



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 23rd November 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 Wednesday 23rd November 2022 at 2.15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



Present	In Attendance
Lesley Keenan (Chair) John Kelly Janet Strang John Nisbet Elizabeth Shedden John McLaren (MS Teams) June Fenelon (MS Teams) Margaret Davison (MS Teams) Brian McCabe Liam Loudon Drew Hall Willie Gibson	Linda Anderson, Executive Director of Development Jacqueline Cameron, Executive Director of Housing & Property Services Liam Watters, Head of Asset Management and Repairs Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Administrator to CEO

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies Apologies were received from Frank Sweeney Group CEO, Cllr Scott Davidson (North Ayrshire), Cllr Stephen Canning (East Ayrshire) and Brenda Johnstone.	
2.	Chairperson's Remarks 1 The Chair welcomed everyone to the meeting. 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 confirmed that as previously advised by email on Monday 21 st November, Linda Anderson is acting CEO for the Association in the Group CEO's absence.	
10.	Notifiable Events (CONFIDENTIAL) None.	
3.	Declaration of Interest Item 21 – EVH Wage Increase Ballot 2023 (CONFIDENTIAL) Item 23 – Christmas Holidays 2022 (CONFIDENTIAL) Staff present declared an interest with regard to these items and will leave the meeting to allow the items to be discussed.	

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3.	All declarations have been recorded in the Registering & Declaring Interests Register in accordance with Governance Policy No: CE0028 Entitlements, Payments and Benefits Policy.	CEO																														
4.	<p>Requirement of the Writing (Scotland) Act 1995 The Executive Director of Development informed members that in accordance with the Requirement of Writing (Scotland) Act 1995 a report had been provided detailing no entries for the Seal and Non-Sealed had been documented since the last Board meeting.</p> <p>The Board noted.</p>																															
5.	<p>Adoption of Minutes and Business Arising from same</p> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting (CONFIDENTIAL) 6th October 2022</td> <td>Drew Hall</td> <td>Brian McCabe</td> </tr> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> <tr> <td>Skills & Succession Sub Committee (CONFIDENTIAL) 10th November 2022</td> <td>Janet Strang</td> <td>Drew Hall</td> </tr> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> <tr> <td>Housing & Property Services Sub Committee Meeting (NON-CONFIDENTIAL) 3rd November 2022</td> <td>Elizabeth Shedden</td> <td>John Nisbet</td> </tr> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> <tr> <td>Housing & Property Services Sub Committee (CONFIDENTIAL) 3rd November 2022</td> <td>Elizabeth Shedden</td> <td>John Nisbet</td> </tr> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> <tr> <td>Development Services Sub Committee 10th November 2022 (CONFIDENTIAL)</td> <td>John Kelly</td> <td>John Nisbet</td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting (CONFIDENTIAL) 6 th October 2022	Drew Hall	Brian McCabe	Meeting	Proposed	Seconded	Skills & Succession Sub Committee (CONFIDENTIAL) 10 th November 2022	Janet Strang	Drew Hall	Meeting	Proposed	Seconded	Housing & Property Services Sub Committee Meeting (NON-CONFIDENTIAL) 3 rd November 2022	Elizabeth Shedden	John Nisbet	Meeting	Proposed	Seconded	Housing & Property Services Sub Committee (CONFIDENTIAL) 3 rd November 2022	Elizabeth Shedden	John Nisbet	Meeting	Proposed	Seconded	Development Services Sub Committee 10 th November 2022 (CONFIDENTIAL)	John Kelly	John Nisbet	
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6.	<p>Risk Management Monitoring/Review (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Executive Director of Development informed members that there had been no new strategic red risks added to the register since the last meeting.</p> <p>The Board noted.</p>																															

