



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 5th October 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 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



Present	In Attendance
Janet Strang (Chair) Brenda Johnstone Drew Hall John Nisbet Elizabeth Shedden John Kelly June Fenelon Margaret Davison Cllr Eleanor Collier (NAC) Cllr Stephen Canning (EAC) (MS Teams)	Linda Anderson, Acting CEO Kirsteen Wyllie, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p>Apologies Apologies were received from Frank Sweeney, Brian McCabe, Willie Gibson and Liam Loudon.</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. 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 gave an update of the Executive Director of Finance & Corporate Services absence. 6 The Chair reminded members of the Special Board of Management meeting scheduled for 19th October 2023 to deliver an annual assurance report prior to submitting the Association's Annual Assurance Statement to the Scottish Housing Regulator. 	
3.	<p>Declaration of Interest Board member John Kelly declared an interest in item 18 – 'Formal ratification of deletions from Share Membership' therefore this has been recorded in the</p>	CEO

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION												
<p>Registering & Declaring Interests register in accordance with Governance policy no: CE0028 Entitlements, Payments and Benefits Policy.</p>													
<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 a 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>No updates have been recorded since the last meeting on 17th August 2023.</p> <p>The Board noted the content of the report.</p>													
<p>5. Adoption of Minutes and Business Arising from same The Acting CEO informed members that a new 'actions list' has been created detailing all of the actions that have still to be addressed following on from previous board meetings and will continue to be updated as and when more arise. This will ensure that all actions are easily referenced for discussion with members receiving a copy prior to each meeting.</p> <table border="1" data-bbox="240 1043 1361 1151"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting (CONFIDENTIAL) 17th August 2023</td> <td>Drew Hall</td> <td>John Kelly</td> </tr> </tbody> </table> <p>Matters Arising: Item 15 - The Acting CEO referred to the previous discussion in relation to the H&S Administrators responsibilities within the H&S Policy informing members that this is still to be reviewed and will keep members updated once this has been carried out. Item 19 - The Acting CEO advised she has contacted P Hillard (DTP) as requested with regard to reviewing the subsidiary business plans and CHA's relationship with its subsidiary companies. A further meeting with P Hillard is being arranged to discuss further. Item 19 - The Acting CEO advised members that the Citrus board papers are being reviewed by the Operations Manager to make them more user friendly. Item 21 - The Acting CEO advised members that staff are investigating streamlining board agendas with more emphasis on strategic and important items. As part of this process further reviews are also being carried out with regard to where Sub Committee minutes are being approved.</p> <table border="1" data-bbox="240 1733 1361 1841"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Special Board of Management Meeting 24th August 2023 (CONFIDENTIAL)</td> <td>John Nisbet</td> <td>Brenda Johnstone</td> </tr> </tbody> </table> <p>Matters Arising: Item 5 - Board noted that a Rent in Advance Policy will be developed and reviewed in line with external auditors' recommendation and presented to the Board of Management in November.</p>	Meeting	Proposed	Seconded	Board of Management Meeting (CONFIDENTIAL) 17 th August 2023	Drew Hall	John Kelly	Meeting	Proposed	Seconded	Special Board of Management Meeting 24 th August 2023 (CONFIDENTIAL)	John Nisbet	Brenda Johnstone	<p>CEO</p> <p>CEO</p> <p>PC</p> <p>CEO</p> <p>Ex Dir H&PS</p>
Meeting	Proposed	Seconded											
Board of Management Meeting (CONFIDENTIAL) 17 th August 2023	Drew Hall	John Kelly											
Meeting	Proposed	Seconded											
Special Board of Management Meeting 24 th August 2023 (CONFIDENTIAL)	John Nisbet	Brenda Johnstone											

