



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 23rd November 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 November 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 Brian McCabe Drew Hall Elizabeth Shedden John Nisbet Liam Loudon Margaret Davison Cllr Eleanor Collier (NAC) Cllr Stephen Canning (EAC) (MS Teams)	Linda Anderson, Acting CEO Fettes McDonald, FMD Jacqueline Cameron, Executive Director of H&PS Elaine Nimmo, PA to CEO Kirsteen Wyllie, Minute Secretary

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	Apologies Apologies were received from Frank Sweeney, Willie Gibson, John Kelly and June Fenelon.	
2.	Chairperson's Remarks <ol style="list-style-type: none"> 1 The Chair welcomed everyone to the meeting including Cllr Canning who joined via MS Teams. 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 advised the agenda will be reordered as follows: <i>Item 16 and 17 will be taken immediately after Item 4 Requirement of Writing to allow Fettes McDonald to leave the meeting and Item 27 Festive Support for Tenants 2023 will be taken immediately after Item 20 to allow J Cameron to leave the meeting.</i> 5 The Chair confirmed she spoke with FS on 21st November 2023 and gave an update on his absence. The Chair will continue to keep in touch with the CEO every two weeks. 6 The Acting CEO advised the Board that Executive Director of Finance & Corporate Services remains absent from work, with the office bearers being kept fully informed. 	

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2.	<p>7 The Chair reminded members of the Long Service Award event on 1st December 2023 at 12.00 pm in the board room and advised to confirm their attendance to staff as soon as possible.</p> <p>8 SHR Visit – 5th December 2023 – The Acting CEO advised the meeting will take place via MS Teams as requested by the SHR. SHR have confirmed there is no requirement for the Chair or Board to be in attendance. The Acting CEO, Executive Director of H&PS and Fettes McDonald will attend the meeting to discuss the Association's business plan and financial projections. The Chair requested a copy of the agenda when received from the SHR.</p>	CEO
3.	<p>Declaration of Interest None.</p>	
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 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>	

Jacqueline Cameron, Executive Director of Housing & Property Services joined the meeting.

PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
16.	<p>Long Term Projections (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>The Financial Consultant referred members to the previously circulated report and gave a presentation to the Board on the Association's long-term projections.</p> <p>The Financial Consultant highlighted the Association's current operating climate, high inflation, increasing interest rates and the reduction in insurance providers and the cost impact this has had. He also discussed the main assumptions based on inflation, rent at CPI amongst many others and finally the impact on the changes and the main considerations and questions the Association must have.</p> <p>The Financial Consultant proceeded to present the Association's potential long-term projections to year 30 (2053) based on all of the assumptions and current climate.</p> <p>Members noted the content of the report.</p>	
17.	<p>Year End Treasury Management Report & Yearly Strategy 2023/24 (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p>	

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17.	<p>The Financial Consultant referred members to the previously circulated report which provided an update on treasury management operations as detailed in the Treasury Management Policy.</p> <p>The Financial Consultant continued to provide an overview of each of the Association's Treasury Management Operations:</p> <ul style="list-style-type: none"> • Secured Stock and Stock Valuation Data • Loan Information • Asset Cover • Secured and Unsecured Stock <p>Following a detailed discussion members accepted the report and approved the Treasury Management Strategy for 2023/2024.</p>	
18.	<p>Rent Consultation 2024/25</p> <p>The Executive Director of Housing & Property Services referred members to the previously circulated report which provided information on the rent consultation due to be launched on 27th November 2023 for financial year 2024/25. A copy of the rent consultation document which will be issued to tenants explaining the rent consultation and the proposed rent increase of 4.6% was provided to members for information.</p> <p>The Executive Director of Housing & Property Services advised of the detailed timeline for the rent consultation confirming that it concludes on 22nd December 2023. Tenants are being given the option of responding to the consultation via post, online or by telephone.</p> <p>Results of the consultation process will be provided to the Board of Management on 1st February 2024.</p> <p>Board of Management noted the content of the report and approved the proposal to consult with all secure tenants on a rent increase of 4.6% for 2024/2025.</p> <p><i>**Fettes McDonald, Financial Consultant Services left the meeting**</i></p>	Ex Dir H&PS
19.	<p>Benchmarking Report – ARC Comparison 2022/23</p> <p>The Executive Director of Housing & Property Services referred members to the previously circulated report which provided a summary of performance for 2022/23 benchmarked from the Scottish Housing Regulators ARC statistics.</p> <p>The Executive Director of Housing & Property Services provided a summary highlighting that the Association has made improvements in areas such as repairs, maintenance and improvements, (length of time taken to complete emergency repairs and reactive repairs carried out right first time) which is reflective of the invaluable service now provided by Direct Works.</p>	

