



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 21st January 2021

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 21st January 2021 at 12.00 pm via Microsoft Teams



Present	In Attendance
John Kelly (Chair) Lesley Keenan Janet Strang Elizabeth Shedden William Gibson June Fenelon John Nisbet Brian McCabe Drew Hall Margaret Davison Councillor Jimmy Miller Councillor Jim McMahon	Frank A Sweeney, Group Chief Executive Steven Good, Executive Director of Housing & Property Services Linda Anderson, Executive Director of Development Services Allison McColl, Executive Director of Finance & Corporate Services Fettes McDonald, Financial Consultant Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Administration Assistant

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies Apologies were received from Brenda Johnstone and Liam Loudon.	
2.	Chairperson's Remarks <ol style="list-style-type: none"> 1 The Chair asked all Members to mute their microphones unless they wish to speak and to say their name prior to speaking. 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 and associated papers are strictly confidential and should not be discussed with any external party either prior to or after said meeting by any Member of the Board of Management. In terms of good governance all members should note that when the director/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 advised all members that the Development Services Sub Committee will follow immediately after this Special Board meeting and members are required to log out of this MS Teams call and join the Development Sub Committee MS Teams meeting. 5 The Chair welcomed Councillor Jim McMahon to his first Board meeting. 	
3.	Declaration of Interest John Nisbet declared an interest with regard to item 5 of the agenda which was duly noted and will be recorded in the Association's register.	CEO

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PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
4.	Requirement of the Writing (Scotland) Act 1995 None.	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION																
5.	<p>Proposed Rent Increase 2021/2022 (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>Steven Good, Executive Director of Housing & Property Services proceeded to present the previously circulated report to the Board of Management in detail advising that the Association uses CPI as the benchmark which is traditionally lower than the RPI rate when considering rent increases. Using CPI results in lower rent rises for the Association however CHA acknowledges that rents are at the higher end of averages particularly locally.</p> <p>The Board noted that the recent Glasgow and West of Scotland Federation of Housing Association’s annual rent increase survey indicated that of the 28 RSL’s responding the majority of them intend to raise their rents between 1% to 5%. The average which they intend to raise the rents are 2.35% (subject to consultation).</p> <p>The Executive Director of Housing & Property Services referred members to the proposed rent increases of the other Ayrshire based Associations detailed in the report. It was noted that some Associations offer more than one option to their tenants at their rent consultations which was discussed in detail. CHA provide a high standard of service which is taken into account when considering the budget for the forthcoming year and setting the proposed rent increase.</p> <p>The Executive Director of Housing & Property Services confirmed the format of the rent consultation process which has been amended due to the COVID-19 pandemic resulting in no roadshows this year. All rent consultations will be carried out by telephone or via MS Teams meetings online. The Executive Director of Housing & Property Services advised that all tenants are written to and provided with a prepaid envelope to submit any questions or queries and staff are also contactable via telephone to discuss the proposed increase.</p> <p>It was explained that the Board of Management require to consider the Association’s proposed rent increase prior to embarking on the consultation exercise with tenants on an annual basis and agree the proposed timetable as follows:</p> <table border="1"> <tbody> <tr> <td>Rent Increase Paper to Special Board of Management Meeting</td> <td>21-Jan-21</td> </tr> <tr> <td>Tenant Rent Increase Consultation Letter</td> <td>22-Jan-21</td> </tr> <tr> <td colspan="2">Rent Setting Consultation</td> </tr> <tr> <td>Telephone Consultations</td> <td>01-Feb-21 to 05-Feb-21</td> </tr> <tr> <td>Tenants Forum Meeting</td> <td>05-Feb-21</td> </tr> <tr> <td>Results of Consultation collated</td> <td>08-Feb-21</td> </tr> <tr> <td>Special Board of Management Meeting</td> <td>11-Feb-21</td> </tr> <tr> <td>Rent Increase Letters issued</td> <td>w/c 15-Feb-21</td> </tr> </tbody> </table>	Rent Increase Paper to Special Board of Management Meeting	21-Jan-21	Tenant Rent Increase Consultation Letter	22-Jan-21	Rent Setting Consultation		Telephone Consultations	01-Feb-21 to 05-Feb-21	Tenants Forum Meeting	05-Feb-21	Results of Consultation collated	08-Feb-21	Special Board of Management Meeting	11-Feb-21	Rent Increase Letters issued	w/c 15-Feb-21	
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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
5.	<p>The Board of Management will receive feedback from the consultation sessions at the special meeting on Thursday 11th February 2021 which shall inform the final budget for the year 2021/22.</p> <p><i>(Information is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>Fettes McDonald, (FMD) referred members to the previously circulated draft budget for 2021/22.</p> <p>The Board noted there are no material concerns for 2021/22 however there are a number of ongoing matters that may have implications for the longer term financial outlook. The final budget for the year shall be updated to reflect any changes by March 2021.</p> <p>The Board of Management noted the content of the report and agreed to proceed to consultation with tenants on a 1.2% (October 2020 CPI +0.5%) rent increase as per the submitted timetable.</p> <p>The Board of Management remitted the Executive Director of Housing & Property Services to carry out the consultation exercise and report back to the Board on the outcomes to allow consideration of the final rent increase on Thursday 11th February 2021.</p>	Ex Dir H&PS

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 12.30 pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		28/01/2021
Approved for Circulation By:		28/01/2021
Proposed By:		04/02/2021
Seconded by:		04/02/2021