



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 24<sup>th</sup> March 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 Board of Management Meeting

Held on Thursday 24<sup>th</sup> March 2022 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 John Nisbet Elizabeth Shedden John McLaren Councillor Jim McMahon via (MS Teams) Brenda Johnstone Liam Loudon June Fenelon Brian McCabe Willie Gibson	Frank Sweeney, Group Chief Executive Jacqueline Cameron, Executive Director of Housing & Property Services Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<b>Apologies</b> Apologies were received from Margaret Davison, Drew Hall and Councillor Jimmy Miller.	
2.	<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 reminded members of the Special Board of Management meeting scheduled for <b>Thursday 31<sup>st</sup> March 2022 at 12.00 pm</b> prior to the Citrus Board meeting. It was noted that given the number of apologies received for the Citrus meeting it will be rescheduled. Staff will check and advise members accordingly.</li> <li>The CEO advised members that the draft Engagement Plan from the Scottish Housing Regulator has been received and will be published next week. He confirmed that staff did not anticipate any problems providing the information requested.</li> <li>The CEO advised the Board of the event being held by the Ardrossan</li> </ol>	CEO

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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
<b>2.</b>	<p>Connection Project on 6<sup>th</sup> April 2022 with regard to proposed future plans for Ardrossan. The CEO will arrange for staff to present the models of the proposed plans to Board of Management at a later date. Drone footage will also be issued to Board members for information.</p> <p><b>6</b> The Chair reminded members of the Dumfries &amp; Galloway Business Awards 2022 on <b>Friday 1<sup>st</sup> April 2022</b> at Easterbrook Hall, Dumfries. Staff will issue an email with full details of the event and clarify the dress code.</p> <p><b>7</b> The Chair advised that items 17 – 21 of the agenda will be taken have item 4 Requirements of the Writing (Scotland) Act 1995 to allow Jacqueline Cameron to leave the meeting.</p> <p><b>8</b> The Chair advised members that Councillor Jim McMahon has confirmed he has left the meeting due to connection problems.</p>	<p><b>CEO</b></p> <p><b>CEO</b></p>
<b>3.</b>	<p><b>Declaration of Interest</b> None</p>	
<b>4.</b>	<p><b>Requirement of the Writing (Scotland) Act 1995</b> None</p>	

<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>17.</b>	<p><b>Kilmarnock Office – Consultation Feedback</b> The Executive Director of Housing &amp; Property Services referred members to the previously circulated report and advised that the consultation process has now been completed with no enquiries being received, nor concerns raised, via the Association or the Longpark &amp; Gladstone Tenants and Residents Association (TARA) regarding the permanent office closure.</p> <p><b>The Board of Management agreed:</b></p> <ul style="list-style-type: none"> <li>• The permanent closure of the Cunninghame Housing Association office in Kilmarnock.</li> <li>• To proceed with the conversion of the office into specialist accommodation, subject to planning consent and confirmation of grant funding through the Affordable Housing Supply Programme.</li> </ul>	<p><b>Ex Dir HPS</b></p> <p><b>Ex Dir DS</b></p>
<b>18.</b>	<p><b>Dumfries &amp; Galloway Council Young Peoples' Homeless Prevention Protocol</b> The Executive Director of Housing &amp; Property Services referred members to the previously circulated report and advised that Dumfries and Galloway Council has requested that participating housing associations in the area provide a statement of their 'Service Obligations' to support the prevention of homelessness in young and care experienced people. An updated table of Cunninghame Housing Association Service Obligations was put on screen which sets out a number of commitments pertaining to CHA and which will be provided to Dumfries and</p>	

