Board members welcomed this news and noted he will fill the vacant position on the Board after the Annual General Meeting. 6 The Group CEO advised that a request for Leave of Absence has been received from Willie Gibson. The Board of Management approved a leave of absence for Board member Willie Gibson for the next 2 meetings.	

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3.	Declaration of Interest None.	
4.	Requirement of the Writing (Scotland) Act 1995 None.	
19.	<p>Health & Safety Compliance Report (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Chief Executive informed members that it is essential to safeguard tenants and residents' safety and therefore under good governance it was considered good practice to carry out a compliance review to ensure all safety measures are in place and highlight any areas that required attention. The Association brought in Joe Dewar, of JWD Asset Services Ltd, to review the Association's position and provide a report on the outcome.</p> <p>Joe Dewar referred members to the previously circulated report which detailed CHA's position of all current compliance contracts in place and areas where actions are still required. He proceeded to go over the report in detail along with the Compliance Table which highlighted the Associations position for each area. Joe Dewar informed members that he worked with the Associations Health & Safety Manager along with the Head of Asset Management & Repairs to gather the information which helped form the final report. The Association is fully compliant in 24 areas out of 31 and where there is not 100% compliance, actions have been put in place. Joe Dewar highlighted that it was important to note that given the Covid-19 pandemic, this had a significant impact on compliance contracts being undertaken due to lockdown and buildings closed/ contractors not being able to work.</p> <p>Joe Dewar informed members that the Association was in a very good position in terms of overall compliance and that an action plan was in place. It was recommended that an updated report is provided to members in 6 months' time with the actions taken and thereafter members will receive regular 6 monthly governance progress reports on the action plan moving forward. A copy of the compliance report and any further reports will be provided to the Tenant Scrutiny Group and Registered CHA Tenant/Residents Groups.</p> <p>Members agreed that it was a very positive report, particularly given the last 18 months due to Covid.</p> <p>The Board noted the content of the report and agreed a further update/action plan be presented to the Board in 6 months' time.</p> <p>The Board of Management agreed to receive regular 6 monthly governance progress reports on the action plan.</p> <p>The Board approved that a copy of the compliance report is forwarded to the Tenant Scrutiny Group and Registered CHA Tenant/Residents Groups.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>

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PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS			ACTION
5.	Adoption of Minutes and Business Arising from same		
	Meeting	Proposed	Seconded
	Board of Management Meeting 1 st July 2021	Brenda Johnstone	John Nisbet
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Special Board of Management Meeting 14 th July 2021	Janet Strang	Lesley Keenan
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Special Board of Management Meeting 29 th July 2021	John Nisbet	June Fenelon
	Matters Arising: None.		
	Meeting	Proposed	Seconded
	Development Services Sub Committee (Confidential) 15 th July 2021	Janet Strang	June Fenelon
	Matters Arising: None.		
	6.	<p>Risk Management Monitoring /Review (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive presented on screen the updated risk register and matrix which was agreed at the review session on 19th May 2021 and advised there has been no changes made. He proceeded to discuss the red risks which are of importance and need to be monitored.</p> <p>The Board noted.</p>	
7.	<p>Scheme of Delegation</p> <p>The Group Chief Executive referred members to the previously circulated report which provided an update of the amendments to the Scheme of Delegation. He informed members that given the recently agreed setting up of a DLO it has been identified that a slight amendment is required to the Scheme of Delegation Ref No. 70 under “Disciplinary Action” and also to the Scheme of Delegation for Sub Committees (Finance & Corporate Services) Ref 38 with the following:</p> <ul style="list-style-type: none">“In terms of Resident’s Services, CFRC and Citrus Energy the Group CEO has delegated authority for all matters of staff discipline, dismissal and grievance” <p>The Board noted and agreed the amendments.</p>		

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8.	<p>Making Our Communities Better Places Fund (North & East Ayrshire) (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group Chief Executive informed members that no funding requests had been received from North and East Ayrshire.</p> <p>The Group Chief Executive advised members that some photo opportunities had taken place over the last few weeks from previously approved applicants / sponsorships and it was intended to put them in the local papers individually over the next few weeks following a one page spread to advertise the fund. The Group Chief Executive suggested in future, members may want to consider looking at other ways to assist local groups/individuals by possibly creating a separate fund which may offer a one-off donation of £5,000 for larger projects. It was agreed that a report will be presented to the Board at the October meeting with possible options.</p> <p>The Board noted.</p>	CEO
9.	<p>Making Our Communities Better Places Fund (Dumfries & Galloway) (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 for members to consider the funding requests received.</p> <p>The Board of Management discussed the following applications in detail and agreed the following:</p> <p>Newington Primary School, Annan – Approved award of £1,000 Black & Gold Foundation, Annan – Approved award of £1,000</p>	CEO CEO
10.	<p>Notifiable Events</p> <p>The Group Chief Executive advised the Board of Management of the DLO (Direct Labour Organisation) that was approved at the Special meeting of 29th July 2021. This is a notifiable event and will be sent to the Scottish Housing Regulator.</p> <p>The Board noted.</p>	CEO
11.	<p>Secretary's Report</p> <p>The Secretary reported the following:</p> <p>Correspondence</p> <ul style="list-style-type: none"> - Brooke Neely, the young boxer attended CHA Head Office to be presented with the 'big cheque' following the Board of Management awarding her a 3-year sponsorship. - Jonathan Ralston, the young Archer attended CHA Head Office to be 	

