

# CUNNINGHAME HOUSING ASSOCIATION LTD

## Minutes of Board of Management Meeting

Held on Thursday 7<sup>th</sup> October 2021 at 2.15 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 Brian McCabe Elizabeth Shedden John McLaren Councillor Jimmy Miller	Frank Sweeney, Group Chief Executive Fettes McDonald, FMD Consultants (MS Teams) 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> Apologies were received from Drew Hall, Councillor McMahon, June Fenelon, Liam Loudon. It was also noted that Willie Gibson is still on leave of absence.	
<b>2.</b>	<b>Chairperson's Remarks</b> <ol style="list-style-type: none"> <li>The Chair asked all Members to ensure that their mobile phones are switched off.</li> <li>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 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>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.</b> </li> <li>The Chair advised that items 17 RBS Loan Facilities (CONFIDENTIAL), 18 LIBOR Transition (CONFIDENTIAL) and 19 CHA Management Letter Response (CONFIDENTIAL) – will be presented after item 4 Requirement of the Writing Act 1995 to allow Fettes McDonald of FMD Consultants to leave the meeting.</li> <li>The Group CEO advised that a request for Leave of Absence has been received from Liam Loudon.   <b>The Board of Management approved a leave of absence for Board member Liam Loudon for the next 2 meetings.</b> </li> <li>The Group CEO advised of the passing of former local Councillor and CHA Board member, David Munn, funeral details are: Thursday 14<sup>th</sup> October 2021 at 1:30pm, Holmsford Bridge Crematorium, Dregghorn.</li> </ol>	<b>CEO</b>

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<b>3.</b>	<b>Declaration of Interest</b> Item 8 – CHA staff members. All staff members will leave the meeting when item is discussed.	
<b>4.</b>	<b>Requirement of the Writing (Scotland) Act 1995</b> None.	
<b>17.</b>	<b>RBS Loan Facilities (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>  The Board approved for the loan agreement to be progressed and agreed this is a more financially viable solution and saving the Association money.	<b>FMD</b>
<b>18.</b>	<b>LIBOR Transition (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>  1. It was reported that the meeting of the Board of Management of the Association had been duly convened and that a quorum was present.  2. The Chair advised the meeting that the Association had been adjusting with Royal Bank of Scotland plc (the “Lender”) the terms of an amendment agreement relating to the transition from LIBOR to SONIA as the underlying interest rate basis for the purposes of the existing facility agreement between the Lender and the Association (the “Amendment Agreement”).  3. The Chair advised that the purpose of the meeting was to consider the terms of the Amendment Agreement and all related documentation and, if thought fit, approve and authorise the execution, delivery and performance of the final agreed version of the Amendment Agreement.  4. It was reported to the meeting that in accepting and signing or authenticating the Amendment Agreement in full, the Association would not breach its rules or any existing contractual or statutory obligations and that the Association is fully empowered to enter into the Amendment Agreement and to perform its obligations thereunder.	

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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
<b>18.</b>	<p>5. It was resolved as follows:-</p> <ul style="list-style-type: none"> <li>a. that the Association enter into the Amendment Agreement;</li> <li>b. that the Association delegate authority to the Group Chief Executive of Cunninghame Housing Association Ltd (the "Authorised Signatories"), to negotiate, finalise, approve and accept the whole terms and conditions of, and the transactions contemplated by, the Amendment Agreement and any other document which they consider necessary or desirable in connection with the Amendment Agreement.</li> <li>c. that any of the Authorised Signatories be and are hereby authorised to execute or authenticate the Amendment Agreement on behalf of the Association and to execute or authenticate any other document which they consider necessary or desirable in connection with the Amendment Agreement on behalf of the Association.</li> <li>d. that any of the Authorised Signatories be and are hereby authorised to sign and/or authenticate and/or despatch all documents, certificates and notices to be signed and/or authenticate and/or despatched by the Association under, or any other document which they consider necessary or desirable in connection with, the Amendment Agreement.</li> <li>e. that the execution or signing or authentication of any of the Amendment Agreement or any other documents referred to in this paragraph 5 may be by electronic means including, without limitation, by DocuSign.</li> </ul> <p><b>CERTIFIED A TRUE EXTRACT</b> of the Resolutions of the Board of Management of Cunninghame Housing Association Limited, none of which have been rescinded, revoked, varied or amended in any way.</p> <p>..... Authentication/Signature</p> <p>..... Date</p> <p>..... Name (in block capitals)</p> <p>..... Designation</p> <p><b>Amendment Agreement between Santander UK PLC and Cunninghame Housing</b></p>	

