



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 31<sup>st</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 Special Board of Management Meeting

Held on Thursday 31<sup>st</sup> March 2022 at 12:00 pm in the Association's Quayside Offices,  
Marina Quay, Dock Road, Ardrossan, KA22 8DA



Present	In Attendance
John Kelly (Chair) June Fenelon John Nisbet Elizabeth Shedden Brian McCabe William Gibson Councillor Jimmy Miller	Frank Sweeney, Group Chief Executive Fettes McDonald, Financial Consultant via MS Teams Elaine Nimmo, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<b>Apologies</b> Apologies were received from Janet Strang, Lesley Keenan, Councillor Jim McMahon, Margaret Davison, Brenda Johnstone, Liam Loudon, Drew Hall and John McLaren.	
2.	<b>Chairperson's Remarks</b>  1 The Chair asked all Members to ensure that their mobile phones are switched off and welcomed the members who have joined the meeting via MS Teams.  2 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.	<b>Declaration of Interest</b> Staff members in attendance at meeting declared an interest with regard to item 6, EVH Wage Increase Ballot which was duly noted and will be recorded in the Association's register.	CEO
4.	<b>Requirement of the Writing (Scotland) Act 1995</b> None.	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
5.	<b>Budget 2022/23-Final (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Financial Consultant referred members to the previously circulated report on the Annual Budget for 2022/23 and went over the detailed breakdown of the main financial assumptions and the expected financial outturns arising from these assumptions.	

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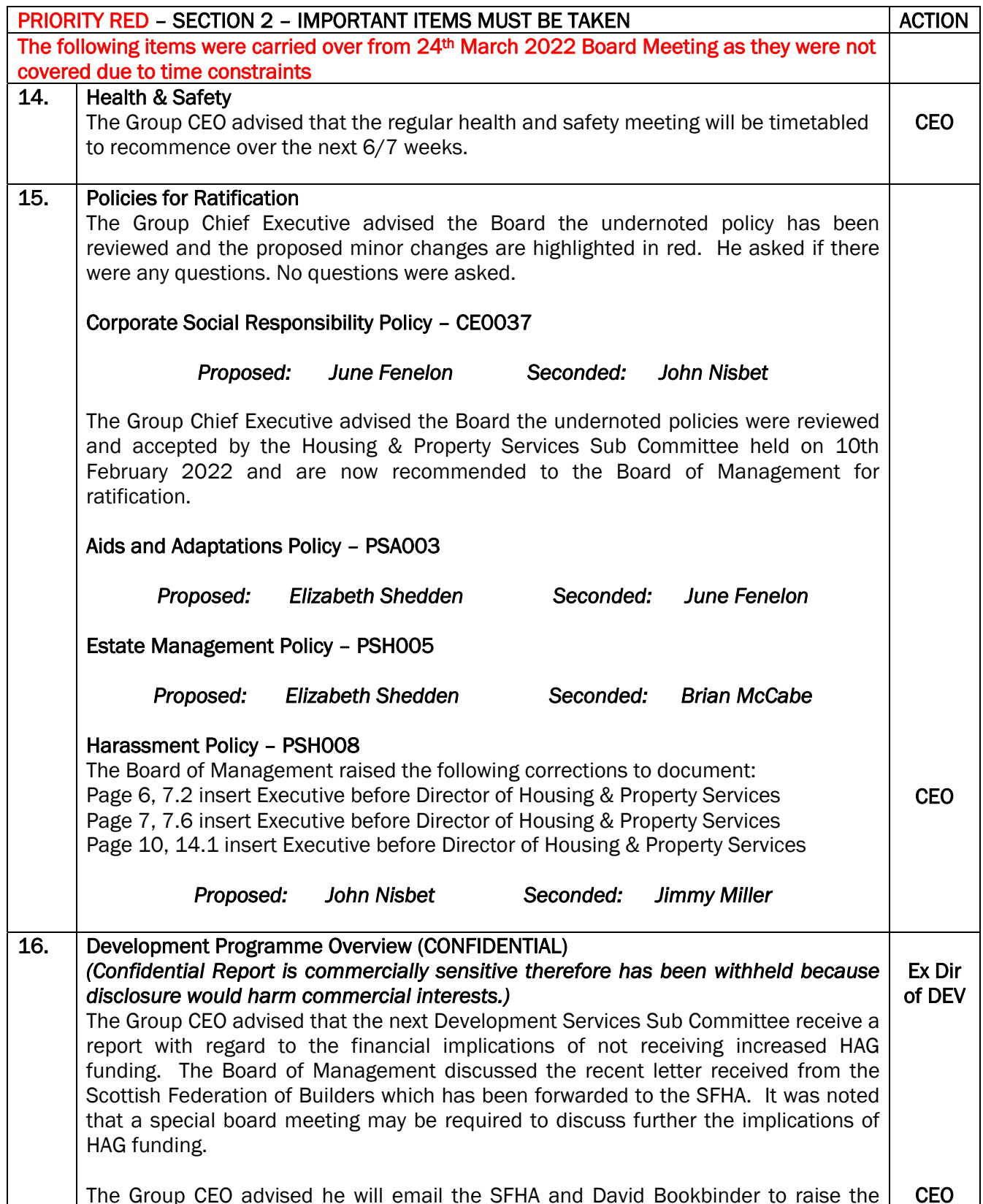
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<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
<b>5.</b>	<p>Members were assured that there are no issues based on the projected figures with regard to loan covenant compliance.</p> <p>The Board of Management were assured that the Association remains in a secure financial position with sufficient liquidity and access to funds when required.</p> <p>The Board of Management noted there are no material concerns for 2022/23 however there are a number of ongoing matters that are likely to have implications for the longer term financial outlook. In addition the in house DLO team shall be fully operational by 2022/23.</p> <p>The Financial Consultant advised members that updated long term projections shall be completed by May 2022 with a further update being prepared post completion of the annual accounts.</p> <p><b>The Board of Management unanimously agreed the final budget for 2022/2023.</b></p> <p>The Financial Consultant gave a brief update on the new building funding approved by the Board of Management on 3<sup>rd</sup> March 2022 for the loan facility with Santander.</p> <p><b>After discussion the Board of Management unanimously agreed to increase the loan facility with Santander on the previously agreed terms.</b></p> <p>***The Financial Consultant left the meeting.</p>	
<b>6.</b>	<p><b>EVH Wage Increase Ballot (CONFIDENTIAL)</b> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>Staff members in attendance at meeting declared an interest which was duly noted and will be registered in the Association's register.</p> <p>The Group Chief Executive referred members to the previously circulated information received from EVH which consisted of ballot forms for 2022/23 wage increase for staff. It was noted that a 4% increase has been included in the Annual Budget for 2022/23.</p> <p><b>After discussion the Board of Management unanimously agreed the recommendation provided by EVH on salaries for April 2022 as follows:</b></p> <p><b>A one year deal which will result in the following awards being made:</b></p> <p><b>April 2022: an increase of 4.1% on all salary points. This will be applied to all allowances, bar the Long Service/Retiral Award; and the standard HMRC fixed profit mileage allowance.</b></p> <p><b>The Board of Management authorised the Chair to sign the completed ballot form and return by the deadline of 19<sup>th</sup> April 2022.</b></p>	CEO/ Chair