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19.	<p>Members queried the Association's performance in relation to the average time to complete adaptations. The Executive Director of Housing & Property Services confirmed that this is mainly reflective of the funding that the Association receives to carry out such, with the Association only receiving approximately 50% of what they apply for. The Association carry out small works required prior to receiving funding however larger works, such as wet rooms are reliant on receiving the appropriate funding to complete.</p> <p>The Board of Management noted the content of the report and presentation.</p>	
20.	<p>Equalities & Diversity 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 sets out the Association's approach to equality and diversity over the year and the need to ensure compliance.</p> <p>The Acting CEO reminded members as part of the Association's legal and regulatory compliance requirements it is important that equality and diversity awareness and practice is embedded in the processes and actions across the group of companies with a collaborative approach. The Acting CEO explained with this in mind a working group has been formed to discuss, identify and agree implementation of various actions that are required to ensure compliance.</p> <p>Members agreed a working group is a great idea, given equalities and diversity is such a broad area and helps staff to understand the importance of such. The Executive Director of Housing & Property Services advised this will also support staff with their own self development and gives an element of ownership.</p> <p>The Board of Management approved the recommendations as follows:</p> <ol style="list-style-type: none"> 1. The Board of Management noted the content of the report. 2. An update on the action plan will be presented at the Board meeting on 1 February 2024. 3. Thereafter the Assurance Working Group (AWG) will take ownership of the action plan and discuss at their April 2024 meeting (date to be agreed). 4. The Board of Management is provided with a regular update on progress on an ongoing basis. 	<p>CEO</p> <p>AWG</p> <p>CEO</p>

PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN		ACTION
27.	<p>Festive Support for Tenants 2023</p> <p>The Executive Director of Housing & Property Services explained that she was presenting this report on behalf of the Area Team Manager, Heather Craig. Following the decision to forego the Long Service Awards, a short life working group was formed to develop initiatives to support the Association's tenants over the festive period.</p>	

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PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN	ACTION
<p>27. The Executive Director of Housing of Property Services highlighted that supporting our tenants is more important than ever given the current climate where people are experiencing extreme poverty and destitution. An overview of the initiatives that staff have planned for tenants such as an advent calendar giveaway, food hampers, winter warmer events amongst other initiatives were discussed. As in previous years the Association has contacted various partners to gather their support in helping to deliver the initiatives with the Association match funding these donations.</p> <p>The Executive Director of Housing & Property Services explained how the advent calendar giveaway days are calculated for each town and confirmed these were proportioned by area to reflect the Association's stock.</p> <p>The Acting CEO advised that staff are seeing the poverty that tenants are experiencing and are taking pride in helping them where possible. Publicity will be arranged to ensure tenants are aware of the festive scheme which is taking place.</p> <p>The Board of Management welcomed the superb idea by staff and also suggested engaging with Community Champions to gain further support where possible. The Chair requested that staff ensure the Association continues to support local food banks as they will need help too. The Board of Management fully supported the Chairs request.</p> <p>A further report will be presented to the Board of Management on 1st February 2024 which will detail all the spend and donations made.</p> <p>The Board of Management noted the content of the report and agreed to match fund the contributions made by partners donations.</p>	<p>CEO</p>