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<b>18.</b>	<p>Galloway Council for inclusion in their Protocol subject to Board approval.</p> <p>After discussion the Board of Management agreed to the Association submitting the proposed Service Obligations to the Dumfries and Galloway Council for inclusion in their Young Peoples' Homeless Prevention Protocol.</p>	Dir of HPS
<b>19.</b>	<p><b>Dumfries &amp; Galloway Council Domestic Abuse and Coercive Control Homelessness Pathway and Protocol</b></p> <p>The Executive Director of Housing &amp; Property Services referred members to the previously circulated report.</p> <p>The Board of Management noted that should East Ayrshire Council approach Cunninghame Housing Association in the future to participate in a similar initiative, it is proposed that the commitments within North Ayrshire Council Domestic Abuse Policy be used to set out the Association's service obligations.</p> <p>After discussion the Board of Management agreed:</p> <ul style="list-style-type: none"> <li>To the Association adopting the 'North Ayrshire Domestic Abuse Policy – All Tenures' (Appendix 1) in all local authority areas in which it operates and continuing to be involved in its monitoring and review.</li> <li>To the Association submitting the proposed Service Obligations to Dumfries and Galloway Council for inclusion in their Domestic Abuse and Coercive Control Homelessness Pathway and Protocol.</li> </ul>	<p>Dir of HPS</p> <p>Dir of HPS</p>
<b>20.</b>	<p><b>Write Off Report</b></p> <p>The Executive Director of Housing &amp; Property Services referred members to the previously circulated report and advised that following a discussion with the Association's Accountant it was agreed that Housing and Property Services would undertake an exercise to review credit balances across former tenant accounts. The Board of Management noted that whilst there are no specific regulations for the write off of credit balances, it is prudent to do so on a regular basis. The Executive Director of Housing &amp; Property Services advised going forward a quarterly report will be presented to the Housing &amp; Property Services Sub Committee for consideration.</p> <p>After discussion to Board of Management approved the write offs as detailed:</p> <ul style="list-style-type: none"> <li>£26,657.02 of credit balances in former tenant accounts being written off.</li> <li>£19,501.42 of formerly written off debt being written back on and offset with credits in former tenant accounts.</li> <li>Credit write offs / write on of formerly written off debts be incorporated into future review of the Rent Policy.</li> </ul>	<p>Dir of HPS</p> <p>Dir of HPS</p> <p>Dir of HPS</p>
<b>21.</b>	<p><b>Rehousing of Ukrainian Nationals</b></p> <p>The Executive Director of Housing &amp; Property Services referred members to the previously circulated report and advised that formal requests have been received from Dumfries and Galloway and East Ayrshire Councils, as well as informal</p>	

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	<p>contact with North Ayrshire Council, to ascertain if the Association will participate in a resettlement scheme and determine potential numbers of units that could be made available to Ukrainian nationals fleeing their country.</p> <p>After discussion the Board of Management remitted the Executive Director of Housing &amp; Property Services to investigate and discuss the potential use of Victoria House with North Ayrshire Council.</p> <p>The Board of Management discussed in detail and agreed:</p> <ul style="list-style-type: none"> <li>In principle to the Association making a pledge to offer accommodation and sanctuary to people displaced by the conflict in Ukraine across all three local authority areas, subject to the appropriate risk management being undertaken.</li> <li>To remit the Executive Director of Housing and Property Services with advising North, East and Dumfries and Galloway Councils of the Association's commitment.</li> <li>To give delegated authority to the Group Chief Executive and Executive Director of Housing and Property Services to determine the numbers of, and authorise the use of, units of accommodation.</li> <li>To receiving a quarterly report on the number of tenant requests to participate in the Homes for Ukraine scheme, and the outcome of these requests.</li> </ul>	<p>Dir of HPS</p> <p>Dir of HPS</p> <p>Dir of HPS</p> <p>CEO/ Dir of HPS</p> <p>Dir of HPS</p>