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS			ACTION									
5.	<table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting 6th September 2023 (CONFIDENTIAL)</td> <td>Elizabeth Shedden</td> <td>John Nisbet</td> </tr> <tr> <td colspan="3">Matters Arising: None</td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting 6 th September 2023 (CONFIDENTIAL)	Elizabeth Shedden	John Nisbet	Matters Arising: None				
	Meeting	Proposed	Seconded									
	Board of Management Meeting 6 th September 2023 (CONFIDENTIAL)	Elizabeth Shedden	John Nisbet									
	Matters Arising: None											
	<table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting 6th September 2023 (CONFIDENTIAL)</td> <td>Elizabeth Shedden</td> <td>John Nisbet</td> </tr> <tr> <td colspan="3">Matters Arising: None</td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting 6 th September 2023 (CONFIDENTIAL)	Elizabeth Shedden	John Nisbet	Matters Arising: None				
	Meeting	Proposed	Seconded									
	Board of Management Meeting 6 th September 2023 (CONFIDENTIAL)	Elizabeth Shedden	John Nisbet									
	Matters Arising: None											
	<table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Skills & Succession Sub-Committee Meeting 31st August 2023 (CONFIDENTIAL)</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td colspan="3"> Matters Arising: No proposer or seconder required as only 2 members in attendance. Members approved the Minute as accurate and therefore recorded as a note of the meeting. </td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Skills & Succession Sub-Committee Meeting 31 st August 2023 (CONFIDENTIAL)	N/A	N/A	Matters Arising: No proposer or seconder required as only 2 members in attendance. Members approved the Minute as accurate and therefore recorded as a note of the meeting.				
	Meeting	Proposed	Seconded									
	Skills & Succession Sub-Committee Meeting 31 st August 2023 (CONFIDENTIAL)	N/A	N/A									
	Matters Arising: No proposer or seconder required as only 2 members in attendance. Members approved the Minute as accurate and therefore recorded as a note of the meeting.											
<table border="1"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Development Services Sub-Committee Meeting 14th September 2023 (CONFIDENTIAL)</td> <td>Drew Hall</td> <td>John Nisbet</td> </tr> <tr> <td colspan="3"> Matters Arising: Correction to page 1 of the Minute – Lesley Keenan to be removed from the attendee list as she was not at the meeting. </td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Development Services Sub-Committee Meeting 14 th September 2023 (CONFIDENTIAL)	Drew Hall	John Nisbet	Matters Arising: Correction to page 1 of the Minute – Lesley Keenan to be removed from the attendee list as she was not at the meeting.				CEO	
Meeting	Proposed	Seconded										
Development Services Sub-Committee Meeting 14 th September 2023 (CONFIDENTIAL)	Drew Hall	John Nisbet										
Matters Arising: Correction to page 1 of the Minute – Lesley Keenan to be removed from the attendee list as she was not at the meeting.												
6.	Risk Management Monitoring/Review (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Acting CEO presented the strategic risk register via the Clearview system on screen to the Board of Management and advised there has been no amendments or changes to the register since the last Board meeting.											
7.	Scheme of Delegation The Acting CEO advised that that the Scheme of Delegation, document 3 has been reviewed and accepted by relevant sub-committees (Development on 14 th September and Skills & Succession on 31 st August) and are now presented under item 15 for ratification.											

CUNNINGHAM HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices, Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION
<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. After discussion the Board of Management agreed to award funding to the following MOCBP applications:</p> <p>Holly Flynn (Judo) – approved £1,000.</p> <p>Members queried if Riverside who are based in Irvine offer any community funding similar to CHA.</p> <p><i>Post meeting note: CEO department could not find any such funding available from Riverside.</i></p> <p>The Acting CEO informed members that a recent update had been received from Kieran Walker, the gymnast from Dalry who had been awarded a 3 Year sponsorship through the MOCBP in October 2021. Kieran was due to receive his 3rd year award at the end of October 2023 however the recent update that Kieran had provided explained that he had decided to retire from the sport. Kieran did explain previously that he had taken up coaching the sport and intended to continue to do so however members agreed that the 3rd year award should be withdrawn given it was originally awarded to support Kieran whilst competing. A letter shall be sent to Kieran to advise of the Boards decision.</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. After discussion the Board of Management agreed to award funding to the following MOCBP applications:</p> <p>The Board of Management noted the staff declaration made which will be recorded in the Registering & Declaring Interests Register in accordance with Governance Policy No: CE0028 Entitlements, Payments and Benefits Policy.</p> <p>Nithsdale Pony Club – approved £500.</p> <p>The Board of Management agreed a 3-year sponsorship for Josh Stewart to provide him with security in competing in his sport. The Board acknowledged that he is a role model and keen to become a huge success within his sport. Members also acknowledged that the previous 2 sponsorships agreed within North & East Ayrshire have now come to an end.</p> <p>Josh Stewart – (Cyclist) – approved 3-year sponsorship of £1,000 per year (£1,000 payable in 2023, 2024 and 2025.</p>	<p>CEO</p> <p>CEO</p>