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<p>7. Scheme of Delegation</p> <p>The Executive Director of Development reminded members that the Audit Sub Committee agreed at their meeting of 22nd September that they will review their section of the Scheme of Delegation (CE00021B) at their next meeting on 8th December. Thereafter any amendments will be incorporated into the Board of Management, Scheme of Delegation Document 2 (CE00021) for ratification at the next Board of management meeting in February.</p> <p>The Board of Management approved the following reviewed policies:</p> <p>Scheme of Delegation – CE0021B Document 3 <i>Proposed: Elizabeth Shedden Seconded: John Kelly</i></p> <p>Scheme of Delegation – CE00021A Document 2 <i>Proposed: Janet Strang Seconded: Drew Hall</i></p> <p>The Board noted the content of the report.</p>	<p>Ex Dir F&CS</p> <p>CEO</p> <p>CEO</p>
<p>8. Making Our Communities Better Places Fund (North & East Ayrshire) (CONFIDENTIAL) (Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</p> <p>The Executive Director of Development referred members to the previously circulated report for members to consider the funding requests received.</p> <p>The Executive Director of Development informed members that the report provided a list of all donations made to North & East Ayrshire for 2022/23, confirming that the funds were now exhausted for this financial year and will open again in April 2023 for 2023/24. As requested at the last meeting a list was provided of awards made to football teams over the last 5 years for information.</p> <p>The Board noted.</p>	
<p>9. Making Our Communities Better Places Fund (Dumfries & Galloway) (CONFIDENTIAL) (Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</p> <p>The Executive Director of Development 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>Annandale Community Transport Services - £1,000 approved.</p> <p>At the meeting of 6th October 2022, members approved £1,000 to Nithsdale Wanderers Football Club following further information being provided. Members were satisfied with the information received and agreed to release the £1,000 funding request.</p>	<p>CEO</p> <p>CEO</p>

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9.	<p>As requested at the last meeting a list was provided of awards made to football teams over the last 4 years for information.</p> <p>The Board noted.</p>	
11.	<p>Secretary's Report The Secretary reported the following:</p> <ul style="list-style-type: none"> - An email was received from Brooke Neely's (the young boxer) father detailing her progress made to date. - An update was received from Kieran Walker, the gymnast from Dalry. - A letter was received from St Bridget's Primary School in Kilbirnie seeking funding for their Community of Kindness event. Members highlighted that unfortunately the Making Our Communities Better Places Fund for North & East Ayrshire is now exhausted, and that the Association should reply to them advising such, however, to invite them to submit an application from April 2023. <p>The Board noted.</p>	CEO
12.	<p>Subsidiary Company Report (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Executive Director of Development referred members to the previously circulated report.</p> <p>The Board noted the content of the report.</p>	
13.	<p>EVH Report to Board Members The Chair referred members to the previously circulated report provided by EVH. Board member John Kelly added that it had been mentioned that the EVH Conference may possibly be a weekend event in Dunblane next year, but nothing had been confirmed to date.</p> <p>The Executive Director of Development referred members to the EVH report highlighting the EVH Cost of Living Support Grants that have been made available to EVH member organisations. She advised that it was offering 20 small support grants of £2,500 to fund all/part of the cost of local initiatives organisations may have in mind to help alleviate some of the adverse effects of the current cost-of-living challenges. The Executive Director of Development advised members that she had spoken with the Executive Director of Housing & Property Services and she indicated that it may be worthwhile making a claim. The Board agreed and noted that Ian McPherson, Community Engagement & Participation Officer would be best placed to complete an application.</p> <p>Members asked if it would be Ian's decision as to where the money be spent or would the Board have a say. The Executive Director of Development advised that Ian</p>	Ex Dir H&PS

