



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 30th June 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 30th June 2022 at 2.15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



Present	In Attendance
John Kelly (Chair) Janet Strang Lesley Keenan John Nisbet Elizabeth Shedden John McLaren (MS Teams) Brenda Johnstone June Fenelon Brian McCabe Margaret Davison Drew Hall	Frank Sweeney, Group Chief Executive Fettes McDonald, FMD, Financial Consultant (MS Teams) Liam Watters, Head of Asset Management & Repairs Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p>Apologies Apologies were received from Liam Loudon.</p>	
2.	<p>Chairperson's Remarks</p> <ol style="list-style-type: none"> 1 The Chair welcomed Fettes McDonald and John McLaren who joined the meeting via MS Teams. 2 The Chair asked all Members to ensure that their mobile phones are switched off. 3 As there were confidential items on the Agenda the Chair read out the following confidentiality statement: <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> 4 The Chair informed members that a Leave of Absence Request had been received from Willie Gibson and was duly granted by members until the AGM. 5 The Chair advised that item 17, Year End Treasury Management Report & Yearly Strategy 2022/23 and item 18, SHR Loan Portfolio Return will be taken after item 4, Requirements of the Writing (Scotland) Act 1995 to allow Fettes McDonald to leave the meeting. Thereafter, item 25, EESSH2 Update – Government Review to Align with Net Zero Carbon will be taken to allow Liam Watters to leave the meeting. 	CEO

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3.	<p>Declaration of Interest <i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>Item 8 – Making Our Communities Better Place Fund – Parents of an applicant have declared that they know 2 CHA staff members. A CHA staff member also declared that they are a Coach with Kilwinning Football Academy 2008's who has made an application. All CHA staff members would leave the meeting when both these applications were discussed.</p> <p>All declarations have been recorded in the Registering & Declaring Interests Register in accordance with Governance Policy No: CE0028 Entitlements, Payments and Benefits Policy.</p>	CEO
4.	<p>Requirement of the Writing (Scotland) Act 1995 None</p>	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
17.	<p>Year End Treasury Management Report & Yearly Strategy 2022/23 (CONFIDENTIAL) <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 confirming the Association's year end Treasury Management (Policy CSF005) report noting the requirement to report to the Board at least once a year on treasury management operations.</p> <p>The Board of Management were referred to previously circulated appendix notes which details for each lender how much was borrowed initially, the loan term, the loan margins, whether the loan is on a variable or fixed rate basis and the balance at March 2022.</p> <p>The Development Sub Committee will receive regular updates on the security position. The Financial Consultant advised that work on stock valuations for two lenders will commence August 2022 and December 2022 consecutively.</p> <p>The Board of Management accepted the report and approved as presented.</p> <p style="text-align: center;"><i>Proposed: Janet Strang Seconded: Drew Hall</i></p>	
18.	<p>Scottish Housing Regulator (SHR) Loan Portfolio Return (CONFIDENTIAL) <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</p>	

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<p>18. which detailed to Association's loan portfolio as at 31st March 2022 along with a copy of the Loan Portfolio Annual Return 2021-22 that has to be submitted to the Scottish Housing Regulator by the end of June 2022.</p> <p>The Financial Consultant asked members to note the main points and advised members that there are currently no concerns regarding any aspect of the loan portfolio return for the Association. The Financial Consultant asked if there were any questions and if they would give formal approval for the return to be submitted to SHR within the prescribed timetable.</p> <p>The Board of Management approved the Association's Loan Portfolio to March 2022 be submitted to the Scottish Housing Regulator.</p> <p style="text-align: center;">Proposed: Janet Strang Seconded: Brenda Johnstone</p> <p>*The Financial Consultant left the meeting at 2.30pm* *Head of Asset Management & Repairs joined the meeting at 2.30pm*</p>	<p>FMD</p>
<p>25. EESSH2 Update – Government Review to Align with Net Zero Carbon (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Head of Asset Management & Repairs referred members to the previously circulated report which provided an update to the upcoming governmental review of the EESSH2 standard and the implications of this for the Association.</p> <p>The Head of Asset Management informed members that the government recently announced a review of the EESSH2 standard, with a view to bringing it more in line with the net zero carbon target. The milestones that landlords were due to submit in 2025 and 2032 have been put on hold until new EESSH2 guidance is published in 2023. The goals of both targets will be joined up and should offer more long-term clarity, however, will also bring potential additional costs and problems.</p> <p>Board members discussed in detail the implications of EESSH2 and what it means for the Association. Members highlighted that the whole area is very confusing for people and that it would be very costly, with a less efficient heating system offered to tenants when introduced.</p> <p>Members commented that they had attended the TPAS Conference and there was a Net Zero workshop, and the general feedback was that tenants were opposed to having new heating systems fitted in their homes, with the extra costs that may be incurred to run the heating system and also the disruption it would cause them in their home.</p> <p>The Group Chief Executive highlighted that the Tenants need to be included in</p>	

