



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 10<sup>th</sup> February 2022**

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 10<sup>th</sup> February 2022 at 1:45 pm in the Association's Quayside Offices,  
Marina Quay, Dock Road, Ardrossan, KA22 8DA



Present	In Attendance
John Kelly (Chair) Lesley Keenan Janet Strang Elizabeth Shedden June Fenelon John Nisbet Councillor Jimmy Miller Brenda Johnstone Liam Loudon John McLaren via MS Teams Brian McCabe via MS Teams Margaret Davison via MS Teams	Frank Sweeney, Group Chief Executive Steven Good, Exec Director of Housing & Property Services Jacqueline Cameron, Exec Director of Housing & Property Services Fettes McDonald, Financial Consultant via MS Teams Elaine Nimmo, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p><b>Apologies</b>                      Apologies were received from Allison McColl, William Gibson, Drew Hall and Councillor Jim McMahon.</p>	
2.	<p><b>Chairperson's Remarks</b></p> <p>1 The Chair asked all Members to ensure that their mobile phones are switched off.</p> <p>2 As there were confidential items on the Agenda the Chair read out the following confidentiality statement:</p> <p><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></p> <p><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></p> <p>3 The Group CEO provided an update to Board with regard to the external auditors and advised that the Executive Director of Finance &amp; Corporate Services, Finance Manager, FMD Financial Services and himself met with Chiene &amp; Tait this week via MS Teams. The Group CEO recommended appointing Chiene &amp; Tait as external auditors for this year. The Board of Management approved the recommendation.</p> <p><b>Proposed: Janet Strang                      Seconded: Brenda Johnstone</b></p> <p>Board noted that French Duncan had a 3 year contract with the Association (this was the last year) with an option to extend for a further two years. After discussion the Board agreed if Chiene &amp; Tait carry out a successful audit the Association will consider awarding them a further 2 year contract and instructed</p>	

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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
2.	<p>staff to contact Jill Friar at Harper Macleod to discuss further.</p> <p>4 The Chair advised everyone that this was Steven's last Board of Management meeting and confirmed he has been with the Association since 4<sup>th</sup> January 2007 (15 years). He has been an excellent Executive Director of Housing &amp; Property Services and a great ambassador for the Association and will be sorely missed. Steven thanked the Chair and the Board of Management for their kind words and gift.</p>	
3.	<p><b>Declaration of Interest</b></p> <p>John Kelly, John Nisbet and Cllr Jimmy Miller declared and interest with regard to item 5 of the agenda which was duly noted and will be recorded in the Association's register.</p>	<b>CEO</b>
4.	<p><b>Requirement of the Writing (Scotland) Act 1995</b></p> <p>None.</p>	
<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
5.	<p><b>Proposed Rent Increase 2021/2022 (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Executive Director of Housing &amp; Property Services presented the previously circulated report to the Board of Management in detail. At the Special Board of Management meeting on 20<sup>th</sup> January 2022 it was agreed to consult with tenants on a draft rent increase of 4.2% for 2022/23.</p> <p>It was noted that in previous years Shared Owners were subject to an increase based on the Retail Price Index in November which was 7.1%. RPI is now significantly higher than CPI and in turn our suggested increase for our tenants. It was therefore proposed that Shared Ownership rents are linked to our standard increase for tenants for 2022/2023 and should be 4.2%.</p> <p>The Executive Director of Housing &amp; Property Services advised the rent consultation has now been completed within the previously agreed timescale. Due to the COVID-19 pandemic no roadshows took place again this year, a newsletter was issued to each tenant outlining the extent of the proposed increase and what the money would be spent on.</p> <p>Unfortunately, the number of responses received were very disappointing, a total of 41 responses were received which is up 7% from last year. It was noted that another RSL had previously appointed an external company to carry out their rent consultation process which resulted in an increased level of engagement from tenants. The Board of Management discussed and agreed that the Tenant Scrutiny Group could discuss further with the recommendation to appoint an external company for 2023/24 as a pilot project. Consideration to be given to introducing</p>	<b>Ex Dir H&amp;PS</b>

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<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
5.	<p>digital responses as part of the consultation process as well as offering more than one option for the rent increase. A report with options and findings will be presented the Board of Management for consideration.</p> <p>After discussion the Board of Management:</p> <ul style="list-style-type: none"> <li>• Noted the results of the consultation exercise.</li> <li>• Approved the proposal to increase rent to all secure tenancies by 4.2% for 2022/2023;</li> <li>• Approved the proposal to increase rent to shared owners by 4.2% for 2022/23.</li> </ul>	Ex Dir F&CS
6.	<p><b>Investing in Communities Fund – 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 due to staff changes the authorised signatories list for the Scottish Government Investing in Communities Fund requires to be updated.</p> <p>The Board approved the list of authorised signatories as listed in the report for the Scottish Government Investing in Communities Fund and noted that an extract of this minute will be forwarded to the Scottish Government.</p>	CEO

<b>PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN, TIME PERMITTING</b>		<b>ACTION</b>
	None.	

<b>PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY</b>		<b>ACTION</b>
	None.	

The Meeting then closed at 2:10 pm.

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