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16.	Development Programme Overview (CONFIDENTIAL) No questions were raised.	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
	<i>**The Executive Director of Housing & Property Services joined the meeting at 2:40pm**</i>	
17.	<p>Benchmarking Report – ARC Comparison 2021/22</p> <p>The Executive Director of Housing & Property Services referred members to the previously circulated report which provided a summary of performance for 2021/22 benchmarked from the Scottish Housing Regulators ARC statistics.</p> <p>The Executive Director of Housing & Property Services provided a summary highlighting that the Association ranks 1st in 3 out of the 24 benchmarks highlighting that some improvements had been made.</p> <p>The Executive Director of Housing commented that there are many factors that can determine how well an Association scores overall such as the way in which a survey is carried out, who carries out the survey and the time of year can also play a part in the outcome. The Executive Director of Housing advised that it is the intention to carry out a Communication Campaign prior to the survey next year as it may be beneficial to speak with tenants beforehand.</p> <p>Average time to complete adaptations</p> <p>Members queried the Association's performance in relation to the volume of adaptations complete. The Executive Director of Housing & Property Services informed members that this is reflective of the amount of funding that the Association actually receives which is normally around 50% of the original request. Members were informed that the Association will continue to work hard with tenants and the Scottish Government to fulfil tenants needs.</p> <p>The Board noted the content of the report.</p>	
18.	<p>Rent Consultation 2023/24</p> <p>The Executive Director of Housing & Property Services referred members to the previously circulated report which provided information on the rent consultation which launched on 11th November 2022 for financial year 2023/24.</p> <p>She informed members of the detailed timeline of the rent consultation advising that it concludes on 16th December 2022 and was pleased to report that to date 200 responses had been received with still 3 weeks left to run. She indicated that this is a significant increased return so far in comparison to previous years.</p> <p>A special Board of Management meeting is scheduled to take place on 11th January 2023 to present the feedback to Board members on the consultation process.</p>	Ex Dir H&PS

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<p>18. The Board noted the content of the report.</p>	
<p>19. Lemon Aid – Support to CHA Tenants (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Executive Director of Housing & Property Services referred members to the previously circulated report and advised members that CHA's Lemon Aid Service received funding from SFHA, to help provide fuel vouchers, debt support and low energy appliances to tenants of North Ayrshire which is in addition to other funding made available from the Scottish Government and North Ayrshire Council.</p> <p>In Dumfries & Galloway, Scottish Government funding has been made available to tenants and similarly in East Ayrshire for 2022/23. Across all 3 areas further funding applications have been made to help support tenants until 2026 and we are awaiting the outcome.</p> <p>The Executive Director of Housing informed members that they are working with CHA's Lemon Aid Service to help deliver this aid to the CHA tenants that need it. Both departments are being proactive and continue to liaise with each other to ensure the funding is delivered to the tenants that need it most.</p> <p>Members commented that it was great work and would benefit many given the current climate. Members queried if elderly people who had a delayed discharge from hospital were being considered. The Executive Director of Housing advised that they hadn't considered this, however they would look at what they can do on social media and would work hard at ensuring they reach out to as many tenants as possible who need it most.</p> <p>The Board noted.</p>	
<p><i>**The Head of Asset Management and Repairs joined the meeting at 3:00pm**</i></p>	
<p>20. Interim Guidance for Social Landlords EESSH2 (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 and Repairs (HAM&R) referred members to the previously circulated report which provided a summary of the Association's actions on EESSH2 to date, given the Government's temporary suspension of EESSH2.</p> <p>The HAM&R continued to go over the report in detail highlighting that the Government had issued new guidance in relation to EESSH2 temporarily being put on hold.</p> <p>Members continued to ask questions in relation to the costs and ways in which new energy efficiency resources can be introduced for Association tenants such as air source heat pumps and ground source heat pumps. The HAM&R confirmed that many of the options on offer at present are very expensive to install and also replace when they break down.</p>	

