



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 23rd March 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 Board of Management Meeting

Held on Thursday 23rd March 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



Present	In Attendance
Lesley Keenan (Chair) Janet Strang Drew Hall John Nisbet Elizabeth Shedden Brenda Johnstone June Fenelon Margaret Davison Brian McCabe Willie Gibson Cllr Eleanor Collier (NAC)	Linda Anderson, Executive Director of Development Jacqueline Cameron, Executive Director of Housing & Property Services Joe Dewar, JWD Asset Services Elaine Nimmo, Minute Secretary Kirsteen Wyllie, Admin Assistant

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p>Apologies Apologies were received from Frank Sweeney, John McLaren, John Kelly and Cllr Stephen Canning (EAC). Liam Loudon remains on leave of absence until the end of March 2023.</p> <p>The Chair welcomed Councillor Eleanor Collier, the new representative from North Ayrshire Council, replacing Councillor Scott Davidson.</p>	
2.	<p>Chairperson's Remarks</p> <ol style="list-style-type: none"> 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. <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> <ol style="list-style-type: none"> 4 The Chair advised that item 19 will be taken immediately after item 17 to allow the Executive Director of Housing & Property Services to leave the meeting. 5 The Chair advised that the scheduled Board of Management meeting of 29th June 2023 has been moved to 6th July 2023 as members are attending a TPAS Conference in June. The Chair also reminded members that a Special Board meeting is being held on Thursday 30th March at 12pm prior to the Citrus meeting therefore lunch will be provided. 	

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<p>2. 6 The Chair updated the Board with regard to the CEO and confirmed he has a fit note until the end of April. The Board noted and passed on their best wishes.</p> <p>7 The Chair referred to the notification received advising that the Executive Director of Finance & Corporate Services (F&CS) is presently off sick. The Chair informed members that it is not clear at this time how long the Executive Director of F&CS will be absent given she has only been off a few days.</p> <p>The Chair informed members that she had a meeting with the Acting CEO, Linda Anderson prior to the Board meeting to discuss the current situation and what it presents to the Association:</p> <ul style="list-style-type: none"> • The Association currently has 50% of its Executive Management Team off sick therefore it is important to consider the risk and ensure that succession planning is reviewed as part of the planned risk review in the coming weeks, and that a robust plan is in place. • The Chair informed members that the Office Bearers have advised the Acting CEO to keep the Scottish Housing Regulator informed if appropriate. • The Chair advised members that after discussion with the Acting CEO the Office Bearers were satisfied with the interim measures that are in place and that the Managers within Finance & Corporate Services were aware of the situation and work was continuing as normal. • Members discussed that the Acting CEO now has more responsibility given the situation, however the Chair and Acting CEO assured members that she has a good team behind her providing support, as well as the Board of Management. The Chair has met with the Office Bearers with regard to awarding a responsibility allowance to the Acting CEO who has been covering the CEO role since November 2022 and this has been approved. A copy of the minute will be forwarded to the HR department to action. <p>The Board noted.</p>	<p>CEO</p> <p>HR Dept</p>
<p>3. Declaration of Interest</p> <p>Item 20 – Annual Leave (CONFIDENTIAL) – Linda Anderson declared an interest with regard to this item and will therefore leave the meeting when this item is being discussed.</p> <p>Item 6 – Risk Management/Monitoring Review - Councillor Collier declared an interest in this item as she personally knows Paul Hillard (DTP) therefore will not take part in any of the discussion or decision.</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>CEO</p>

