



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 11th May 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 11th May 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



Present	In Attendance
Lesley Keenan (Chair) Drew Hall John Nisbet Elizabeth Shedden June Fenelon John McLaren (MS Teams) Brian McCabe Willie Gibson Cllr Eleanor Collier (NAC) Cllr Stephen Canning (EAC) (MS Teams)	Linda Anderson, Acting CEO 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, Janet Strang, Brenda Johnstone, Liam Loudon, John Kelly and Margaret Davison.</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: <p>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> <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>	
3.	<p>Declaration of Interest Board of Management noted the declarations of interests recorded under Item 8 – Making Our Communities Better Places Fund (North & East Ayrshire) for Ardrossan Winton Rovers 2009 and Kilwinning Football Academy 2008 by staff members.</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>	CEO
4.	<p>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 a</p>	

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4.	<p>report had been provided listing the Seal and Non-Sealed documents that had been signed on behalf of the Association since the last Board meeting.</p> <p>The Board noted the content of the report.</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) 23rd March 2023</td> <td>Brian McCabe</td> <td>John Nisbet</td> </tr> <tr> <td colspan="3">Matters Arising: None</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Special Board of Management Meeting (CONFIDENTIAL) 30th March 2023</td> <td>Elizabeth Shedden</td> <td>Drew Hall</td> </tr> <tr> <td colspan="3">Matters Arising: None</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Special Board of Management Meeting 13th April 2023 (CONFIDENTIAL)</td> <td>June Fenelon</td> <td>John Nisbet</td> </tr> <tr> <td colspan="3">Matters Arising: None</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Skills & Succession Sub Committee Meeting 4th May 2023 (CONFIDENTIAL)</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td colspan="3">Matters Arising: Approved as an accurate note of the meeting – no proposer and seconder required as there were only two members in attendance.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Finance & Corporate Services Sub Committee 9th March 2023 (CONFIDENTIAL)</td> <td>Elizabeth Shedden</td> <td>Drew Hall</td> </tr> <tr> <td colspan="3">Matters Arising: None</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Development Services Sub Committee 16th March 2023 (CONFIDENTIAL)</td> <td>Brian McCabe</td> <td>June Fenelon</td> </tr> <tr> <td colspan="3">Matters Arising: None</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Corporate Strategy & Business Plan Review Session 27th April 2023 (CONFIDENTIAL)</td> <td>Drew Hall</td> <td>Willie Gibson</td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting (CONFIDENTIAL) 23 rd March 2023	Brian McCabe	John Nisbet	Matters Arising: None			Meeting	Proposed	Seconded	Special Board of Management Meeting (CONFIDENTIAL) 30 th March 2023	Elizabeth Shedden	Drew Hall	Matters Arising: None			Meeting	Proposed	Seconded	Special Board of Management Meeting 13 th April 2023 (CONFIDENTIAL)	June Fenelon	John Nisbet	Matters Arising: None			Meeting	Proposed	Seconded	Skills & Succession Sub Committee Meeting 4 th May 2023 (CONFIDENTIAL)	N/A	N/A	Matters Arising: Approved as an accurate note of the meeting – no proposer and seconder required as there were only two members in attendance.			Meeting	Proposed	Seconded	Finance & Corporate Services Sub Committee 9 th March 2023 (CONFIDENTIAL)	Elizabeth Shedden	Drew Hall	Matters Arising: None			Meeting	Proposed	Seconded	Development Services Sub Committee 16 th March 2023 (CONFIDENTIAL)	Brian McCabe	June Fenelon	Matters Arising: None			Meeting	Proposed	Seconded	Corporate Strategy & Business Plan Review Session 27 th April 2023 (CONFIDENTIAL)	Drew Hall	Willie Gibson	
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Minutes of Board of Management Meeting

