



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 26th May 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 26th May 2022 at 12:30 pm in the Association's Quayside Offices,

Marina Quay, Dock Road, Ardrossan, KA22 8DA



Present	In Attendance
Janet Strang (Chair) Lesley Keenan June Fenelon John Nisbet Elizabeth Shedden Margaret Davison Liam Loudon Drew Hall	Frank Sweeney, Group Chief Executive Fettes McDonald, Financial Consultant Linda Anderson, Executive Director of Development Jacqueline Cameron, Executive Director of Housing & Property Services Elaine Nimmo, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p>Apologies Apologies were received from John Kelly, Councillor Jim McMahon, Brenda Johnstone, Brian McCabe, William Gibson and John McLaren.</p>	
2.	<p>Chairperson's Remarks</p> <p>1 Janet Strang, Vice Chair advised that John Kelly (Chair) has submitted his apologies for this meeting there she would be chairing the meeting in his absence.</p> <p>2 The Chair asked all Members to ensure that their mobile phones are switched off.</p> <p>3 As there were confidential items on the Agenda the Chair read out the following confidentiality statement:</p> <p>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.</p> <p>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.</p> <p>4 The Chair advised that the Association has been contacted by North Ayrshire Council to confirm that Councillor Scott Davidson will be the NAC representative on the Board or Management. Staff are arranging his induction prior to attending his first meeting.</p> <p>5 The Chair advised that the official completion ceremony for the Mauchline site is currently being arranged for Thursday 16th June 2022 at 10.30 am. It was noted that the CRFC meeting scheduled for 16th June 2022 at 2.15 pm will remain unchanged.</p>	<p>CEO</p> <p>CEO</p>
3.	<p>Declaration of Interest None.</p>	

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Special Board of Management Meeting

Held on Thursday 26th May 2022 at 12:30 pm in the Association's Quayside Offices,

Marina Quay, Dock Road, Ardrossan, KA22 8DA



	PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN	ACTION
7.	<p>Cost Overruns and Funding of Same (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Executive Director of Development referred members to the previously circulated report and advised that there are two projects which have been completed for some time with sizeable balances against each of the projects which cannot be recovered at this stage by additional funding.</p> <p>The Executive Director of Development presented in detail the reasons for the balances on each project.</p> <p>The Board of Management noted the content of the report, the Executive Director of Development will provide an update on the situation via the Development Services Sub Committee.</p>	
8.	<p>Annual Return on the Charter 2021/22</p> <p>The Executive Director of Housing & Property Services explained to the Board that the Association are required to submit an Annual Return on the Charter to the Housing Regulator. The Annual Return on the Charter provides the Scottish Housing Regulator with assurance that the Association is delivering on each of the Charter outcomes and allows comparisons with previous years, other landlords and national performance. The Executive Director advised once approved by the Board, the Annual Return on the Charter will be submitted to the Scottish Housing Regulator by 31st May 2021.</p> <p>Overall Satisfaction</p> <p>The results taken from the 2021 Tenant Satisfaction Survey. Board noted the overall satisfaction results have reduced slightly. The main reasons being the change in timing of the questionnaire, it was conducted via telephone rather than face to face due to COVID. The next Tenant Satisfaction Survey is scheduled for 2023 as the Association carries out biannually. The Executive Director of Housing & Property Services advised that the Tenant Scrutiny Group will review the questionnaire and review the results.</p> <p>The Board noted the Scottish average figures in the presentation are from 2020/21, new figures will not be received until later in the year when released by the Scottish Housing Regulator.</p> <p>Housing Quality and Maintenance</p> <p>The results have dipped slightly on this indicator however this is due to the measures for the standard changing to include smoke detectors and EICR's. The Executive Director of Housing & Property Services advised as at December 2021 the Association had 103 properties who had not been upgraded to the new smoke alarms which is due to be unable to obtain access to properties however this has also been exacerbated by the shortage of alarms in the marketplace.</p>	

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Special Board of Management Meeting

Held on Thursday 26th May 2022 at 12:30 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan, KA22 8DA



PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
8.	<p>Tenancy Sustainment Based on 72 lets for 2020/21 of which 66 sustained their tenancies. The Board of Management requested that actual figures are incorporated into the presentation next year for ease of reference.</p> <p>Gross Arrears Slight increase however expected to continue to rise given the current climate. CHA staff are continuing to be proactive with a key focus on people's income ensuring they are receiving all they are entitled to.</p> <p>The Board noted the content of the report and unanimously approved the Annual Return on the Charter be submitted to the Scottish Housing Regulator by 31st May 2022.</p>	Ex Dir HPS

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

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

The Meeting then closed at 2.55 pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		31/05/2022
Approved for Circulation By:		
Proposed By:		
Seconded by:		