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<p>4. Requirement of the Writing (Scotland) Act 1995 The Acting CEO referred members to the previously circulated report and informed members that in accordance with the Requirement of Writing (Scotland) Act 1995 this report details any documents which have been entered into the Seal and Non-Seal registers since the last Board meeting.</p> <p>No updates have been recorded since the last meeting of 2nd February 2023.</p> <p>The Board noted.</p>													
<p>5. Adoption of Minutes and Business Arising from same</p> <table border="1" data-bbox="239 750 1364 862"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting (CONFIDENTIAL) 2nd February 2023</td> <td>John Nisbet</td> <td>Elizabeth Shedden</td> </tr> </tbody> </table> <p>Matters Arising Item 14 Health & Safety - the Acting CEO provided an update with regard to defibrillators within CHA Head Office. After discussion with the Health & Safety Manager to ask if this would be something that CHA should have installed within Head Office, he advised that it is not a legal requirement to have a defibrillator within the building. Should this be considered staff training would require to be provided along with regular servicing etc. Members were informed that there are numerous locations locally where defibrillators are already installed, with the nearest one being the doctor's surgery.</p> <p>Members noted the comments, however expressed that by having a defibrillator within the building it could potentially save people's lives. It was agreed that the Health & Safety Champion would raise this at the next Health & Safety meeting.</p> <p>It was noted a defibrillator could potentially be purchased jointly with the tenant within the building (BPO).</p> <p>Members noted.</p> <table border="1" data-bbox="239 1579 1364 1736"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Skills & Succession Sub Committee Meeting (CONFIDENTIAL) 9th February 2023</td> <td>Drew Hall</td> <td>Janet Strang</td> </tr> </tbody> </table> <p>Matters Arising Item 8 - Quarterly Collective Training Workplan 2022/23 - the Acting CEO informed members that dates had now been confirmed and calendar invites have been issued for 3 training sessions as follows: 1st June – Equalities & Human Rights, 7th June – Valuing Diversity and 19th July – Charing Skills.</p>	Meeting	Proposed	Seconded	Board of Management Meeting (CONFIDENTIAL) 2 nd February 2023	John Nisbet	Elizabeth Shedden	Meeting	Proposed	Seconded	Skills & Succession Sub Committee Meeting (CONFIDENTIAL) 9 th February 2023	Drew Hall	Janet Strang	<p>J Strang / H&S Admin</p>
Meeting	Proposed	Seconded											
Board of Management Meeting (CONFIDENTIAL) 2 nd February 2023	John Nisbet	Elizabeth Shedden											
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5.	Meeting	Proposed	Seconded
	Finance & Corporate Services Sub Committee Meeting 26 th January 2023 (CONFIDENTIAL)	Brian McCabe	Elizabeth Shedden
	Matters Arising		
	Item 11 – Hybrid Working – the Acting CEO informed members that the Association are introducing the hybrid working model from 1st April 2023 (working a minimum of 3 days in the office and maximum of 2 days from home).		
	Meeting	Proposed	Seconded
	Audit Sub Committee Meeting 26 th January 2023 (CONFIDENTIAL)	John Nisbet	Brian McCabe
	There were no matters arising.		
	Meeting	Proposed	Seconded
	Housing & Property Services Sub Committee 9 th January 2023 (NON-CONFIDENTIAL)	Elizabeth Shedden	John Nisbet
	Matters Arising		
Item 11 – Letting Plan North Ayrshire – Update in relation to Victoria House and the intentions for this building. The Executive Director of Housing & Property Services advised members that discussions have taken place with North Ayrshire Council and they are still awaiting a decision from the Scottish Government with regards to funding. Members will be keep informed of any progress made.			
Meeting	Proposed	Seconded	
Housing & Property Services Sub Committee 9 th January 2023 (CONFIDENTIAL)	Elizabeth Shedden	John Nisbet	
There were no matters arising.			
6.	Risk Management Monitoring/Review (CONFIDENTIAL)		
Councillor Collier declared an interest in this item as she knows Paul Hillard (DTP) personally therefore will not take part in any of the discussion or decision.			
All declarations have been recorded in the Registering & Declaring Interests Register in accordance with Governance Policy No: CE0028 Entitlements, Payments and Benefits Policy.			
The Acting CEO referred members to the previously circulated report and Risk Review Proposal received from Paul Hillard (DTP) following the approval from members to liaise with DTP with a view to recommissioning him to carry out the Association's annual risk review for 2023, given the success of last year's review provided.			

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<p>6. The Acting CEO highlighted the details of the proposal advising there would be an initial meeting held with the Association's Chair, Chair of Audit Committee, herself and any other relevant officers. Three dates had been provided for members to choose their preferred date for a half day risk review session. Members expressed their concern with 2 of the dates, 16th and 17th May given that the calendar is already busy that week. It was agreed that an email would be sent to all members to then confirm back their preferred date and the majority would then decide. DTP also proposed that the fee to carry out the Risk Review would be kept at the same as last year and this would include an additional one day's time to complete the merger of the Risk Management Framework and the Risk Policy.</p> <p>After discussion the Board of Management approved the recommendation to appointment DTP and accept the fee proposal as presented to carry out the annual risk review for 2023.</p> <p>With regard to the ½ day risk review session an email will be sent to all members asking their preferred date and calendar invites will be issued accordingly.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p>
<p>7. Scheme of Delegation None.</p>	
<p>8. Making Our Communities Better Places Fund (North & East Ayrshire) (CONFIDENTIAL) The Acting CEO referred members to the previously circulated information report and advised that the funds for 2022/23 have now been exhausted and the fund will reopen in April 2023.</p> <p>The Board noted.</p>	
<p>9. Making Our Communities Better Places Fund (Dumfries & Galloway) (CONFIDENTIAL) The Acting CEO referred members to the previously circulated information report and advised that the funds for 2022/23 have now been exhausted and the fund will reopen in April 2023.</p> <p>The Board noted.</p>	
<p>10. Notifiable Events (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Acting CEO gave an update on the logged notifiable events with the Scottish Housing Regulator:</p> <ul style="list-style-type: none"> • CEO's Absence • Accident • Media Reports on Mould within tenant properties – not a notifiable event however discussed with the SHR 	