The Executive Director of Housing & Property Services left the meeting

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION																		
<p>5. Adoption of Minutes and Business Arising from same The Acting CEO referred members to the actions list which has been introduced to accompany the minutes for ease of reference.</p> <table border="1" data-bbox="239 1624 1361 1771"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Board of Management Meeting 5th October 2023 (CONFIDENTIAL)</td> <td>Brian McCabe</td> <td>Drew Hall</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table> <table border="1" data-bbox="239 1809 1361 1957"> <thead> <tr> <th>Meeting</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Special Board of Management Meeting 19th October 2023 (CONFIDENTIAL)</td> <td>John Nisbet</td> <td>Elizabeth Shedden</td> </tr> <tr> <td colspan="3">Matters Arising: None.</td> </tr> </tbody> </table>	Meeting	Proposed	Seconded	Board of Management Meeting 5 th October 2023 (CONFIDENTIAL)	Brian McCabe	Drew Hall	Matters Arising: None.			Meeting	Proposed	Seconded	Special Board of Management Meeting 19 th October 2023 (CONFIDENTIAL)	John Nisbet	Elizabeth Shedden	Matters Arising: None.			
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PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS			ACTION	
5.	Meeting	Proposed	Seconded	
	Special Board of Management Meeting 30 th October 2023 (CONFIDENTIAL)	John Nisbet	Drew Hall	
	Matters Arising: None			
	Meeting	Proposed	Seconded	
	Finance & Corporate Services Sub Committee 28 th September 2023 (CONFIDENTIAL)	Elizabeth Shedden	John Nisbet	
	Matters Arising: None			
	Meeting	Proposed	Seconded	
	Audit Sub Committee 28 th September 2023 (CONFIDENTIAL)	John Nisbet	Margaret Davison	
	Matters Arising: None			
	Meeting	Proposed	Seconded	
	Development Services Sub-Committee 9 th November 2023 (CONFIDENTIAL)	Brenda Johnstone	Drew Hall	
	Matters Arising: None			
	Meeting	Proposed	Seconded	
	Skills & Succession Sub-Committee 16 th November 2023 (CONFIDENTIAL)	Drew Hall	Brenda Johnstone	
	Matters Arising: None			
	6.	Risk Management Monitoring/Review (CONFIDENTIAL) The Acting CEO referred members to the previously circulated report. As detailed the Executive Directors have reported on behalf of their sub committees and there are no operational risks which may escalate to strategic risk at present. The Board of Management noted the content of the report.		
	7.	Scheme of Delegation None.		
	8.	Making Our Communities Better Places Fund (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> The Acting CEO referred members to the previously circulated report which has been combined and split into sections for ease of reference.		

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<p>8. Section 1 – Making Our Communities Better Places Applications – North & East Ayrshire</p> <p>The Board noted that MOCBP sponsorship awards are being taken from this fund and queried, as historically sponsorships awarded were deducted from the marketing budget. The Acting CEO noted and agreed to check and confirm to members.</p> <p>The Board discussed and considered each MOCBP funding application received for North & East Ayrshire. After discussion the Board of Management agreed the following:</p> <p>Barrmill Jolly Beggars Burns Club – refused Ardrossan Christmas Decorations Committee – approved £500 St Bridget's Primary School – refused</p> <p>Section 2 – Making Our Communities Better Places Applications Dumfries & Galloway</p> <p>The Board discussed and considered each MOCBP funding application received for Dumfries & Galloway. After discussion the Board of Management agreed the following:</p> <p>Dumfries & Lockerbie Agricultural Society – refused Heathhall Primary School Parent Council – refused Lower Nithsdale Young Farmers Club 80th Anniversary – refused Eastriggs & Dornock Bowling Club – approved £500</p> <p>Members noted all the applications received are from worthy causes however agreed the pressure on the MOCBP fund is becoming more difficult and each application requires to be considered carefully to ensure the fund criteria is being fully met.</p> <p>Section 3 – North & East Ayrshire Award <i>(made at the Board of Management Meeting of 6th July 2023)</i></p> <p>The Acting CEO referred members to the previously circulated report and advised Ardrossan Winton Rovers 2012's was awarded £941 to assist with the purchase of a gazebo.</p> <p>The Ardrossan Winton Rovers 2012 club contacted the Association and advised the club have now left the Ardrossan Winton Rover's Youth Academy and moved to West Kilbride Colts 2012. They have advised the original funding of £941 will still be used for its original purpose however using the West Kilbride Colts badge.</p> <p>The Board of Management discussed in detail and agreed the money requires to be returned to the Association given the original application was awarded to Ardrossan Winton Rovers 2012's club. The Board agreed if the West Kilbride Colts 2012 club need funding, they will require to make an application to the MOCBP fund.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>