<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>																																				
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>3<sup>rd</sup> February 2022</b></td><td>Janet Strang</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>Special Board of Management Meeting <b>10<sup>th</sup> February 2022</b></td><td>Brenda Johnstone</td><td>John Nisbet</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>3<sup>rd</sup> March 2022</b></td><td>Elizabeth Shedden</td><td>June Fenelon</td></tr> <tr> <td colspan="3">Matters Arising: None.</td></tr> </tbody> </table> <p>5.</p> <table border="1"> <thead> <tr> <th>Meeting</th><th>Proposed</th><th>Seconded</th></tr> </thead> <tbody> <tr> <td>Housing &amp; Property Services Sub Committee <b>10<sup>th</sup> February 2022</b></td><td>John McLaren</td><td>John Nisbet</td></tr> <tr> <td colspan="3">Matters Arising: None.</td></tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting <b>3<sup>rd</sup> February 2022</b>	Janet Strang	June Fenelon	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting <b>10<sup>th</sup> February 2022</b>	Brenda Johnstone	John Nisbet	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting <b>3<sup>rd</sup> March 2022</b>	Elizabeth Shedden	June Fenelon	Matters Arising: None.			Meeting	Proposed	Seconded	Housing & Property Services Sub Committee <b>10<sup>th</sup> February 2022</b>	John McLaren	John Nisbet	Matters Arising: None.			
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	Special Development Services Sub Committee (CONFIDENTIAL) 3 <sup>rd</sup> March 2022	Elizabeth Shedden	John Nisbet									
	Matters Arising: None.											
6.	Risk Management Monitoring /Review (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> No changes to risk register.											
7.	Scheme of Delegation None.											
8.	<p>Making Our Communities Better Places Fund (North &amp; 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 referred members to the previously circulated report for members to consider the funding requests received. It was noted that all staff will leave the meeting when Part B of the reporting is being discussed.</p> <p>The Board of Management discussed the following applications in detail and agreed the following:</p> <p>19<sup>th</sup> Ayrshire Explorer Unit – approved award of £1,200 Irvine Beat FM – approved award of £1,000 Ardrossan Whitlees Community Association – approved award of £1,000 Dance Mafia Fundraising – Parents – approved award of £1,000 3TFM Community Radio for Health – approved award of £1,000 Ardeer Golf Club – approved award of £1,000 Ardrossan Christmas Decorations Committee – approved award of £1,000 34<sup>th</sup> Ayrshire 1<sup>st</sup> Mauchline Scout Group – approved award of £1,000 Aria Pascual – approved award of £1,000</p>		CEO									



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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
<b>8.</b>	<p><b>Ardrossan Highland Games</b> – approved award of £1,000</p> <p>The Group CEO and 2 Administration staff left the meeting to allow members to discuss Part B of the report, given the staff declarations received. All declarations have 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 confirmed the following funding awards:</p> <p><b>Liam Anderson</b> – approved award of £1,000  <b>Ardrossan Community Development Trust</b> – approved award of £1,000</p>	<b>CEO</b>
<b>9.</b>	<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 requests received.</p> <p>The Board of Management discussed the application received from Bouldover Climbing Centre Ltd in detail and decided not to award funding at this time.</p> <p>The Group CEO and 2 Administration staff left the meeting to allow members to discuss Part B of the report, given the staff declarations received. All declarations have 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 confirmed the following funding awards:</p> <p><b>Nithsdale Pony Club</b> – approved award of £1,000  <b>Dumfries &amp; Lockerbie Agricultural Society</b> – approved award of £1,000</p>	<b>CEO</b>       <b>CEO</b>
<b>10.</b>	<p><b>Notifiable Events (CONFIDENTIAL)</b>  <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group CEO informed members there has 3 notifiable events logged with the Scottish Housing Regulator since the last board meeting and proceed to read out the list.</p>	
<b>11.</b>	<p><b>Secretary's Report</b>  The Secretary reported the following:</p>	

