



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 22nd June 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 22nd June 2023 at 12:00 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



Present	In Attendance
Lesley Keenan (Chair) John Nisbet Elizabeth Shedden June Fenelon Willie Gibson Brenda Johnstone Margaret Davison John Kelly	Linda Anderson, Acting CEO Jacqueline Cameron, Executive Director of Housing & Property Services Lesley McPhee, Finance Manager Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Administration Assistant

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p>Apologies</p> <p>Apologies were received from Frank Sweeney, Janet Strang, Liam Loudon, Drew Hall, Brian McCabe, Cllr Eleanor Collier (NAC) and Cllr Stephen Canning.</p>	
2.	<p>Chairperson's Remarks</p> <ol style="list-style-type: none"> 1 The Chair welcomed everyone to the meeting, and confirmed the resignation received from John McLaren. 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: 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. 4 The Chair gave an update of the CEO's absence. 5 The Chair confirmed that calendar invites had now been issued to all members for their Board Appraisals and electronic forms are in the process of being distributed for completion. The Acting CEO advised that the electronic forms should be more user friendly and encouraged members to be constructive with their feedback. Members queried if the forms were confidential given the links were sent direct to their email addresses. It was confirmed that all the forms with the exception of the Individual Appraisal are anonymous. 6 The Chair confirmed that the internal audit training has now been confirmed and will take place on Thursday 10th August 2023 at 2:15pm, calendar invites will be issued in due course. 	

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2.	<p>7 The Chair advised members that an email had been received from TPAS on 15th June 2023 asking if the Association would like to take sponsorship at this year's conference. The Acting CEO reminded members that the Association had provided sponsorship last year for name badges and lanyards at a cost of £1,500 + VAT. Following discussion, members approved sponsorship for the 'Award for Good Practice' at a cost of £350 if it was still available. Members requested that in the Association's response to TPAS, it should be highlighted that any requests are received well in advance of the event to give sufficient time for consideration.</p> <p>8 The Chair reminded members that the Scottish Housing Regulator are attending the next Board of Management meeting on 6th July 2023. Lunch will be available at 1.30 pm to allow introductions to take place with SHR staff prior to attending the board meeting at 2:15pm. Board noted that Fettes McDonald will also attend the meeting.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p>
3.	<p>Declaration of Interest None.</p>	
4.	<p>Requirement of the Writing (Scotland) Act 1995 None.</p>	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
5.	<p>Scottish Housing Regulator (SHR) Loan Portfolio Return to 31st March 2023 The Finance Manager referred members to the previously circulated report which detailed the Association's Loan Portfolio as at 31st March 2023 along with a copy of the Loan Portfolio Annual Return 2022-23 that requires to be submitted to the Scottish Housing Regulator by 30th June 2023.</p> <p>The Finance Manager 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 Finance Manager asked if there were any questions and if they would give formal approval for the return to be submitted to the SHR within the prescribed timetable.</p> <p>The Board of Management approved the Association's Loan Portfolio Return to 31st March 2023 for submission to the Scottish Housing Regulator by 30th June 2023.</p>	<p>FMD</p>
	<p><i>**The Finance Manager left the meeting at 12:15pm**</i></p>	
6.	<p>Corporate Strategy & Business Plan including Risk Register The Acting CEO referred members to the previously circulated Corporate Strategy and Business Plan and Financial Appendices for consideration and approval prior to submission to the Scottish Housing Regulator by 30th June 2023.</p>	