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25.	<p>the review as they would be very much affected as well as the additional costs incurred by the Association. The Group Chief Executive recommended that a tenant survey be carried out as it is important to gauge their views and opinions.</p> <p>The Head of Asset Management and Repairs informed members that he will continue to keep members updated with any developments and agreed a tenant survey should be carried out.</p> <p>Members noted the content of the report and agreed that a tenant survey be carried out.</p> <p>*Head of Asset Management & Repairs left the meeting at 2.50pm*</p>	<p>Ex Dir HPS/ HA&R</p>

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION																																										
5.	<p>Adoption of Minutes and Business Arising from same</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Meeting</th> <th style="width: 25%;">Proposed</th> <th style="width: 25%;">Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting 12th May 2022</td> <td>Drew Hall</td> <td>June Fenelon</td> </tr> <tr> <td colspan="3">Matters Arising: The Board discussed item 19 Additional Office Accommodation Invincible House, Ardrossan and agreed and approved the revised 20-year lease which will be reviewed after 5 years with Invincible for the DLO offices/hub.</td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Meeting</th> <th style="width: 25%;">Proposed</th> <th style="width: 25%;">Seconded</th> </tr> </thead> <tbody> <tr> <td>Special Board of Management Meeting 26th May 2022</td> <td>Lesley Keenan</td> <td>June Fenelon</td> </tr> <tr> <td colspan="3">Matters Arising: The Group Chief Executive informed members that following the Board meeting of 26th May 2022 concerning the cost overruns at Skelmorlie, North Ayrshire Council are now considering the funding request.</td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Meeting</th> <th style="width: 25%;">Proposed</th> <th style="width: 25%;">Seconded</th> </tr> </thead> <tbody> <tr> <td>Risk Review Session (CONFIDENTIAL) 24th May 2022</td> <td>Brian McCabe</td> <td>Janet Strang</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Meeting</th> <th style="width: 25%;">Proposed</th> <th style="width: 25%;">Seconded</th> </tr> </thead> <tbody> <tr> <td>Skills & Succession Sub Committee 5th May 2022 (CONFIDENTIAL)</td> <td colspan="2">The Board of Management agreed to record the minutes as a note of the meeting as only one member was available to propose and second the minute, due to apologies.</td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Meeting</th> <th style="width: 25%;">Proposed</th> <th style="width: 25%;">Seconded</th> </tr> </thead> <tbody> <tr> <td>Housing & Property Services Sub Committee (NON-CONFIDENTIAL) 5th May 2022</td> <td>John Nisbet</td> <td>Elizabeth Shedden</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting 12th May 2022	Drew Hall	June Fenelon	Matters Arising: The Board discussed item 19 Additional Office Accommodation Invincible House, Ardrossan and agreed and approved the revised 20-year lease which will be reviewed after 5 years with Invincible for the DLO offices/hub.			Meeting	Proposed	Seconded	Special Board of Management Meeting 26th May 2022	Lesley Keenan	June Fenelon	Matters Arising: The Group Chief Executive informed members that following the Board meeting of 26 th May 2022 concerning the cost overruns at Skelmorlie, North Ayrshire Council are now considering the funding request.			Meeting	Proposed	Seconded	Risk Review Session (CONFIDENTIAL) 24th May 2022	Brian McCabe	Janet Strang	Matters Arising: None.			Meeting	Proposed	Seconded	Skills & Succession Sub Committee 5th May 2022 (CONFIDENTIAL)	The Board of Management agreed to record the minutes as a note of the meeting as only one member was available to propose and second the minute, due to apologies.		Meeting	Proposed	Seconded	Housing & Property Services Sub Committee (NON-CONFIDENTIAL) 5th May 2022	John Nisbet	Elizabeth Shedden	Matters Arising: None.			
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5.	Meeting	Proposed	Seconded	
	Housing & Property Services Sub Committee (CONFIDENTIAL) 5 th May 2022	John Nisbet	Elizabeth Shedden	
	Matters Arising: None.			
	Meeting	Proposed	Seconded	
	Development Services Sub Committee (CONFIDENTIAL) 19 th May 2022	John Nisbet	Elizabeth Shedden	
	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>			
	The Group Chief Executive presented the current risk register to members highlighting that following the risk review session that was carried out on 24 th May 2022, the top strategic risks were discussed and reviewed.			
	The Board discussed risk S14 and agreed that it be removed altogether as it is no longer a priority given the change in staffing and local community groups are playing a bigger part in regenerating the local area.			
	The Board agreed S14 be removed from the risk register.			CEO
	The Board discussed risk S15 and agreed to rescore this risk from 9 to 32, given the importance to continually demonstrate to SHR that the Association complies with all 7 Standards.			
	The Board agreed S15 be increased to 32.			CEO
	Members discussed risk S32 and agreed that it remains an acceptable level of risk given the Association's Succession Plan and recruitment will look after itself.			
	The Board agreed risk score S32 remains unchanged.			
The Board discussed risk S38 and agreed that it should be rescored from 9 (yellow) to 1 (green) and that 'yearly review' should be added to the description.			CEO	
The Board discussed and agreed risk S44 be rescored from 4 (yellow) to 1 (green).			CEO	
The Board agreed that risk S65 would remain unchanged, however will be discussed further by the Development Sub Committee.			Ex Dir Dev	