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<b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b>		<b>ACTION</b>
	Association's concerns.	
<b>23.</b>	<p><b>Regeneration Strategy</b> The Group CEO referred members to the previously circulated document and advised that the strategy sets out the direction of travel in terms of our future role within community regeneration.</p> <p>The Board of Management accepted the strategy document as presented and agreed quarterly reports on progress with an end of year governance report no later than August.</p> <p style="text-align: center;"><i>Proposed: Jimmy Miller                      Seconded: Brian McCabe</i></p>	<b>CEO</b>
<b>24.</b>	<p><b>Food Larders – North and East Ayrshire</b> The Group CEO referred members to the previously circulated report. The Board of Management noted the positive feedback received from the food banks/larders.</p> <p>After discussion it was agreed to continue to donate to foodbanks/larders in 2022/23 with a further report at year end.</p> <p>The Board of Management agreed to increase the funding donation from £500 to £1,000 demonstrating that the Association is more than just a landlord.</p> <p>The undernoted foodbanks/larders will receive a £1,000 donation from 2022/23 budget:</p> <ul style="list-style-type: none"> <li>• The Whitlees Centre, Ardrossan</li> <li>• Church of Nazarene, Ardrossan</li> <li>• Food Essentials for All, NWKLEUS, Onthank, Kilmarnock</li> <li>• Netherthird Initiative for Community Empowerment, Netherthird (NICE)</li> </ul>	<b>CEO</b>
<b>25.</b>	<p><b>Compliance Update Report (verbal)</b> The Group CEO advised that the requested information has been forwarded to John Mulholland for this year's governance review and John will present his report to the Board of Management on 30<sup>th</sup> June 2022.</p>	<b>CEO</b>
<b>26.</b>	<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> The Group CEO referred members to the previously circulated report and advised that notification has been received confirming deficit contributions continuing at present with £371k being included in the budget assumptions for 2022/23.</p>	

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

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

The Meeting then closed at 1.00 pm.

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