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11.	<p>presented with the 'big cheque' representing the 2nd year of a 3-year sponsorship.</p> <ul style="list-style-type: none"> - An email was received from Eddie Gibb, Ardrossan Community Sports Hub, thanking the Association for the kind donation. - An email was received from Derek King, at Cumnock Juniors Community Enterprise, East Ayrshire thanking the Association for the kind donation. - Sylvia from Netherthird Community Centre, East Ayrshire called to thank the Association for the kind donation. - A thank you letter was received from Kilwinning Football Academy 2008's thanking the Association for their donation. <p>The Board noted the content of the report.</p>	
12.	<p>Subsidiary Company Report (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 noted the content of the report.</p>	
13.	<p>EVH Report to Board Members</p> <p>The Chairperson informed members that he attended the most recent EVH meeting via Teams on Monday 16th August 2021. He was sorry to report the passing of Clare Newton, a long standing EVH Executive member. There is also no EVH Conference taking place this year.</p> <p>The Board noted the content of the report.</p>	
14.	<p>Health & Safety</p> <p>The Group Chief Executive advised that the work of the Health & Safety Manager along with the Deputy Health & Safety Manager continues to ensure the office is safe for staff who are returning on a phased basis with the aim of a full return in October 2021.</p> <p>The Health & Safety Team will meet once all staff have returned full time to the office.</p> <p>The Board noted.</p>	CEO
15.	<p>Policies for Ratification</p> <p>The Group Chief Executive advised the Board the undernoted policies have been reviewed, with proposed changes highlighted in red.</p> <p>Share Membership Policy – CE00027</p> <p>The Group Chief Executive presented the policy for consideration highlighting there were minor changes marked red and asked if there were any questions.</p>	

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<p>15. Members queried the religion and sexual orientation and pointed out that not everyone may be happy to answer these. The Group Chief Executive informed members that this was solely for equal opportunities reporting.</p> <p style="text-align: center;"><i>Proposed: John Nisbet Seconded: Brenda Johnstone</i></p> <p>Health & Safety Policy – CE0001</p> <p>The Group Chief Executive presented the policy for consideration advising updates had been made to reflect staff changes 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: Lesley Keenan</i></p> <p>Sub Committee Standing Orders – CE0023</p> <p>The Group Chief Executive presented the policy for consideration advising updates had been made to reflect the frequency of the Development Sub Committee meetings and the new confidentiality statement 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: June Fenelon</i></p> <p>The Group Chief Executive presented the following policies for consideration which had been reviewed and accepted by the Housing & Property Services Sub Committee held on Tuesday 10th August 2021 and now recommended to the Board of Management for ratification. The Group Chief Executive asked if there were any questions. No questions were received on the policies.</p> <p>Abandoned Tenancy Policy – PSH014</p> <p style="text-align: center;"><i>Proposed: John Nisbet Seconded: June Fenelon</i></p> <p>Mutual Exchange Policy – PSH003</p> <p style="text-align: center;"><i>Proposed: Brenda Johnstone Seconded: Lesley Keenan</i></p> <p>Rent Policy – PSH004</p> <p style="text-align: center;"><i>Proposed: June Fenelon Seconded: Brenda Johnstone</i></p> <p>The Group Chief Executive presented the following policies for consideration which have been reviewed and accepted by the Development Services Sub Committee held on Thursday 12th August 2021 and now recommended to the Board of Management for ratification. The Group Chief Executive asked if there were any questions. No questions were received on the policies.</p>	

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15.	<p>Procurement Policy – DCS002</p> <p style="text-align: center;"><i>Proposed: Janet Strang Seconded: Lesley Keenan</i></p> <p>Procurement Strategy – DCS004</p> <p style="text-align: center;"><i>Proposed: Lesley Keenan Seconded: Janet Strang</i></p>	
16.	<p>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 advised that no questions had been received from the Board prior to the meeting.</p> <p>The Board noted.</p>	
17.	<p>Social & Economic Project at Raydale Park/Gretna 2008 FC, Dumfries Presentation</p> <p>The Group Chief Executive referred members to the previously circulated report which provided information and update to Raydale Community Sports Hub, Gretna.</p> <p>The Group Chief Executive informed members that the Association was approached by the local Community Council and Raydale Partnership to help develop proposals for a new Community Sports Hub, consisting of a new 4G Astro pitch, community gym and fitness room. The Association agreed to help the community due to the lack of facilities in the area, and where the Association is building social housing.</p> <p>The Association aided financially and supplying portacabins which now incorporate facilities, as well as CHA staff helping build a business plan, making capital funding bids, which totalled £559,589 and thus have now a state-of-the-art 4G pitch along with essential leisure facilities.</p> <p>The Chair of Raydale Partnership in Gretna and Cameron Watt, the Scottish Football Association's Football Facilities both sent their thanks and expressed how grateful they were for the Association's massive contribution to see the project through.</p> <p>A video presentation was shown to members which provided a picture of the project from start to finish.</p> <p>The Group Chief Executive informed members that 3 games are to be played on Saturday 21st August to test the new ground and hoping to officially launch in September 2021. The Group Chief Executive advised members that it was a perfect example of Community Wealth Building.</p> <p>The Board noted.</p>	