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
10.	<p>Notifiable Events (CONFIDENTIAL) None.</p>	
11.	<p>Secretary's Report The Secretary reported the following:</p> <p>Correspondence</p> <ul style="list-style-type: none"> • A member from the Royal Burgh of Annan Pipe Band emailed to advise that they had been crowned 2023 Scottish Champions, World Champions and Champions of Champions in Grade 2 at the World Pipe Band Championships. The Association had awarded them funding at their meeting of 6th July 2023 to assist with travel costs to the competitions. • An update was received from Dominik Czopek (tennis player) from Dumfries who had been awarded a 3-year sponsorship at the meeting of 6th July 2023. • Brooke Neely (boxer) received her 3rd and final year of sponsorship payment of £1,000 as agreed at the board meeting in May 2021. Brooke's dad emailed to thank the Association for the financial assistance in supporting Brooke with her career in boxing, which she is now undertaking full time. <p>The Board noted.</p>	
12.	<p>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 minutes of the subsidiary companies most recent meetings for information.</p> <p>The Board noted the content of the report.</p>	
13.	<p>EVH Report to Board Members The board noted the content of the monthly briefing report received from EVH. Members acknowledged John Kelly continues to attend quarterly EVH meetings.</p>	
14.	<p>Health & Safety Year End Health & Safety Report The Acting CEO referred members to the previously circulated report and minutes of the health and safety group meeting of 9th August 2023.</p> <p>The Acting CEO referred members to the previously circulated report which provided an update on the defibrillators. It was confirmed these have now been installed within all 5 CHA buildings. Staff are arranging a short session for board members on how to use the defibrillators which will take place on Thursday 26th October 2023 as part of the board training session.</p> <p>The Board noted the content of the report.</p>	CEO

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
15.	<p>Policies for Ratification The Acting CEO referred members to the previously circulated report.</p> <p>The undernoted policies have been reviewed in accordance with the timescales in the departmental workplans, with changes to the policies marked in red. The policy documents are now recommended for ratification.</p> <p>Scheme of Delegation - Sub Committee Delegate Authority Document 3 – CE0021B (Dev & Skills & Succession) <i>Proposed: John Nisbet Secoded: Drew Hall</i></p> <p>Resident Participation in Design Policy – DCS008 <i>Proposed: Elizabeth Shedden Secoded: John Kelly</i></p> <p>Customer Satisfaction in New Development Policy – DCS009 <i>Proposed: Brenda Johnstone Secoded: Elizabeth Shedden</i></p> <p>Financial Regulations Policy – CSF004 <i>Proposed: John Kelly Secoded: Drew Hall</i></p> <p>Alcohol, Drugs and Substance Misuse Policy – CE0011 <i>Proposed: Elizabeth Shedden Secoded: Brenda Johnstone</i></p> <p>Severance Payments Policy – CE0053 <i>Proposed: Drew Hall Secoded: John Nisbet</i></p> <p>Settlement Agreements Policy – CE0054 <i>Proposed: John Kelly Secoded: Elizabeth Shedden</i></p>	
16.	<p>Development Programme Overview (CONFIDENTIAL) 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>Scheme of Delegation – Audit Sub-Committee Remit (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Acting CEO referred to the previously circulated report which confirmed the Audit Sub Committee has reviewed the Risk Management and Procurement Policy in line with the Scheme of Delegation Ref No 33. The report confirmed the Audit Sub Committee agreed there were no omissions or concerns raised.</p> <p>At the Audit Sub Committee (28th September 2023) it was discussed and agreed, going forward the draft annual Risk Management report and draft Procurement Policy review will be considered by them in the first instance. Thereafter the final</p>	CEO