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<b>PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS</b>		<b>ACTION</b>
<b>11.</b>	<b>Correspondence</b> <ul style="list-style-type: none"> <li>- An update was received from Brooke Neely's dad, the young boxer from Ardrossan.</li> <li>- A letter was received from Lockerbie ice rink thanking the Association for the £1,000 funding that was awarded.</li> </ul> <p>The Board noted the content of the report.</p>	
<b>12.</b>	<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 and advised that both subsidiary companies are doing well financially.  The Board noted the content of the report.	
<b>13.</b>	<b>EVH Report to Board Members</b> No information on the wage negotiations has been received to date however when receive will be issued to the Board of Management for consideration.  The Board noted.	
<b>***</b>	<b>Suspension of Standing Orders</b> At this junction the Chair requested a time extension to the Board Meeting in accordance with the Associations Standing Orders.  The Board agreed same.	<b>***</b>
<b>14.</b>	<b>Health &amp; Safety</b> Item not taken due to time constraints – will be taken at the Special Board of Management meeting on 31 <sup>st</sup> March 2022.	
<b>15.</b>	<b>Policies for Ratification</b> Item not taken due to time constraints – will be taken at the Special Board of Management meeting on 31 <sup>st</sup> March 2022.	
<b>16.</b>	<b>Development Programme Overview (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> Item not taken due to time constraints – will be taken at the Special Board of Management meeting on 31 <sup>st</sup> March 2022.	
<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>22</b>	<b>Risk Consultant (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>	



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<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
	<p>The Group CEO referred members to the previously circulated report and the fee proposal received from DTP to carry out the annual risk review with the Board of Management. Provisional dates of Monday 23<sup>rd</sup> May, Tuesday 24<sup>th</sup> May and Thursday 26<sup>th</sup> May 2022 have been held by the consultant for a ½ day session with Tuesday 24<sup>th</sup> May 2022 being the preferred date.</p> <p>After discussion the Board of Management agreed:</p> <ul style="list-style-type: none"> <li>• That the Executive Management Team and Group Chief Executive should be in attendance at the risk review session.</li> <li>• The fee proposal and appointment of DTP to carry out the annual risk review.</li> <li>• That calendar invites will be issued for Tuesday 24<sup>th</sup> May 2022.</li> </ul>	CEO
23.	<p><b>Regeneration Strategy</b></p> <p>Item not taken due to time constraints – will be taken at the Special Board of Management meeting on 31<sup>st</sup> March 2022.</p>	
24.	<p><b>Food Larders – North and East Ayrshire</b></p> <p>Item not taken due to time constraints – will be taken at the Special Board of Management meeting on 31<sup>st</sup> March 2022.</p>	
25.	<p><b>Compliance Update Report (Verbal Update)</b></p> <p>Item not taken due to time constraints – will be taken at the Special Board of Management meeting on 31<sup>st</sup> March 2022.</p>	
26.	<p><b>SHAPS Pension Scheme Update (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>Item not taken due to time constraints – will be taken at the Special Board of Management meeting on 31<sup>st</sup> March 2022.</p>	
27.	<p><b>Sponsorship</b></p> <p>The Group Chief Executive referred members to the previously circulated report and advised that all staff will leave the meeting to allow the report to be discussed in detail. Staff left the meeting.</p> <p>After discussion the Board of Management asked CHA staff to return to the room and advised that they are fully supportive of staff member Heather Craig and the Gordon Craig Fund. The Board of Management agreed to offer assistance/mentoring to Heather to organise an event to raise money for The Gordon Craig fund which will be donated to The Brain Tumour Charity. The Board of Management also agreed to the Association being headline sponsor of the first big event of the Gordon Craig Fund.</p> <p>The Board of Management noted that the Gordon Craig Fund is not a charity and</p>	CEO

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27.	may not benefit from maximisation of any funds raised. The CEO advised that finance staff could investigate to ensure maximisation of funds raised are provided for the charity.	Dir F&CS
28.	<b>DLO Update (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Group Chief Executive advised the DLO will go live on 1 <sup>st</sup> April 2022. Press releases are being issued in line with the communication plan.  The Board noted.	
29.	<b>Lockerbie Old School Update</b> The Group Chief Executive referred members to the previously circulated report and advised that a presentation will be provided to the Development Services Sub Committee pm 19 <sup>th</sup> May 2022 on the “living assisted flats”.  After discussion the Board of Management noted the Development Agent Appointment Agreement as presented and agreed under delegated authority for the Group CEO to sign the final report and bring same back to the Board when finalised.	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>
30.	<b>Board of Management Log of Electronic Signatures</b> The Board of Management noted the content of the report.	
31.	<b>Media Marketing &amp; Publications</b> The Board of Management noted the content of the report.	

The Meeting closed at 4.35 pm.

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