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8.	<p>Section 4 – Dumfries & Galloway – Sponsorship Updates The Board noted the sponsorship updates received from Dominik Czopek and Josh Stewart.</p>	
9.	<p>Notifiable Events (CONFIDENTIAL) None.</p>	
10.	<p>Secretary's Report None.</p>	
11.	<p>Subsidiary Company Report (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i> 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>	
12.	<p>EVH Report to Board Members The Acting CEO referred to the previously circulated report which highlighted that following the resignation of Lesley Keenan there was no longer a substitute representative to attend the quarterly EVH meetings in the event that John Kelly cannot attend. The Acting CEO asked if any members would consider filling the substitute representative place however no members were in a position to accept such.</p> <p>Janet Strang agreed to become the EVH substitute representative.</p> <p>The board noted the content of the monthly briefing report received from EVH.</p>	CEO
13.	<p>Health & Safety The Acting CEO referred members to the previously circulated report and advised the new report will form part of the agenda going forward given the importance health and safety.</p> <p>The Acting CEO referred members to the recent external audit that was carried out on 14th November 2023 by ACS. The draft audit report will be presented at the Audit Sub Committee on 7th December 2023, and the final audit report will be presented to the Board of Management on 1st February 2024.</p> <p>The Acting CEO referred to the accidents and near misses, informing members that it is extremely important to record these and act where possible to avoid any reoccurrences.</p>	CEO

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<p>13. Members noted the minutes of the health and safety group meeting of the 27th September 2023 and the health and safety Direct Works meeting of 20th July 2023 and 17th October 2023.</p> <p>The Board noted the content of the report.</p>	
<p>14. 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>Factoring Debt Recovery Policy – CSF006 <i>Proposed: Brenda Johnstone</i> <i>Seconded: Elizabeth Shedden</i></p> <p>Rent Policy – PSH004 <i>Proposed: Liam Loudon</i> <i>Seconded: Elizabeth Shedden</i></p> <p>Role Description for Board of Management Members and Office Bearers – CE0055 <i>Proposed: Margaret Davison</i> <i>Seconded: John Nisbet</i></p> <p>Policy on Group Chief Executive Remuneration – CE0050 <i>Proposed: Brenda Johnstone</i> <i>Seconded: Drew Hall</i></p>	
<p>15. Development Programme Overview (CONFIDENTIAL) <i>(Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.)</i></p> <p>No questions were received from Board members prior to the meeting however the Acting CEO provided an update in relation to Lockerbie Old School (LOS). The Acting CEO informed members that following a meeting with the LOS Board and subsequent meetings with the Development Chair and Sub Committee it was agreed that it was prudent for the Association to withdraw from the project.</p> <p>The Acting CEO advised members that a press release shall be drafted for publication and issued to all development sub committee members prior to being published when the timing is appropriate.</p>	CEO