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PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION
<p>5. Matters Arising: The Acting CEO provided an update to item 4 Sponsorship/Donation Request. Further information was sought, and staff were satisfied with the content and subsequently released the approved payment of £500. The Media & Marketing Manager provided assistance with marketing material for the event.</p> <p>The Board noted.</p>	
<p>6. Risk Management Monitoring/Review (CONFIDENTIAL) The Acting CEO thanked members for attending the risk review session on 10th May 2023 which was a very productive meeting. Staff will review the strategic risk register incorporating the comments/amendments and present to the Board for approval.</p> <p>The Board noted.</p>	EMT
<p>7. Scheme of Delegation The Acting CEO informed members that the Scheme of Delegation will be reviewed and presented for consideration and approval at the special Board of Management meeting on 22nd June 2023.</p> <p>The Board noted.</p>	CEO
<p>8. Making Our Communities Better Places Fund (North & East Ayrshire) (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 for members to consider the funding requests received.</p> <p>Board of Management noted the declarations of interests recorded for Ardrossan Winton Rovers 2009 and Kilwinning Football Academy 2008 by staff members.</p> <p>The Board of Management discussed the following applications in detail and agreed the following:</p> <p>Inspire, Motivate, Celebrate Project – approved £1,000. Ardrossan Scout Group – approved £1,000. Caiden MacColl – approved £1,000. 1st Stevenston Boys Brigade – approved £1,000. Ardrossan Winton Rovers 2009's – approved £720 (to cover the cost of the training kit) Ardrossan Winton Rovers (Under 20's) - £800 (to cover the cost of the football strips) Ardrossan Highland Games – approved £1,000. Kilwinning Football Academy 2008 – approved £1,000. The Ayrshire Community Trust – approved £500. Blair Gymkhana – approved £500.</p> <p>Following discussion members requested that the MOCBP criteria for the fund is reviewed to ensure other applicants have an opportunity to apply given it appears to</p>	<p>CEO CEO CEO CEO CEO CEO CEO CEO CEO CEO CEO</p>

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<p>8. be the same applications year after year. Members agreed that applications for funding will only be awarded for a maximum of 3 consecutive years. Staff will review and amend the criteria guidance. All successful MOCBP applications awarded today will be advised of the new criteria in their funding award letter and the website site will be updated to reflect the change in criteria.</p> <p>The Board also requested all applicants should continue to be encouraged to display the CHA branding where appropriate and consideration can be given to producing a CHA banner for displaying at events.</p> <p>The Board noted.</p>	<p>CEO</p> <p>CEO</p>
<p>9. Making Our Communities Better Places Fund (Dumfries & Galloway) (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 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>Annan Riding of the Marches – approved £1,000. Gretna & Rigg Community Council – approved £1,000. Annan The History Town Group – approved £1,000.</p> <p>The Board noted.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p>
<p>10. Notifiable Events (CONFIDENTIAL) None.</p>	
<p>11. Secretary's Report The Secretary reported the following:</p> <p>Correspondence <i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>After discussion, the Board of Management approved the share membership application.</p>	<p>CEO</p>
<p>12. Subsidiary Company Report (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 and draft minutes of the subsidiary companies most recent meetings for information.</p>	

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12.	The Board noted the content of the report.	
13.	<p>EVH Report to Board Members</p> <p>The Board of Management noted the monthly report received from EVH for April 2023.</p> <p>The Chair informed members that the EVH AGM is due to be held on 19th May 2023.</p> <p>The Board noted the content of the report.</p>	
14.	<p>Health & Safety</p> <p>The Health & Safety Group minutes of 15th March 2023 were provided for information. A further meeting took place on Wednesday 3rd May 2023 and minutes of same will be provided at the next Board meeting.</p> <p>The Board noted.</p>	CEO
15.	<p>Policies for Ratification</p> <p>The Acting CEO referred members to the previously circulated report.</p> <p>Child Protection Policy – PSH020</p> <p>Following the Board of Management meeting of 23rd March 2023, the policy document has been further amended to reflect the Board's comments with regard to "Named Persons" and is now recommended for ratification.</p> <p style="text-align: center;"><i>Proposed: Drew Hall Seconded: June Fenelon</i></p>	CEO
16.	<p>Development Programme Overview (CONFIDENTIAL)</p> <p>No questions were received from Board members prior to the meeting on this item and no questions were raised at the meeting.</p>	

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
17.	<p>Strategic Objectives and Performance Monitoring Report 2022/23 (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>Members were referred to the previously circulated report which provided an update on the Association's performance against strategic objectives.</p> <p>The Board noted that the Association has achieved 97% of the agreed strategic actions advising that overall, the report demonstrates that the Association is continuing to perform well. The Board of Management noted that the two strategic actions not met have been carried over to the new corporate plan for 2023/24 and timescales added.</p>	CEO