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18.	<p>Association Limited</p> <ol style="list-style-type: none"><li>1. It was reported that the meeting of the Board of Management of the Association had been duly convened and that a quorum was present.</li><li>2. The Chair advised the meeting that the Association had been adjusting with Santander UK PLC (the “Lender”) the terms of an amendment agreement relating to the transition from LIBOR to SONIA as the underlying interest rate basis for the purposes of the facility agreement between the Lender and the Association originally dated 20 January 2000 (the “Amendment Agreement”).</li><li>3. The Chair advised that the purpose of the meeting was to consider the terms of the Amendment Agreement and all related documentation and, if thought fit, approve and authorise the execution, delivery and performance of the final agreed version of the Amendment Agreement.</li><li>4. It was reported to the meeting that in accepting and signing or authenticating the Amendment Agreement in full, the Association would not breach its rules or any existing contractual or statutory obligations and that the Association is fully empowered to enter into the Amendment Agreement and to perform its obligations thereunder.</li><li>5. It was resolved as follows:-<ol style="list-style-type: none"><li>a. that the Association enter into the Amendment Agreement;</li><li>b. that the Association delegate authority to Group Chief Executive of Cunninghame Housing Association Ltd (the "Authorised Signatories"), to negotiate, finalise, approve and accept the whole terms and conditions of, and the transactions contemplated by, the Amendment Agreement and any other document which they consider necessary or desirable in connection with the Amendment Agreement.</li><li>c. that any of the Authorised Signatories be and are hereby authorised to</li></ol></li></ol>	

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<b>18.</b>	<p>execute or authenticate the Amendment Agreement on behalf of the Association and to execute or authenticate any other document which they consider necessary or desirable in connection with the Amendment Agreement on behalf of the Association.</p> <p>d. that any of the Authorised Signatories be and are hereby authorised to sign and/or authenticate and/or despatch all documents, certificates and notices to be signed and/or authenticate and/or despatched by the Association under, or any other document which they consider necessary or desirable in connection with, the Amendment Agreement.</p> <p>e. that the execution or signing or authentication of any of the Amendment Agreement or any other documents referred to in this paragraph 5 may be by electronic means including, without limitation, by DocuSign.</p> <p><b>CERTIFIED A TRUE EXTRACT</b> of the Resolutions of the Board of Management of Cunninghame Housing Association Limited, none of which have been rescinded, revoked, varied or amended in any way.</p> <p>..... Authentication/Signature</p> <p>..... Date</p> <p>..... Name (in block capitals)</p> <p>..... Designation</p>	
<b>19.</b>	<p><b>CHA Management Letter Response (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Financial Consultant referred members to the previously circulated report which provided an update on the CHA Management Letter Response.</p> <p>At the Special Board of Management meeting of 26<sup>th</sup> August 2021, it was agreed to delegate responsibility to the Group CEO, Financial Consultant and Executive Director of Finance &amp; Corporate Services to agree a suitable response to the Management Letter.</p> <p>A copy of the Management Letter response which was signed off by the Chair prior to being issued to French Duncan was provided to members for their information.</p>	