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<p>The Acting CEO highlighted the main areas which had been reviewed and updated in line with the recent governance review session with the Board of Management:</p> <ul style="list-style-type: none"> - Governance - Our Areas of Operation - Our Customers - Pestle and SWOT Analysis - Strategic Actions with timescales added (which will be reviewed on a quarterly basis). - Our Performance - Risks (which have been reduced to 15 following the recent risk review) - Value for Money - Rent Affordability <p>The Acting CEO advised members that the document had been condensed where appropriate. Members commented that they felt it was easy to read and a succinct document. Member advised they liked the additional 'Our Areas of Operation' section that had been added.</p> <p>The Board of Management approved the Corporate Strategy & Business Plan (2023/24 – 2027/28) for submission to the Scottish Housing Regulator by 30th June 2023.</p>	<p style="text-align: center;">CEO</p>
<p>7. Affordability Review (Engagement Plan)</p> <p>The Executive Director of Housing & Property Services advised that CHA's regulatory engagement plan for 2023/24 includes the requirement for the Association to provide evidence of how it demonstrates affordability for its tenants. Following on from the Acting CEO's presentation of the Corporate Strategy where rent affordability and value for money were highlighted as key priorities for the Association the Executive Director of Housing & Property Services proceeded to go over the previously circulated affordability review report.</p> <p>The Board of Management noted that the Scottish Housing Regulator has highlighted affordability as an area of focus for several years and has reiterated the importance of landlords demonstrating to tenants that their rents will remain affordable, and the need for self-assessment to ensure costs, which are ultimately passed on to tenants, are minimised.</p> <p>The Executive Director of Housing & Property Services proceeded to go over the report in detail highlighting that CHA has worked alongside the Scottish Housing Network to carry out an affordability review of CHA rents, similar to that carried out by Arneil Johnston in 2017. The Executive Director of H&PS explained that the Association are within the rent ratio calculations in both North and East Ayrshire, however slightly over for lower quartile incomes in D&G.</p> <p>The Executive Director of H&PS concluded that the Association recognises that its rents are marginally higher than its peer groups however it has heavily invested in</p>	

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<p>7. achieving the Scottish Government's outcomes around increasing the availability of affordable housing in Scotland over the last several years.</p> <p>The Association are continually working towards minimising costs where they can and have introduced a focus working group to assist in identifying further savings across the CHA Group. It was further highlighted that financial inclusion work continues to play a key role in ensuring affordability.</p> <p>The Board noted and agreed the content of the report. In line with CHA's regulatory engagement plan for 2023/24 the Association will provide evidence to the Scottish Housing Regulator of how it demonstrates affordability to its tenants by 30th June 2023.</p>	<p>Ex Dir HPS</p>
<p>**The Executive Director of Housing & Property Services left the meeting at 12:25pm**</p>	
<p>8. Development Programme – Staffing Update (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Acting CEO referred members to the previously circulated report which is a follow up to the previous discussions on 25th May 2023.</p> <p>The Acting CEO advised members as previously agreed the initial group consultation took place on Monday 5th June with all development staff to advise them of the situation and present the proposed new structure. Staff were given the opportunity to share their views and discuss how matters can be addressed.</p> <p>The Acting CEO informed members that there were a few observations made and staff were informed of the proposed timeline and the next steps in the process. No changes have been made to the proposed staff structure. The Acting CEO highlighted that 2 Clerk of Works had expressed their interest in a possible job share to making up 1 full time Clerk of Works post.</p> <p>The Acting CEO informed members that following final approval of the proposed staff structure, staff will be invited to individual meetings to discuss and agree a way forward. EVH will attend each meeting to ensure full compliance with the EVH Terms and Conditions of Employment.</p> <p>The Board of Management</p> <ol style="list-style-type: none"> 1) Noted the progress made with the staff consultation in relation to the changes in the staff structure. 2) Approved the final staffing structure presented (noting the possibility of a job share solution for the Clerk of Works). 3) Noted that individual consultation meetings will now be held with staff to agree and formalise a way forward in relation to their respective roles. 	<p>CEO/HR</p> <p>CEO/HR</p>

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9.	<p>Scheme of Delegation Review (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Acting Group CEO referred members to the previously circulated report and advised the undernoted policies have been reviewed with the proposed changes highlighted in red.</p> <p>The Acting CEO referred members to the new references added to the document with regard to SHR Regulation Plan, Annual Assurance Statement and Equalities & Diversity Policy.</p> <p>The Board of Management approved the reviewed policy documents as follows:</p> <p>The Scheme of Delegation Framework Document 1 – CE0021</p> <p style="text-align: center;"><i>Proposed: Brenda Johnstone Seconded: John Nisbet</i></p> <p>The Board of Management Scheme of Delegation Document 2 – CE0021A</p> <p style="text-align: center;"><i>Proposed: June Fenelon Seconded: John Kelly</i></p>	<p>CEO</p> <p>CEO</p>

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
10.	<p>Governance Note – EVH Full Member Terms and Conditions – Updates The Board of Management noted the content of the report.</p>	

The meeting closed at 12:40 pm

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		29/06/2023
Approved for Circulation By:		30/06/2023
Proposed By:		
Seconded by:		