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<p>6. Members discussed risk S67 and highlighted that this would have a major impact on the Association as the Group Chief Executive leads the organisations culture, is a key position and has shaped the organisation over many years.</p> <p>The Board agreed that risk S67 should be rescored from 36 to 80. Members also agreed the description should be changed from, 'Chief Executive Resignation' to 'Chief Executive Departure with 5 years.'</p> <p>Members discussed and reviewed risk S68 and agreed that this is not as critical as the Chief Executive's departure as they are not likely to all leave at the one time.</p> <p>The Board agreed risk S68 remains unchanged.</p> <p>The Board agreed that risk S70 be removed.</p> <p>The Board agreed that risk S73 be removed.</p>	<p>CEO</p>
<p>The Board reviewed S77 at the risk review session on 24th May 2022 and agreed that this risk score remains unchanged however agreed that 'realistic' should be added to the description as above. Board members also discussed the possibility of another risk being added following the discussion that will take place with tenants' groups surrounding EESSH2.</p>	<p>CEO</p>
<p>The Board reviewed S78 at the risk review session on 24th May 2022 and agreed that this risk score remains unchanged however agreed the change of description should be amended as above.</p>	<p>CEO</p>
<p>The Board agreed risk S79 remains unchanged however a slight amendment to the description has been made as above.</p>	<p>CEO</p>
<p>The Board reviewed and discussed risk S83 and agreed that it is reduced to 9 from 16 given the DLO has now been set up within the Association. A slight change to the description has also been added 'DLO' as above.</p>	<p>CEO</p>
<p>The Board reviewed and discussed risk S84 and agreed that it be increased to 108 (red) given the current economic climate.</p>	<p>CEO</p>
<p>The Board reviewed and discussed risk S85 and agreed that this should be increased to a 144 (red) given the uncertainty surrounding Government funding.</p>	<p>CEO</p>
<p>After reviewing the risks the Board of Management noted the content of the recent DTP consultants report and approved the recommendations and timeframes as presented:</p>	<p>CEO</p>
<ul style="list-style-type: none"> • Review and further develop the Risk Appetite Statement - 06/10/2022 • Review the Risk Management Framework - 06/10/2022 	<p>CEO CEO CEO</p>