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19.	The Board noted the content of the report and the Management Letter.																																															
5.	<div>Adoption of Minutes and Business Arising from same</div> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Board of Management Meeting 19<sup>th</sup> August 2021</td><td>Brenda Johnstone</td><td>John Nisbet</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Special Board of Management Meeting 26<sup>th</sup> August 2021</td><td>Brian McCabe</td><td>Elizabeth Shedden</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Board of Management Meeting 8<sup>th</sup> September 2021</td><td>Margaret Davison</td><td>Janet Strang</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Housing &amp; Property Services Sub Committee (Non-Confidential &amp; Confidential) 10<sup>th</sup> August 2021</td><td>John Nisbet</td><td>John Kelly</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table> <table><tr><th>Meeting</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Development Services Sub Committee (Confidential) 12<sup>th</sup> August 2021</td><td>Janet Strang</td><td>Brian McCabe</td></tr><tr><td colspan="3">Matters Arising: None.</td></tr></table>			Meeting	Proposed	Seconded	Board of Management Meeting 19 <sup>th</sup> August 2021	Brenda Johnstone	John Nisbet	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting 26 <sup>th</sup> August 2021	Brian McCabe	Elizabeth Shedden	Matters Arising: None.			Meeting	Proposed	Seconded	Board of Management Meeting 8 <sup>th</sup> September 2021	Margaret Davison	Janet Strang	Matters Arising: None.			Meeting	Proposed	Seconded	Housing & Property Services Sub Committee (Non-Confidential & Confidential) 10 <sup>th</sup> August 2021	John Nisbet	John Kelly	Matters Arising: None.			Meeting	Proposed	Seconded	Development Services Sub Committee (Confidential) 12 <sup>th</sup> August 2021	Janet Strang	Brian McCabe	Matters Arising: None.		
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6.	<div>Risk Management Monitoring /Review (CONFIDENTIAL)</div> <div>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</div> <p>The Group Chief Executive presented on screen the updated risk register and advised there has recently been 4 additional risks added. He proceeded to go over the 4 additional risks in detail.</p> <p>The Group Chief Executive explained that it was essential to have these additional risks due to the current climate, given the difficulties with getting supplies and increased costs.</p> <p>The Board noted.</p>																																															

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7.	Scheme of Delegation None	
8.	<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></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>The Board of Management agreed a 3 Year Sponsorship for Kieran Walker to provide him with some security to progress with his career. The Board acknowledged that he is a role model for other young boys and young people alike within his chosen sport, gymnastics. Members also acknowledged that the previous sponsorships they had awarded had either ended or were coming to an end.</p> <p><b>Kieran Walker – Approved 3-year Sponsorship of £1,000 per year (£1,000 payable 2021, 2022 and 2023).</b></p> <p>The Group CEO and 2 Administration staff left the meeting to allow members to discuss the following application, given that a CHA staff member is a parent of one of the children who is part of the football team, Ardrossan Winton Rovers. This has been recorded in the Registering &amp; Declaring Interests Register in accordance with Governance Policy No: CE0028 Entitlements, Payments and Benefits Policy.</p> <p>After discussion the Board of Management asked CHA staff to return to the room and declared the following:</p> <p><b>Ardrossan Winton Rovers 2009's – approved award of £1,000.</b></p>	<p>CEO</p> <p>CEO</p>
9.	<p><b>Making Our Communities Better Places Fund (Dumfries &amp; Galloway) (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 for members to consider the funding request received.</p> <p>The Board of Management discussed the following applications in detail and agreed the following:</p> <p>Annan Petanque Club – Members agreed that they would award £1,000 in principal to the Petanque Club subject to:</p>	



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<b>9.</b>	<ul style="list-style-type: none"> <li>planning permission being received;</li> <li>a tender with actual costs;</li> <li>confirmation of other funding being received.</li> </ul> <p>The Group CEO informed members a letter would be issued to the Annan Petanque Club explaining such.</p> <p><b>Board members noted and agreed.</b></p>	<b>CEO</b>
<b>10.</b>	<p><b>Notifiable Events</b></p> <p>The Group Chief Executive advised that a notifiable event will be logged with regard to the post of Executive Director of Housing &amp; Property Services. He also confirmed that a meeting took place with the SHR regarding the DLO and they were satisfied with the information provided by the Association.</p> <p><b>The Board noted.</b></p>	
<b>11.</b>	<p><b>Secretary's Report</b></p> <p>The Secretary reported the following:</p> <p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>John Kelly, our chairperson attended St Peter's Children's Centre in Ardrossan on Wednesday 22<sup>nd</sup> September to present the 'big cheque' to the Centre manager, Josephine Coulter along staff and parents and children of the centre. Josephine was very grateful for the funds granted to them by CHA's Board of Management and advised it has provided essential equipment for young people's development.</li> <li>John Kelly, our chairperson attended Ardrossan Community Sports Hub in Ardrossan on Wednesday 22<sup>nd</sup> September to present the 'big cheque' to the Gym Manager, David Thompson and fellow staff members. The Gym Manager thanked CHA's Board of Management for the donation and advised it will be of great benefit to the running of the Sports Hub.</li> </ul> <p><b>The Board noted the content of the report.</b></p>	
<b>12.</b>	<p><b>Subsidiary Company 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.</p> <p><b>The Board noted the content of the report.</b></p>	
<b>13.</b>	<p><b>EVH Report to Board Members</b></p> <p>The Group CEO informed members that he had had a discussion with 2 office</p>	