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN	ACTION
<p>17. report will be issued to the Board of Management for ratification and approval. The Scheme of Delegation will be amended to reflect the change.</p> <p>The Board noted the content of the report.</p>	
<p>18. Formal Ratification of Deletions from Share Membership (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 informing them of the deletions from the Share Membership database under rules 11.1.3.</p> <p>Rule 11.1.3 – for five annual general meetings in a row you have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend on your behalf by proxy.</p> <p><i>Information which comprises personal data has been withheld because disclosure would breach applicable data protection legislation.</i></p> <p>Share No. 540</p> <p>The Board approved the deletion from the Share Membership database as presented.</p>	<p>CEO</p>
<p>19. Board of Management Performance/Workplan/Targets 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 and detailed submissions calendar for the year. In accordance with the Scottish Housing Regulator & Financial Standards, the Board agree as part of its workplan its targets for the new session 2023-24.</p> <p>The Acting Group CEO highlighted that the proposed meeting attendance target for the Board of Management for the coming year 2023-24 has stayed the same as last year. All noted that the target for last year, for various reasons, had proved difficult to achieve.</p> <p>Members commented overall, there is a high level of attendance at meetings, and it is important to recognise that members are giving up their own voluntary time to work with the Association. Following a detailed discussion, members agreed to accept the proposed targets for 2023/24 as detailed in the report.</p> <p>The Acting CEO also referred to the two current vacant positions on the board of management and the importance of reviewing the recruitment process prior to advertising the two vacancies.</p>	

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION												
19.	<p>The Acting CEO also referred to the board of management appraisal system with the proposed process and timeline.</p> <p>The Board agreed the workplan and performance targets for 2023/24 as presented.</p>													
20.	<p>Election of Chair & Vice Chair of Housing & Property Services Sub Committee</p> <p>Some members queried why the elections were taking place at the Board meeting as it was their understanding it would be at the first Housing & Property Services meeting. The Acting CEO referred to the approved minute of the first meeting after the AGM which confirmed the elections would take place at the board of management meeting on 5th October 2023.</p> <p>The Acting CEO sought nominations for the position of Chair of the Association's Housing & Property Services Sub Committee for the coming 2023-2024 session.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Nomination</th> <th style="width: 33%;">Proposed By</th> <th style="width: 33%;">Seconded By</th> </tr> </thead> <tbody> <tr> <td>John Kelly</td> <td>June Fenelon</td> <td>Brenda Johnstone</td> </tr> </tbody> </table> <p>No other nominations were received.</p> <p>John Kelly accepted the nomination and thanked members.</p> <p>The Acting CEO sought nominations for the position of Vice Chair of the Association's Housing & Property Services Sub Committee for the coming 2023-2024 session.</p> <p>Elizabeth Shedden proposed John Nisbet however this was not supported by a seconder. Thereafter June Fenelon nominated Elizabeth Shedden.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Nomination</th> <th style="width: 33%;">Proposed By</th> <th style="width: 33%;">Seconded By</th> </tr> </thead> <tbody> <tr> <td>Elizabeth Shedden</td> <td>June Fenelon</td> <td>John Nisbet</td> </tr> </tbody> </table> <p>Elizabeth Shedden accepted the nomination and thanked members.</p>	Nomination	Proposed By	Seconded By	John Kelly	June Fenelon	Brenda Johnstone	Nomination	Proposed By	Seconded By	Elizabeth Shedden	June Fenelon	John Nisbet	
Nomination	Proposed By	Seconded By												
John Kelly	June Fenelon	Brenda Johnstone												
Nomination	Proposed By	Seconded By												
Elizabeth Shedden	June Fenelon	John Nisbet												
21.	<p>Development Services Redundancy Consultation (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 a summary and outcome of the redundancy process within Development Services.</p> <p>The Acting CEO highlighted each step that was undertaken in the overall process and concluded that it was well executed, actively seeking solutions for staff and fully involving them in the process. All staff involved left the Association on good terms and with best wishes.</p> <p>The Board of Management noted the content of the report.</p>													