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17.	The Board noted.	
18.	<p>Quarterly Performance against Workplan/Targets (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>Members were referred to the previously circulated report which detailed the Association's quarterly review of progress against workplan/targets for session 2022/23.</p> <p>The following actions were noted:</p> <ul style="list-style-type: none"> The Acting CEO confirmed that both herself and the Executive Director of Housing & Property Services have received their feedback meetings with St Andrews Consultants in relation to their 360° Appraisals. An appraisal report will be presented to the Board on 6th July 2023 for consideration. The Scheme of Delegation will be reviewed and presented for consideration and approval at the Board meeting of 22nd June 2023. External consultant to review the Citrus Energy business plan and CHA's relationship with its subsidiary companies. The Acting CEO advised this action will be discussed further with Mulholland Consultancy as part of the annual assurance review. <p>The Board noted the content of the report.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p>
19.	<p>Annual General Meeting 2023</p> <p>The Acting CEO referred members to the previously circulated report providing the proposed arrangements for this year's AGM.</p> <p>Members noted the timeline for the AGM starts at the end of July with the issue of packs to all share members.</p> <p>Members queried if the existing office bearers will have an option to indicate if they are happy to be elected again for a further year prior to the AGM. The Acting CEO confirmed that they will be contacted 5 days prior to the AGM to have the opportunity to advise of their decisions.</p> <p>The Board of Management agreed that:</p> <ul style="list-style-type: none"> The AGM will be held on Wednesday 6th September 2023 within the CHA Board room with a similar format to previous years. The following members stand down and will seek election/re-election: <ul style="list-style-type: none"> Lesley Keenan Janet Strang Liam Loudon Margaret Davison 	<p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>

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19.	<ul style="list-style-type: none"> A special Board of Management meeting will be convened on Thursday 24th August 2023. Immediately after the AGM the elections for the office bearers and Sub Committee Chairs/Vice Chairs will take place. 	<p>CEO</p> <p>CEO</p>
20.	<p>Board of Management Appraisals (Timeline) (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 detailing the process and timeline for this year's Board Appraisals. As previous years, the Collective Self-Assessment will be issued first for completion, prior to the remaining appraisal pack being issued in June. The Acting CEO confirmed that staff are investigating an online form option for completing the documents to streamline the process.</p> <p>The Board noted the content of the report.</p>	<p>CEO</p>
21.	<p>Allocation of an Association Tenancy to a Relative of a Staff Member (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 referring to the proposed allocation of a tenancy to a relative of a staff member and Board ratification prior to the pre-offer letter being issued.</p> <p>The Board of Management agreed the:</p> <ul style="list-style-type: none"> allocation of the property in Patience Walk, Kilmaurs to the relative of a staff member of CHA. allocation will be recorded in the Association's Registering & Declaring Interests Register in accordance with Governance Policy No: CEO028 Entitlements, Payments and Benefits Policy. 	<p>Ex Dir H&PS</p> <p>CEO</p>
22.	<p>Scottish Housing Regulator: Strategy and Work Plans for 2023/24 (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 the website links to the SHR's Strategy and Workplan's for 2023/24 highlighting the key areas of focus. Board noted and agreed that content aligns with discussions and comments considered at the recent corporate plan review session.</p> <p>The Board noted.</p>	

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<p>23. Special Board of Management Meeting – 25th May 2023 The Acting CEO reminded members that a Special Board of Management meeting has been arranged for Thursday 25th May 2023 to consider and approve the following:</p> <ul style="list-style-type: none"> • Annual Return on the Charter 2022/23 • 5 and 30 Year Financial Projections & Assumptions • Development Programme Update Report • Apprenticeship Report • Corporate Plan Executive Summary <p>Prior to the meeting a site visit has been arranged for the Development Sub Committee members at Green Street, Saltcoats. Lunch will be provided thereafter at CHA Head Office.</p> <p>23. It was agreed a further Special Board meeting has been arranged for Thursday 22nd June 2023 to consider and approve the following:</p> <ul style="list-style-type: none"> • SHR Loan Portfolio Return to 31st March 2023 • Corporate Strategy & Business Plan including Risk Register • Scheme of Delegation Review • Demonstrating Affordability to Tenants (part of SHR Engagement Plan) <p>The Board noted.</p>	<p>CEO/Ex Dir H&PS/FMD</p> <p>CEO</p> <p>CEO/Ex Dir H&PS/FMD</p>
<p>24. Executive Management Team 360 Appraisal Summary Report (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Acting CEO covered this item under item 18.</p> <p>The Board noted.</p>	
<p>25. End of Year Making Our Communities Better Places Fund Analysis Report The Acting CEO referred members to the previously circulated report which provided the end of year results and analysis for North & East Ayrshire and Dumfries & Galloway MOCBP funds.</p> <p>Members highlighted that there were fewer applications received in the year from East Ayrshire resulting in North Ayrshire being awarded most of the available funds. Members asked Cllr S Canning as a representative of East Ayrshire to raise some awareness in his communities and at Council meetings of the Making Our Communities Better Places Fund.</p> <p>The Acting CEO then referred to the Making Our Communities Better Places – Larger Projects fund which members approved for 2023/24. The Board discussed the</p>	

