



CUNNINGHAME  
HOUSING ASSOCIATION

*More than just a landlord*

# Board of Management Minutes

**Date of Meeting: 13<sup>th</sup> April 2023**

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 13<sup>th</sup> April 2023 at 2:15 pm in the Association's Quayside Offices,  
Marina Quay, Dock Road, Ardrossan KA22 8DA



| Present  | In Attendance  |
|--|--|
| Lesley Keenan (Chair)<br>Elizabeth Shedden<br>Margaret Davison<br>June Fenelon<br>Brian McCabe<br>John Nisbet<br>John Kelly<br>John McLaren (MS Teams)<br>Brenda Johnstone | Linda Anderson, Acting CEO<br>Fettes McDonald, FMD Financial Consultant<br>Elaine Nimmo, Minute Secretary<br>Kirsteen Wyllie, Admin. Assistant |

| PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS |  | ACTION |
|---|--|--------|
| 1.  | <b>Apologies</b><br>Apologies were received from Frank Sweeney, Janet Strang, Drew Hall, Willie Gibson, Cllr Stephen Canning EAC, Councillor Eleanor Collier NAC and Liam Loudon.  |        |
| 2.  | <b>Chairperson's Remarks</b><br><br>1 The Chair welcomed everyone to the meeting and asked all Members to ensure that their mobile phones are switched off.<br>2 As there were confidential items on the Agenda the Chair read out the following confidentiality statement:<br><br><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><br><br><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> |        |
| 3.  | <b>Declaration of Interest</b><br>None.  |        |
| 4.  | <b>Requirement of the Writing (Scotland) Act 1995</b><br>None.   |        |

| PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN |   | ACTION |
|--|---|--------|
| 5.   | <b>Development Programme Presentation/Discussion (CONFIDENTIAL)</b><br><i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i><br><br>The Acting CEO referred members to the previously circulated presentation which provided an overview of the development programme to date and information to consider going forward. |        |

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| <b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b> |   | <b>ACTION</b>         |
|---|---|-----------------------|
| 5.  | <p>The Acting CEO informed members that following discussions that have taken place within the Development Sub Committee and recent Board meetings, it was important that this meeting was held to look at the planned development programme and consider the potential risks posed by continuing with the proposed projects given the current climate.</p> <p>Members noted the current Development staff complement and agreed if the decision is taken to pause the new build programme, some staff would be retained to deliver the projects on site at present. Staff will be fully informed of any decision to pause the programme and the implications of the Association's intentions on their jobs. It was noted there may be potential for redeployment within the organisation given the development staff's transferrable skill set and every avenue will be explored in due course.</p> <p>The Board of Management requested that an audience with the new housing minister Paul McLennan might be beneficial to express their concerns directly.</p> <p>The Board of Management noted if decision to pause future developments is taken staff would be required to inform the Scottish Housing Regulator and relevant partners (North &amp; East Ayrshire Council and Dumfries &amp; Galloway Council).</p> <p>Following discussion, the Board of Management unanimously agreed that all proposed new build projects not on site should be paused to allow costs to stabilise and grant to be increased. The only exceptions are Garven Road, Stevenston and Lockerbie Old School, Lockerbie where the costs and overall funding package are still not finalised. A detailed report will be presented to the Board of Management for formal approval.</p> | <p>CEO</p> <p>CEO</p> |
| 8.  | <p><b>Scottish Housing Regulator Engagement Plan</b></p> <p>The Acting CEO referred members to the previously circulated report and the Scottish Housing Regulator (SHR) Engagement Plan for 2023/24 which is also published on the regulator's website.</p> <p>After discussion the Board of Management agreed it would be prudent to run the sensitivity analysis in the financial projections for both the current new build programme as well as the potentially paused development programme for consideration.</p> <p>Following discussion, the Board of Management noted the actions and timescales for the Association contained within the Scottish Housing Regulator Engagement Plan for 2023/24.</p>   | <p>FMD</p> <p>CEO</p> |
| 6.  | <p><b>Consultancy Agreement (CONFIDENTIAL)</b><br/><i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p>   |                       |

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| <b>PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN</b> |   | <b>ACTION</b>            |
|---|---|--------------------------|
| 6.  | <p>The Acting CEO referred members to the previously circulated report and proposed consultancy agreement proposal received from JWD Asset Services Ltd.</p> <p>As part of the comprehensive review being carried out by Mulholland Housing Consultancy, JWD Asset Service Ltd will review and provide external assurance on tenant's health and safety against the Scottish Housing Regulator Regulatory Standards.</p> <p>Members noted a correction to the agreement - 'Ltd' has been omitted after Cunninghame Housing Association and should be added prior to signing.</p> <p><b>The Board of Management agreed the appointment of JWD Asset Services Ltd and the fee proposal presented to carry out the compliance review against the SHR's Regulatory Standards.</b></p>   | <p>CEO</p> <p>CEO</p>    |
| 7.  | <p><b>New Policy Documents</b></p> <p>The Acting CEO referred members to the previously circulated report.</p> <p>The undernoted new policies have been drafted for consideration and approval.</p> <p><b>Staff Expenses – CE0043</b></p> <p>The Acting CEO advised members that this is a new policy and correlates with the new expense module which is being introduced on Cascade with all staff receiving training on streamlining expense claims. The policy also links to EVH terms and conditions.</p> <p style="text-align: center;"><i>Proposed: June Fenelon      Seconded: John Nisbet</i></p> <p><b>Hybrid Working – CE0049</b></p> <p>The Acting CEO informed members that this policy supports the new hybrid working model that is being implemented by the Association and highlighted that there were appendices that accompany the policy such as risk assessments and self-assessment forms.</p> <p>Members queried if staff would need to sign a new contract. The Acting CEO advised members that a new contract is not required.</p> <p>Members also asked the following questions:</p> <ul style="list-style-type: none"> <li>• Section 10: Health &amp; Safety - for staff who choose to work from home, will they have a risk assessment carried out in their home?</li> <li>• Section 12.3 and 12.4 – in terms of the employee notifying their mortgage provider / landlord and insurance company – is the Association requesting proof this has been carried out?</li> </ul> <p>The Acting CEO informed members that all of the above is covered in the declaration/sign off sheet which staff members will be required to sign once they</p> | <p>CEO</p> <p>HR/CEO</p> |