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
22.	<p>EVH Salary Consultation (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 confirmed the employer submission has been submitted to EVH by the deadline of 28th September 2023.</p> <p>The Board of Management noted the content of the report.</p>	
23.	<p>Cost Saving Budget 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 which provided an update on the budget working group.</p> <p>The Acting CEO highlighted the areas under discussion with the group and advised an internal target with the support of F McDonald (FMD) will be agreed to help focus on how savings can be achieved.</p> <p>Members agreed given the current financial climate it is important to remember why savings should be made, rent charges, interest rates and high maintenance costs amongst others are all having an impact.</p> <p>The Acting CEO highlighted some potential areas which are being reviewed.</p> <p>The Board of Management noted the content of the report.</p>	CEO
24.	<p>D&G Life Awards (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 advised that Association have not taken headline sponsor this year given the costs involved and the limited gains which would be achieved from this. The Association has however sponsored one of the award categories which includes four tickets to the event on Friday 10th November 2023.</p> <p>The Board discussed in detail commenting that it was a wise decision given their previous conversations with regard to making savings.</p> <p>Following a detailed discussion, members agreed in the first instance to offer the 4 tickets to the CHA staff members who are based in Dumfries.</p> <p>The Board agreed if additional tickets are required these could be purchased (1 or 2 tickets). Board noted the cost of the tickets are £65 per person.</p>	CEO CEO

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
25.	<p>Christmas Lunch – Wednesday 6th December 2023 The Acting CEO reminded members of the training session organised for Wednesday 6th December 10am – 1pm and thereafter attending a Board Christmas lunch.</p> <p>Following discussion, members agreed that they would like to book the Seamill Hydro for lunch. The Acting CEO advised that staff enquire and book if available. Members will be provided with an update at the Special Board of Management meeting on 19th October.</p>	CEO

PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN		ACTION
26.	<p>Scottish Government Letter – Programme for Government 2023-2024 The Acting CEO referred members to the previously circulated correspondence that was received from Paul McLennan, Housing Minister which outlines the programme for Government 2023-24.</p> <p>The Board noted the content.</p>	
27.	<p>Board “Collective & Individual” Training and Development Plans The Acting Group CEO referred members to the previously circulated report.</p> <p>The Acting CEO advised members that they will receive their individual training plans which are currently being developed using the Cascade system. Members will receive training on how to access these as part of their board training on 26th October. Members were also advised that they will receive new tablets on that day which will also form part of the training received.</p> <p>Members queried as to what is to happen with the existing tablets with J Kelly intimating an interest to purchase his which has been noted. Other members suggested offering the ipads to local young people who may not have one. The Acting CEO will discuss options with IT staff for recycling the devices.</p> <p>The Board noted the agreed dates which form the collective training plan for inclusion to the Board of Managements yearly workplan and targets for 2023/24.</p>	CEO
28.	<p>Board of Management Appraisal Feedback Report The Acting CEO referred members to the previously circulated report which provided feedback on the Board of Management Appraisal process.</p> <p>Following the feedback received from last year's process, this year's forms were all created online for members to complete which saved time and paperwork. The Chair queried the anonymity of the forms. The Acting CEO confirmed to members the forms are created using Microsoft Forms and assured members when they are marked as anonymous staff do not receive any information with regard to the person completing them.</p>	

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Board of Management Meeting

Held on Thursday 5th October 2023 at 2:15 pm in the Association's Quayside Offices,
Marina Quay, Dock Road, Ardrossan KA22 8DA



PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN		ACTION
	The Board noted.	

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
29.	Annual General Meeting Minutes (DRAFT) Members enquired why Lesley Keenan approved the minute for circulation given she was now a retired board member. The Acting CEO informed members as part of her final duties, there was a requirement for her to do so given she was still the Chair and present at the AGM therefore had an obligation to approve the content of the Minute. The Board noted.	
30.	AGM Feedback Report The Board of Management noted the content of the report.	
31.	Board of Management Log of Electronic Signatures The Board of Management noted the content of the report.	
32.	Media Marketing & Publications The Board of Management noted the content of the report.	
33.	List of Authorised Car Users The Board of Management noted the content of the report.	

The meeting closed at 3:55 pm