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<b>13.</b>	<p>bearers who are also EVH Board members, they advised that the EVH Constitution is in need of updating and that they felt it was not necessary to have as many meetings as it being held at present.</p> <p>The Group CEO informed members that he would formulate a letter and present to the Board for approval prior to sending to EVH offering some advice on ways the EVH Board can modernise and move with the times.</p> <p><b>The Board noted and agreed for a letter to be prepared for approval prior to sending to EVH.</b></p>	<b>CEO</b>
<b>14.</b>	<p><b>Health &amp; Safety</b></p> <p>The Group Chief Executive advised that the work of the Health &amp; Safety Manager along with the Deputy Health &amp; Safety Manager continues, presently assessing the business Centres and ensuring they are safe for staff returning on a more permanent basis, post-covid. The Health &amp; Safety Team meetings will recommence once all staff have returned full time to the office.</p> <p><b>The Board noted.</b></p>	<b>CEO</b>
<b>15.</b>	<p><b>Policies for Ratification</b></p> <p>The Group Chief Executive advised the Board the undernoted policies have been reviewed, with proposed changes highlighted in red.</p> <p><b>Payment of Expenses to Board Members Policy – CEO033</b></p> <p>The Group Chief Executive presented the policy for consideration highlighting there were very minor changes marked red and asked if there were any questions. No questions were asked.</p> <p><b>The Board of Management unanimously agreed the reviewed policy.</b></p>	
<b>16.</b>	<p><b>Development Programme Overview (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 no questions had been received from the Board prior to the meeting.</p> <p><b>The Board noted.</b></p>	
<b>20.</b>	<p><b>Financial Regulations (Authorised Signatories) (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 and advised in compliance with the Association's Financial Regulations, they are now required to agree who will be authorised to sign cheque payments, grant offers and legal documents.</p>	

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20.	<p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>The Board approved the list of authorised signatories as presented.</p>	

<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
21.	<p><b>Annual General Meeting Minutes (DRAFT)</b> The Group Chief Executive referred members to the previously circulated minutes for their information and accuracy from the recent AGM that took place on 8<sup>th</sup> September 2021 and advised these will be issued at next year's AGM for adoption.</p> <p>The Board noted.</p>	CEO
22.	<p><b>Special General Meeting Minutes (DRAFT)</b> The Group Chief Executive referred members to the previously circulated minutes for their information and accuracy from the recent SGM that took place on 8<sup>th</sup> September 2021 and advised these will be issued at next year's AGM for adoption.</p> <p>The Board noted.</p>	CEO
23.	<p><b>AGM Feedback Report</b> The Group Chief Executive referred members to the previously circulated report on the feedback received from the recent AGM. He confirmed that good results had been received along with very positive comments. Members were asked if there were any questions.</p> <p>Members referred to the raffle prizes on the day. The Chief Executive advised that it was uncertain how many share members would have turned up on the day, and also contractors hadn't been asked to contribute unlike previous years. Raffle prizes will be revised next year.</p> <p>The Board noted.</p>	
24.	<p><b>Share Membership 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 informing them of deletions from the Share membership database under rules 11.1.3.</p> <p><b>Rule 11.1.3</b> - For five annual general meetings in a row you have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on your behalf by proxy.</p>	

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24.	<p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>The Board approved to the deletion of the members from the Share Membership database.</p> <p>The Chief Executive advised members that this now takes the Share membership to 48 members and will have to look at recruiting new share memberships.</p> <p>The Board noted.</p>	
25.	<p><b>Board of Management Appraisal Process Feedback 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 detailing the feedback from this year's Board of Management Self-Assessment Collective Appraisal process.</p> <p>The Group Chief Executive advised members the report demonstrates that the Board of Management find the process enjoyable and of benefit to them and the Association.</p> <p>The Board noted.</p>	
26.	<p><b>Board of Management Workplan and Performance Targets for Session 2021</b></p> <p>The Group Chief Executive referred members to the previously circulated report. In accordance with the Scottish Housing Regulator's Governance &amp; Financial Standards, the Board should agree as part of its workplan its targets for the new session August 2021-22.</p> <p>The Chief Executive highlighted that the Association and Board have a vast number of policies to review and that it was good to see Conferences happening again, with some of the Board attending the upcoming Finance Conference in Crieff.</p> <p>The Board and agreed the workplan and performance targets for 2021/22.</p>	
27.	<p><b>Board of Management "Collective Training and Development Plan" (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 outlined the Board of Management's "Collective Training Workplan." Items that had not been covered again last year due to Covid-19 have been carried forward to this year along with new items that had been identified from the appraisal process. A quarterly update report will be provided to members on progress made.</p>	<b>CEO</b>