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11. Secretary's Report	<p>The Chair presented the report in the Secretary's absence.</p> <ul style="list-style-type: none"> - An update was received from Brooke Neely's (<i>boxer</i>) father providing an update on her progress to date. - An update was received from Kieran Walker (<i>gymnast</i>) providing an update on his progress to date. - Photographs were provided of the recent Making Our Communities Better Places big cheque presentations made. - A copy of a newsletter was received from The Ayrshire Community Trust (TACT) which they had produced following their recent Volunteers Week. TACT thanked the Association for their award made through the Making Our Communities Better Places fund which proved invaluable. <p>The Board noted the content of the report.</p>	
12. Subsidiary Company Report (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i>	<p>The Acting CEO referred members to the previously circulated report and draft minutes of the subsidiary companies most recent meetings.</p> <p>The Board noted the content of the report.</p>	
13. EVH Report to Board Members	<p>The Board of Management noted the report received from EVH for March 2023.</p> <p>The Acting CEO informed members that John Kelly is standing down from the EVH Executive Committee. At the last Board meeting the Association's Chair volunteered to stand if no one else wished to. No further nominations have been received therefore Lesley Keenan was nominated to stand for election to the EVH Executive Committee. The nomination form will be completed and returned to EVH by the deadline 14th April 2023.</p> <p style="text-align: center;"><i>Proposed: Janet Strang Seconded: Brenda Johnstone</i></p>	CEO
14. Health & Safety	<p>The Health & Safety Group minutes of 25th January 2023 were provided for information. A further meeting took place on Wednesday 15th March 2023 and minutes of same will be provided at the next Board meeting.</p> <p>Accident Report</p> <p>The Acting CEO referred members to the previously circulated report advising members of the recent accident which had taken place within a tenant's property. The Acting CEO explained the events that led to the accident resulting in a Direct Works member of staff being taken to hospital with an injury to his wrist.</p>	CEO

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<p>14. The Acting CEO informed members that the accident is reportable under RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) given the staff member will be unable to perform their normal work duties for more than seven consecutive days as the result of the injury. The Head of Asset Management & Repairs submitted the information to RIDDOR on 17th March 2023.</p> <p>The Acting CEO also informed members that the accident is a notifiable event and information was uploaded to the SHR portal on 15th March 2023. An investigation is currently being carried out by the Health & Safety Manager and a copy of the investigation report will be provided to the SHR once completed.</p> <p>The Board noted.</p>	<p>H&S Manager /CEO</p>
<p>15. Policies for Ratification The Acting CEO referred members to the previously circulated report.</p> <p>The undernoted policy documents were reviewed and accepted by the Housing & Property Services Sub Committee on 9th February 2023 and they are now recommended to the Board of Management for ratification. All amendments are marked in red for ease of reference.</p> <p>Adult Support and Protection Policy – PSH021 <i>Proposed: Janet Strang Seconded: June Fenelon</i></p> <p>Child Protection Policy – PSH020 Members queried page 6, section 5 of the policy which referred to 'Named Persons' within the Association. Members highlighted that this causes confusion as to the nature of the Association's responsibility and 'Getting it Right For Every Child' (GIRFEC). The Acting CEO informed members that she would raise this with the Executive Director of Housing & Property Services and provide an update thereafter.</p> <p>This Child Protection Policy – PSH020 document was not ratified and will require to be represented to Board at a later date.</p> <p>Short Scottish Secure Tenancy Policy – PSH013 <i>Proposed: Brenda Johnstone Seconded: Elizabeth Shedden</i></p> <p>Tenancy Changes Policy – PSH007 The Chair highlighted that this is a new policy which was accepted by the Housing & Property Services Sub Committee on 9th February 2023. It replaces 6 previous policies Succession Policy; Assignment Policy; Sub Let Policy; Lodger Policy; Mutual Exchange Policy and Joint Tenancy Policy.</p> <p><i>Proposed: Drew Hall Seconded: Janet Strang</i></p> <p>ICT Resources and Security Policy – CSICT001 <i>Proposed: Brian McCabe Seconded: Margaret Shedden</i></p>	<p>CEO</p> <p>CEO / Ex Dir HPS</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN	ACTION
<p><i>**The Executive Director of Housing & Property Services left the meeting. **</i></p>	
<p>18. Lemon Aid Project – Ongoing Service Provision (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 provided an update on the current financial position of the Lemon Aid project in North & East Ayrshire and Dumfries & Galloway.</p> <p>The Acting CEO explained to members that the current funding from the Scottish Governments Investing In Communities (ICF) which support staffing costs is due to expire on 31st March 2023. The Head of Social and Economic Development has submitted funding applications to the Scottish Government ICF and Energy Redress funds to cover staffing costs until 2025/26.</p> <p>The Acting CEO advised members that currently the Association has only been awarded 50% funding for East Ayrshire from ICF and have been unsuccessful in securing sufficient funds to keep the programme running in North Ayrshire and Dumfries & Galloway, furthermore we are still awaiting a decision from the Energy Redress Fund on the remaining 50% of the costs.</p> <p>The Head of Social and Economic Development has arranged meetings with the local authorities to discuss a way forward for this much-needed service. It was noted that North Ayrshire Council has its own energy support service however may be willing to discuss other options to allow our staff to continue to deliver a service.</p> <p>The Acting CEO confirmed that she is meeting with all Lemon Aid staff this afternoon to inform them of the current position and advise that their contracts are being extended to 30th April 2023 to allow time to explore if further funding can be secured for the projects.</p> <p>The Board of Management noted the content of the report and accepted that a full report will be provided in due course when the position is clearer.</p>	<p>CEO</p>
<p>20. Annual Leave Carry Forward (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 provided members with information on staff members who have more than 5 days annual leave and are unable to use these holidays prior to the end of the financial year.</p> <p>The Acting CEO declared an interest with regard to this item and left the meeting and took no part in the discussion.</p> <p>Following discussion, the Board of Management approved payment of outstanding annual leave for employees 2 and 3. Members requested further clarification for</p>	