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25.	<p>potential to defer the fund until 2024/25 given the current climate. Members discussed the potential to utilise some of the allocated fund to support the Association's tenants at this time which may be more prudent given the cost-of-living crisis by targeting those who need it most. It was noted that the fund has not been publicised externally to date.</p> <p>Following discussion, the Board of Management agreed to:</p> <ul style="list-style-type: none"> • defer the Making Our Communities Better Places – Larger Projects fund and discuss further prior to the next financial year. • staff exploring opportunities to support CHA tenants through the cost-of-living crisis. 	<p>CEO CEO/Ex Dir H&PS</p>
26.	<p>Advertising Support (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 and support request from Ardrossan Winton Rovers.</p> <p>Members noted the Association has previously supported the local club by purchasing an advertising board at the football ground (recently in 2021 and 2022).</p> <p>Following discussion, the Board of Management agreed to continue the support and purchase an advertising board at Ardrossan Winton Rovers football ground for 2023 season at the cost of £2,000, from the Association's Marketing budget.</p>	<p>CEO</p>

PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN, TIME PERMITTING		ACTION
27.	<p>EVH Cost of Living Support Grant</p> <p>The Acting CEO referred members to the previously circulated report which provided members with an update following the EVH cost of living support grant, (£2,500) that was awarded to CHA in December 2022.</p> <p>The report highlighted how the money was spent and how many benefitted from the funding confirming that the funds went a long way providing food, clothing, entertainment, toys, blankets as well as a social aspect for many.</p> <p>Members all agreed that the grant proved extremely valuable and provided support for so many commenting that it demonstrates best use of resources and value for money. Members also commended CHA staff for the hard work involved in making all of the events happen.</p> <p>The Board noted.</p>	

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PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN, TIME PERMITTING		ACTION
28.	<p>Data Protection Statutory Obligations Annual Report (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 (as per the Scheme of Delegation, Ref: 39) <i>providing members with an update on how CHA is meeting its statutory obligations under the Data Protection Act and the Association's Policy.</i></p> <p>The Acting CEO confirmed that a GDPR working group has been established to focus on the Association's obligations and continuing improvement. An internal audit of GDPR is scheduled to be carried out this year by Wylie & Bisset.</p> <p>It was noted that refresher GDPR training has been rolled out to all staff across the group of companies recently.</p> <p>The Board noted the content of the report.</p>	
29.	<p>Social & Economic Development Regeneration Strategy Activities Report – Quarter 4 2022/23 (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 social and economic development and regeneration activity across the CHA Group and within the communities.</p> <p>The Board commented that it was a very informative report highlighting the commitment from the Head of Social & Economic Development (HOSED) in securing essential funding for Lemon Aid staff enabling the service to continue and provide the vital services it delivers.</p> <p>Members welcomed the content provided in the report and requested that the HOSED attend the next Board of Management meeting to present the full report and on occasion thereafter.</p>	CEO/ HOSED

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
30.	<p>Board of Management Log of Electronic Signatures The Board of Management noted the content of the report.</p>	
31.	<p>Media & Marketing & Publications The Board of Management noted the content of the report.</p>	
32.	<p>Quarterly Policy Review Report The Board of Management noted the content of the report.</p>	

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PRIORITY GREEN - SECTION 4 - ITEMS FOR INFORMATION ONLY		ACTION
33.	End of Year Share Membership Analysis The Board of Management noted the content of the report.	

The meeting closed at 3:55 pm

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		22/05/2023
Approved for Circulation By:		
Proposed By:		
Seconded by:		