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<p>6.</p> <ul style="list-style-type: none"> • Revise the Board Report Template to include reference to risk appetite - 06/10/2022 • Revise the Risk Template to include reference to risk appetite - 06/10/2022 • Include more specific reference to board of management engagement in discussions on risk in minutes and records of meetings - 30/06/2022 <p>The Board of Management noted that as per the Scheme of Delegation Ref No: 33, a copy of the final report from DTP will be forwarded to the Audit Sub Committee for review at their next meeting.</p>	<p>CEO CEO</p> <p>CEO</p>
<p>7.</p> <p>Scheme of Delegation The scheme of delegation has been reviewed and is included in item 15.</p>	
<p>8.</p> <p>Making Our Communities Better Places Fund (North & 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.</p> <p>The Board of Management discussed the following applications in detail and agreed the following:</p> <p>Ardeer Food Larder – approved award of £1,000 Irvine Tennis Community – approved award of £1,000</p> <p>It was noted that parents of an applicant have declared that they know 2 CHA staff members. A CHA staff member also declared that they are a Coach with Kilwinning Football Academy 2008's who has made an application. All CHA staff members left the meeting when both these applications were discussed.</p> <p>Kilwinning Football Academy 2008's – approved award of £1,000 Holly McNamara – approved award of £1,000</p> <p>All declarations have been recorded in the Registering & Declaring Interests Register in accordance with Governance Policy No: CE0028 Entitlements, Payments and Benefits Policy.</p> <p>Members noted that updates had been provided from The Scottish Centre for Personal Safety and Saltcoats Active Lifestyle Team following previous approval of awards of £1,000 to each of them at the meeting of 24th November 2021. Members requested that both groups had to provide further information prior to the funds being released.</p> <p>Members agreed that the information provided was suffice and authorised funds</p>	<p>CEO CEO</p> <p>CEO CEO</p> <p>CEO</p> <p>CEO</p>

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8.	to be issued to The Scottish Centre for Personal Safety and Saltcoats Active Lifestyle Team of £1,000 each.	
9.	<p>Making Our Communities Better Places Fund (Dumfries & Galloway) (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.</p> <p>The Board of Management discussed the following applications in detail and agreed the following:</p> <p>Eastriggs Community Group – approved award of £1,000</p> <p>Members noted that an update had been provided from Annan Petanque Club following previous approval an award of £1,000 at the meeting of 7th October 2021. Members requested that the group provided further information prior to the funds being released.</p> <p>Members agreed that the information provided was suffice and authorised funds to be issued to Annan Petanque Club of £1,000.</p>	<p>CEO</p> <p>CEO</p>
10.	<p>Notifiable Events (CONFIDENTIAL) None.</p>	
11.	<p>Secretary's Report The Secretary reported the following:</p> <p>Correspondence</p> <ul style="list-style-type: none"> - Kieran Walker provided an update on his progress - An update was received from Brooke Neely's dad, providing an update on Brooke's progress - A thank you letter was received from Archie Edgar, 3TFM Station Manager - An email was received from Siobhan Webster, Yard Manager of Mossburn Community Farm, thanking the Association for their kind donation - An email was received from Kathleen Reid, Treasurer of Barrmill Jolly Beggars Club thanking the Association for their support - An email was received from The Argyle Community Shop in Saltcoats, thanking the Association for their support <p>The Board noted the content of the report.</p>	
12.	<p>Subsidiary Company Report (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p>	

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<p>12. The Group Chief Executive referred members to the previously circulated report.</p> <p>The Board noted the content of the report.</p>	
<p>13. EVH Report to Board Members The Chair advised members of the EVH Annual Conference which is taking place on 8th and 9th September at DoubleTree Hilton, Glasgow Strathclyde Hotel. Four Board members are due to attend.</p> <p>The Board noted.</p>	
<p>14. Health & Safety The Group Chief Executive informed members that the Health & Safety Group Minutes had been provided from the meeting of Wednesday 11th May 2022 for information.</p> <p>The Group Chief Executive informed members that there was originally a planned fire drill due to take place today, however this has been postponed and rescheduled to the next meeting.</p> <p>The Board noted.</p>	H&S Manager
<p>15. Policies for Ratification The Group Chief Executive advised the Board the undernoted policies have been reviewed and the proposed minor changes are highlighted in red. He asked if there were any questions. No questions were asked.</p> <p>The Scheme of Delegation Framework Document 1 – CE0021 The Group Chief Executive informed members that this would now go to the Sub Committee Groups for them to review. Members highlighted an amendment on page 2, first paragraph, should read, 'It is the responsibility of the Board of Management to ensure it has control of the operations of the Association to ensure it places the following duties on the Group Chief Executive'.</p> <p style="text-align: center;"><i>Proposed: John Nisbet Seconded: Elizabeth Shedden</i></p> <p>The Board of Management Scheme of Delegation Document 2 – CE0021A <i>Proposed: John Nisbet Seconded: Elizabeth Shedden</i></p> <p>Board of Management Recruitment, Retention & Succession Planning Strategy – CE0032 <i>Proposed: Lesley Keenan Seconded: Brenda Johnstone</i></p> <p>Unacceptable Actions Policy – CE0040 <i>Proposed: Janet Strang Seconded: John Nisbet</i></p>	CEO