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<p>20. The HAM&R confirmed that he is working on 30-year projection plans which he hopes to have finished by the end of January 2023. It was highlighted that clarity on hydrogen is not expected until at least 2026, as major manufacturers are working on building hydrogen boilers at present. The HAM&R confirmed that without a huge investment from the Scottish Government to meet proposed energy efficiency measures, it is inevitable these measures could affect tenants' rents and impact on new build developments. The HAM&R confirmed that the Association will continue to monitor the situation and keep members informed.</p> <p>Members also highlighted that costs for the tenant to run any new systems must also be taken into consideration.</p> <p>The Board noted the content of the report.</p> <p><i>**The Executive Director of Housing & Property Services and Head of Asset Management and Repairs left the meeting.**</i></p>	<p>Ex Dir H&PS</p>
<p>21. EVH Wage Increase Ballot 2023 (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>CHA staff left the meeting to allow the Board of Management to discuss freely the EVH recommendation on salaries for April 2023.</p> <p>After discussion the board agreed to select yes on the ballot paper to confirm the EVH Negotiators position that salaries be increased as set out:</p> <ul style="list-style-type: none"> • All staff regardless of grade/hours worked to receive a non-consolidated monthly payment of £150 in each of January, February and March 2023. These payments would be subject to normal tax and NI deductions, be paid through payroll and would not attract a pension contribution. • A traditional, across the board, consolidated percentage increase of 5.25% on all salary points from 1st April 2023. This will also be applied to all allowances apart from the fixed mileage rates set by the HMRC. <p>The board however felt that given the challenging time which all staff are facing due to the current cost of living they would also like some observations/comments added to the ballot form.</p> <p>Observations/Comments</p> <p>The board are fully supportive of the staff however are unable to see how the flat rate payments of £150 in January, February and March will in the longer-term favour lower paid employees.</p> <p>The board welcomed the proposed percentage increase however noted that it is significantly lower than current inflation figures and are disappointed at the recommendation of 5.25% on all salary points from 1st April 2023. The board would like to have seen some form of differential in the % pay increase depending on the</p>	

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21.	<p>salary scale e.g., 5.25% for the lower paid staff and a lower % increase for the higher paid staff, as the board recognise that the 5.25% increase would benefit high earners more than lower paid employees.</p> <p>Staff re-joined the meeting. The Office Bearers advised staff of the outcome of the discussion and approved the submission of the ballot form to EVH by the deadline of 12 midday on Wednesday 30th November 2022 as a yes vote with their observations/comments included.</p>	CEO
22.	<p>Quarterly Performance against Strategic Objectives (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 Services referred members to the previously circulated report which provided the quarterly performance against strategic objectives. The Executive Director of Development highlighted that everything was ongoing and/or being actioned. No questions were raised.</p> <p>The Board noted the content of the report.</p>	
23.	<p>Christmas Holidays 2022 (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>CHA staff left the meeting to allow the Board of Management to discuss the previously circulated report.</p> <p>After discussion, members asked staff to re-join the meeting and confirmed that they have agreed that the Association's offices will close on Friday 23rd December 2022 at 4:30pm and reopen on Monday 9th January 2023 at 9:00am.</p> <p>Members agreed that this holiday arrangement will also be discussed with the Chair's of the subsidiary companies with a view to recommending the same additional holidays for subsidiary staff.</p>	CEO
24.	<p>Making Our Communities Better Places – Larger Projects (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 Services referred members to the previously circulated report which provided a proposed logo and an update on the timetable for the MOCBP Larger Projects Fund 2024/24. The Executive Director of Development advised members that staff are currently working on the proposed Criteria and Application Form and further information will be provided at the next Board of Management meeting as detailed in the timetable.</p>	CEO

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24.	Members noted and approved the new CHA Making Our Communities Better Places Fund - Larger Projects logo and noted the content of the report.	
25.	<p>Special Board of Management Meetings</p> <p>The Executive Director of Development Services referred members to the previously circulated report that provided a note of the proposed Special Board of Management meetings.</p> <p>The Executive Director of Development Services explained that the proposed special board meeting of 14th December will be postponed given that the Group CEO and Executive Director of Finance & Corporate Services will have not had their 360 Appraisal Reports by then and a new date will be arranged in due course. A Christmas lunch has also been arranged for that date, and it was therefore proposed that this will still go ahead.</p> <p>The Executive Director of Development also asked members to note the special board meeting for 11th January 2023 has been arranged to discuss the rent consultation feedback.</p> <p>Members agreed to postpone the special board meeting on 14th December 2022. Members agreed to the proposed date for their Christmas Lunch as 14th December 2022 at the Waterside Hotel, West Kilbride and noted that calendar invites will be issued in due course. Members also noted the special board meeting on 11th January 2023.</p>	CEO

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
26.	Annual General Meeting – New Process	
27.	Board of Management Log of Electronic Signatures	
28.	Media & Marketing & Publications	
29.	Quarterly Policy Review Report	

The Meeting closed at 3:35pm

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