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
21.	<p>DTP Proposal – Subsidiary Review (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 informing members that as part of the governance review action plan, Mulholland Consultancy recommended that the relationships with the subsidiary companies be reviewed independently on a regular basis.</p> <p>The Acting CEO referred members to the proposal received from DTP which provided detail of the fee breakdown of costs and timeframe to carry out the subsidiary review. The Acting CEO advised members of the importance of the review to demonstrate compliance with the SHR's Standards of Governance and Financial Management.</p> <p>Following a detailed discussion members noted and approved the appointment of DTP, the fee proposal presented and timeframe to carry out the Subsidiary review.</p>	CEO
22.	<p>Victoria House (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 an update on Victoria House, Irvine.</p> <p>The Acting CEO reminded members of the Association's intention to sell the building which was previously discussed on 6th September 2023. A number of offers were received and Harper Macleod were instructed to accept the highest offer and move the transaction forward. All the necessary checks have been concluded by Harper Macleod with regard to the potential purchaser to ensure they are bona fide. Members were advised that the Association has liaised with North Ayrshire Council and sought legal advice prior to marketing or accepting an offer. The Acting CEO will continue to keep members informed of the transaction.</p> <p>The Board noted and agreed the content of the report.</p>	CEO
23.	<p>Annual Procurement 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 to the previously circulated report which provided members with the annual procurement report and current contract register. The Association's procurement strategy is intended to ensure the association's compliance with the Procurement Scotland Act 2014 and relevant statutory guidance and regulations.</p> <p>The procurement register has been updated referring to the repairs and maintenance contracts reducing significantly due to the service now provided by Direct Works. The annual procurement report will be published on the Association's website along with the contract register.</p>	CEO

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Members noted and agreed the content of the annual procurement report and contracts register will be published on the Association's website.	

***** Suspension of Standing Orders *****
 At this junction the Chair requested a time extension to the Board meeting in accordance with the Association's Standing Orders.

PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN	ACTION
<p>24. Pilot Agenda/Report for Board Meetings</p> <p>The Acting CEO referred members to the previously circulated report along with a proposed pilot agenda and report. The Acting CEO advised that these have been provided following the feedback received from Board members during appraisals requesting that thought is given to streamlining the agenda with more emphasis on strategic/important items.</p> <p>The Acting CEO explained that the pilot agenda has been broken into the following sections:</p> <ul style="list-style-type: none"> - Items Requiring a Decision - Items for Discussion - Reports for Information - Any other Business - Date of Next Meeting <p>Members noted that the Sub Committee minutes will in future be presented to the relevant Sub Committee for approval. The Board of Management will receive a copy of the minutes for information only at the Board meetings.</p> <p>Members commented that they liked the layout and felt it would allow more time for discussion.</p> <p>The Acting CEO proceeded to present the pilot report which has also been prepared explaining that it has been simplified.</p> <p>Members agreed to pilot the proposed agenda and report at the Board meeting of 1st February 2024.</p>	CEO
<p>25. 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 Acting CEO referred members to the previously circulated quarterly report which provides an update on the progress against the strategic objectives.</p> <p>The Acting CEO referred to the submissions calendar advising that good progress is being made.</p>	

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25.	The Board noted the content of the report.	
26.	<p>Board Recruitment Timetable</p> <p>The Acting CEO referred members to the previously circulated recruitment pack and timetable which was approved by the Skills & Succession Sub Committee at the meeting of 16th November 2023.</p> <p>Some members commented that the recruitment pack contained too much information whilst others commended and agreed all the relevant information requires to be included. Members recognised that some skills have been lost and it is really important to try and fill these skills gaps.</p> <p>Board members advised of a website “Changing the Chemistry” which could also publish the recruitment pack.</p> <p>Board members also referred to the potential of members joining from Dumfries & Galloway area given the Association has stock there.</p> <p>Members noted the content of the report and recruitment timetable.</p>	CEO
28.	<p>Our Regulation of Social Housing in Scotland: SHR Consultation</p> <p>The Acting CEO advised the deadline for SHR consultation is 15th December 2023. A copy of the consultation document will be uploaded via MS Teams for members to view and provide comment if they wish to do so. The Acting CEO confirmed staff will prepare the Association's submission and provide a copy of same to Board members.</p>	CEO
29.	<p>Quarterly Regeneration Strategy Progress 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 quarterly report on the regeneration strategy progress.</p> <p>The Board noted the content of the report.</p>	
30.	<p>Conference Feedback from Board Members attending Finance Conference</p> <p>No discussion took place due to time constraints.</p>	

PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY		ACTION
31.	<p>Board of Management Log of Electronic Signatures</p> <p>The Board of Management noted the content of the report.</p>	

The meeting closed at 4.50 pm