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20.	<p>employee 1 given they have 57 days outstanding (staff receive 40 days annual leave in any one financial year).</p> <p>**The Acting CEO returned to the meeting.**</p> <p>The Chair informed the Acting CEO that members have approved payment of annual leave days as detailed in the report for Employee 2 and 3.</p> <p>Members advised that further consideration will be given to employee number 1 subject to further information being provided. The Acting CEO informed members that she would seek further information in relation to employee 1 and report back to them at the Special Board of Management meeting of 30th March 2023.</p>	<p>HR</p> <p>CEO</p>
21.	<p>Comprehensive Review of Governance & Finance Management Proposal (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 provided members with Mulholland Housing Consultancy's proposal to undertake a full comprehensive review against the Scottish Housing Regulator's Regulatory Standards.</p> <p>After discussion the Board of Management agreed the appointment of Mulholland Housing Consultancy and the fee proposal to carry out the comprehensive review against the SHR's Regulatory Standards.</p>	<p>CEO</p>
22.	<p>Corporate Strategy & Plan Review 2023 – Updated Timetable (CONFIDENTIAL)</p> <p>The Acting CEO referred members to the previously circulated report which provided members with the updated timetable for reviewing the Association's Corporate Strategy and Plan. Members were requested to agree a date for the board review session.</p> <p>After discussion the Board of Management agreed to hold the Corporate Strategy review session on Thursday 27th April from 10am – 1pm, it was noted that calendar invites will be issued in due course.</p>	<p>CEO</p>
23.	<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 Acting CEO referred members to the previously circulated report which provided an update on the MOCBP Larger Projects Fund 2023/24. The Board of Management provided feedback on the MOCBP documentation at the last meeting and these have been incorporated into the final documents presented.</p> <p>The Board of Management agreed the timeline of the fund as presented and noted the MOCBP Larger Projects fund will become live April 2023 with the fund opening for applications on 1st August 2023 and closing on 29th September 2023.</p>	<p>CEO</p>

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23.	Board members agreed once the funding applications are received consideration will require to be given to the number of members who will sit on the judging panel to carry out the scoring and interviews. A further report will be presented to the board of Management in August/September for consideration. The Board of Management approved the MOCBP Larger Fund - Scoring Sheet, Timeline, Notes of Guidance/Essential Criteria and Application Form as presented.	CEO

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

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
24.	Board of Management Log of Electronic Signatures The Board of Management noted the content of the report.	
25.	Media & Marketing & Publications The Board of Management noted the content of the report.	
26.	CEO Yearly Remuneration (CONFIDENTIAL) The Board of Management noted the content of the report.	

The meeting closed at 1.00 pm

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