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27.	The Board noted and agreed.	
28.	<p>Board of Management “Individual Training Plans 2021/22” (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 all individual training plans were now prepared and will be issued to each member after the meeting.</p> <p>The Board noted.</p>	CEO
29.	<p>Resident Services/DLO Information 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 them with the agendas and minutes produced from the recent meetings that had taken place in relation to the DLO.</p> <p>The Board noted the content of the report.</p>	
30.	<p>Staff Resignation (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 the Association's staff is now back in the office 5 days a week and reported several other Association's return to work programmes. The Group Chief Executive informed members that he has requested the Glasgow &amp; West of Scotland Forum of Housing Association's to carry out a survey across all Glasgow &amp; West of Scotland Housing Association's return to work plan post covid. The Group Chief Executive advised he will assess the results and possibly look at issuing another survey to all CHA staff in a few weeks' time.</p> <p>The Group Chief Executive informed members that the Executive Director of Housing &amp; Property Services has handed in his letter of resignation, giving 6 months' notice, therefore due to finish on 31<sup>st</sup> March 2021.</p> <p>The Group Chief Executive advised members that the Executive Director of Housing &amp; Property Services job description will be revised and updated prior to advertising. It has become apparent that some areas should be reviewed to make the package more attractive for prospective candidates. A special Skills &amp; Succession Sub Committee meeting was convened today who discussed in detail recruitment issues.</p> <p>The Skills &amp; Succession Sub Committee meeting held today (7<sup>th</sup> October 2021) presented recommendations to the Board of Management for consideration.</p> <p>After discussion the Board of Management approved the recommendations presented from the Skills &amp; Succession Sub Committee and agreed the</p>	<p>CEO</p> <p>CEO</p>

# CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 7<sup>th</sup> October 2021 at 2.15 pm in the Association's Quayside Offices,  
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
30.	<p>additional items as follows:</p> <ul style="list-style-type: none"> <li>Recruit a new Executive Director of Housing &amp; Property Services</li> <li>Amendment agreed to the Scheme of Delegation giving delegated authority to the Skills &amp; Succession Sub Committee to interview and recruit a new Executive Director of Housing &amp; Property Services.</li> </ul> <p>Members suggested that going forward, the Association may also consider recruitment through graduate training programmes. The Group CEO advised that this was something that had came up during the IIP Award process and may be something that will be considered in the future.</p>	<p>HR HR</p> <p>CEO</p>
31.	<p><b>Lockerbie Closing Ceremony</b></p> <p>The Group CEO informed members of the upcoming closing ceremony due to take place on Friday 15<sup>th</sup> October 2021 which the Rt Hon David Mundell, MP for Dumfriesshire, Clydesdale and Tweeddale is attending in Lockerbie at the recently completed development. Immediately after the ceremony the official launch to mark the regeneration of Lockerbie Old School will take place. This will allow members to meet with the Lockerbie Old School Committee who have been formed since 2014 and of whom will be eager to meet CHA members and provide an opportunity for networking.</p> <p>The Board noted.</p>	
32.	<p><b>Dumfries &amp; Galloway Area Committee 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 advised members that a meeting with John Mulholland will be arranged for next year to begin discussions with a view to setting up a Dumfries &amp; Galloway Area Committee.</p> <p>The Board noted.</p>	CEO

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
33.	<p><b>Board of Management Log of Electronic Signatures</b></p> <p>The Board of Management noted the content of the report.</p>	
34.	<p><b>Media Marketing &amp; Publications</b></p> <p>The Board of Management noted the content of the report.</p>	
35.	<p><b>List of Authorised Car Users</b></p> <p>The Board of Management noted the content of the report.</p>	

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The Meeting closed at 4.00 pm.

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