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15.	<p>Health & Safety Policy – CEO011A <i>Proposed: June Fenelon Secoded: Drew Hall</i></p> <p>Procurement Policy – DCS002 Members have requested a slight amendment to the dates on the front page – a typo has been made – Policy Reviewed 09/05/2022 and Review Cycle 1 Year 19/05/2022. <i>Proposed: Drew Hall Secoded: Janet Strang</i></p> <p>Procurement Strategy – DCS004 <i>Proposed: Lesley Keenan Secoded: Janet Strang</i></p>	CEO
16.	<p>Development Programme Overview (CONFIDENTIAL) <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>	

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19.	<p>Making Our Communities Better Places Larger Projects Timeline (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group CEO referred members to the previously circulated report providing members with information surrounding the Making Our Communities Better Places Fund – Larger Projects.</p> <p>Members discussed the amount that projects can apply for and what areas.</p> <p>Members also discussed the selection criteria and scoring highlighting that if each application made meets the criteria, then they should have the opportunity to be interviewed. Members commented that it would be a good idea to have 3 separate panels for each area – North Ayrshire, East Ayrshire and Dumfries & Galloway.</p> <p>The Board of Management noted the content of the report and agreed that the total amount of funding made available for the Larger Projects should be £30,000 with 2 x £5,000 awards allocated to each area.</p>	CEO
20.	<p>Board of Management Appraisal 2022 Update The Group Chief Executive referred members to the previously circulated report confirming that everyone should have now received their Appraisal Packs with a return date of today and appointments have been issued. The Board noted.</p>	

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21.	<p>Update on Procurement of Legal Services (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 provided by the Executive Director of Development Services which detailed the outcome of the recent legal services tender meeting held on 31st May 2022.</p> <p>The Group CEO informed members that the next stage in the process is to send standstill letters to the successful and unsuccessful tenderers advising them of the outcome. For the unsuccessful tenderers, the letter incorporates feedback on the areas where they lacked detail or did not score as well as others. They have 10 days from receipt of the letter to respond if they wish to challenge the result.</p> <p>The Board noted the content of the report.</p>	CEO
22.	<p>Corporate Strategy & Business Plan (2022/23 to 2026/27) CONFIDENTIAL <i>(verbal)</i> <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Group CEO informed members that the Strategy is being updated today with the revised and agreed risks. Once amendments are made it was proposed that the Strategy would then be sent to the Scottish Housing Regulator.</p> <p>The Board approved the Corporate Strategy & Business Plan (2022/23 to 2026/27) subject to minor amendments and agreed once the risks were updated the document can be uploaded to the Scottish Housing Regulator on 30th June 2022.</p>	CEO
23.	<p>Board of Management & Sub Committee Meeting Schedule 2022/23</p> <p>The Group Chief Executive referred members to the previously circulated report which detailed the proposed Board of Management and Sub Committee Meeting Schedule for 2022/23.</p> <p>Members highlighted an amendment to be made on page 4, Subsidiary Companies, Citrus Energy Q3, the date should read as 30/04/2024.</p> <p>The Board noted and agreed the meeting schedule as presented for 2022/23. The Group CEO advised calendar invites will be issued in due course.</p>	CEO CEO
24.	<p>CHA Tenant Scrutiny Group Update – CHA Tenant's Health & Safety Audit Report</p> <p>The Group Chief Executive informed members that the Tenants Health & Safety Audit Report from Joe Dewar, JWD Asset Services Ltd was presented to the Cunninghame Forum meeting on 25th May 2022 for information.</p> <p>The Forum was delighted that the Board wished to share this information and</p>	

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 30th June 2022 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
24.	learned a lot about Health & Safety Compliance in relation to tenants. The Board noted.	
26.	Workplan Target – External Consultant – Citrus Energy (verbal update) The Group Chief Executive confirmed that the Citrus Energy Business Plan is currently being reviewed and once complete, it will be presented at Citrus Energy Board for consideration and approval. The Board noted.	CEO

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
27.	Board of Management Log of Electronic Signatures The Board of Management noted the content of the report.	
28.	Media Marketing & Publications The Board of Management noted the content of the report.	
29.	Complaints Monitoring Report The Board of Management noted the content of the report.	

The Meeting closed at 4.15 pm.

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