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
18.	<p>Secretary's Pre AGM-Report</p> <p>The Secretary presented the previously circulated report to the Board of Management in line with Rule 68 "At the last Board Meeting before the annual general meeting, the Secretary must confirm in writing to the Board that Rules 62 to 67 have been followed or, if they have not been followed, the reasons for this. The Secretary's confirmation or report must be recorded in the minutes of the Board Meeting."</p> <p>The Secretary confirmed to Board of Management that all actions for 2020/2021 required in advance of the Annual General Meeting by our Rules (62 to 67 and 68) have been complied with within the required timescales.</p>	
20.	<p>Board of Management Performance Report (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 which provided an update on the Board of Managements performance for the session 2020-2021.</p> <p>The Group Chief Executive highlighted that the Board of Management and Sub Committee meetings were done through Microsoft Teams for the year and the attendance was all above targets. The Group Chief Executive advised the volunteer/time hourly rate has increased to £13.56. Members highlighted prior to meetings, the time taken to read through reports, in preparation for the meeting itself (approx. 2 hours) and suggested that this should be included within the Board of Management Performance report, the accumulative volunteering time/costs total. The Group Chief Executive acknowledged this and agreed; therefore, the figure will be amended accordingly to reflect this.</p> <p>The Board noted.</p>	CEO
21.	<p>Year End Governance Report (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 which helps to demonstrate compliance with Scottish Housing Regulator's Financial and Governance Performance Standards for the session 2020/2021.</p> <p>The Board noted.</p>	
22.	<p>Collective Appraisals Feedback Report (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 feedback from this year's Board of Management Self-Assessment Collective Appraisal process.</p>	

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22.	<p>The Group Chief Executive advised members the report demonstrates that the Board of Management recognises there should be continuous improvement and will continue to be monitored.</p> <p>The Board noted.</p>	
23.	<p>Individual Appraisals Feedback Report (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 providing feedback from this year's Board of Management Self-Assessment Appraisal process.</p> <p>The Group Chief Executive advised members that this report, along with the collective report demonstrates that the Board of Management are a well-balanced team who conduct themselves in a professional way.</p> <p>Several improvements were identified, with members highlighting the following:</p> <ul style="list-style-type: none"> • MS Teams should continue to be used to allow members who cannot physically attend to still take part in the meetings. • Members to receive a copy of the Collective Board Self-Assessment prior to their Individual Self-Assessment going forward. • Finance: - one page to be issued with Committee papers with key financial trends on it for ease of reference (for example: cash at bank trends); • Proforma to be issued to Board of Management to help identify what type of finance training they would like. <p>The Group Chief Executive asked members their views on the leasing of CHA's Board room which was suggested by members whilst carrying out Individual Appraisals. After discussion, members unanimously decided that the Board room should not be leased out and should be kept for internal use only.</p> <p>The Board noted and agreed.</p>	<p>CEO</p> <p>Ex Dir F&CS</p> <p>CEO</p>
24.	<p>360° Chairs Appraisal Feedback Report (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 which provided the feedback of the Chairs 360 Appraisal including Sub Committee Chairs.</p> <p>The Group Chief Executive informed members that it was an excellent 360 assessment for all Chairs concerned and demonstrated a team approach.</p> <p>The Board noted the content of the report.</p>	

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25.	<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 which provided the Association's first quarter review of progress against the Strategic Objectives.</p> <p>The Board noted the content of the report.</p>	
26.	<p>Board Meeting Dates – 2021/2022</p> <p>The Group Chief Executive referred members to the previously circulated report which detailed the potential Board of Management and Sub Committee meeting schedule for 2021/2022.</p> <p>Members pointed out a correction to the Finance & Corporate Services quarter 3 meeting which should read 10/03/2022 and not 10/03/2021. This was noted and will be updated.</p> <p>The Board of Management agreed the meeting schedule for 2021/22.</p>	<p>CEO</p> <p>CEO</p>

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
27.	<p>Board of Management Log of Electronic Signatures</p> <p>The Board of Management noted the content of the report.</p>	
28.	<p>Media Marketing & Publications</p> <p>The Board of Management noted the content of the report.</p>	
	<p>Any Other Business</p> <p>The Vice Chair advised members that she had recently read a book, Annie's Loo, which was about a housing association tenant who lived in a tenement in Glasgow and campaigned to have a toilet built within her home in the 1970's and to which she successfully achieved. The story inspired the Vice Chair, and she suggested a book could be written about CHA with the detailing the history, visionary, influence and impact the organisation has had over the years.</p> <p>The Group Chief Executive advised that further consideration will be given, and it could be explored further.</p> <p>The Board noted.</p>	

The Meeting closed at 3.50pm.

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