

## MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Wednesday, 17<sup>th</sup> January 2018 at 10.30am

Dalriada House, Lochgilphead

### Attendees

Raymond McIntosh-Walley, Independent (RMW), Chairperson

Sandra MacKenzie, Tenant (SMack), Vice Chairperson

Sandra Johnston, Tenant (SJ)

John Muir, Tenant (JM)

Michael Roberts, Independent (MR)

### Staff in Attendance

Yvonne Angus, Regional Manager (YA)

Jenna Philips, Administration Officer (JP)

		Action
1.	<p><b>Welcome &amp; Apologies</b></p> <p>Raymond McIntosh-Walley (RMW) welcomed all members to the Mid Argyll &amp; Kintyre Area Committee meeting.</p> <p>RMW advised members an additional paper for a land disposal request at Upper Glenfyne Park, Ardrishaig had been added to the agenda and would be discussed further following agenda item 7.</p> <p>JP advised that prior to the meeting, apologies were received from Councillor Donald MacMillan.</p>	
2.	<p><b>Minutes of Previous Meeting – 6<sup>th</sup> December 2017</b></p> <p><b>6<sup>th</sup> December 2017:</b>  <b>Agenda Item: 6: Page 4: Regional Managers Update: Investment Programme</b>            SMack noted the average repairs done per day (Mid Argyll) was recorded as 106 and requested this was amended to 10.6</p> <p><b>6<sup>th</sup> December 2017:</b>  <b>Agenda Item: 6: Page 5: Regional Managers Update: Regeneration Programme</b>            SMack noted the planning application for Oakhill, Tarbert (phase 2) was proposed to be submitted in 2017 but thought this should be 2018.  <b>Post meeting note:</b> the Regeneration Manager confirmed the planning application was submitted in 2018.</p> <p><b>6<sup>th</sup> December 2017:</b>  <b>Agenda Item: 12: Page 14: Membership Strategy – Review</b>            SMack noted the Tenants Conference was recorded as 17<sup>th</sup> February 2017 and requested this was amended to 17<sup>th</sup> February 2018.</p> <p>Subject to the above amendments, the minutes from 6<sup>th</sup> December 2017 were agreed as a true and accurate record.</p>	<p>JP</p> <p>JP</p>

	<p>Proposed by: Sandra MacKenzie (SMack)</p> <p>Seconded by: John Muir (JM)</p>	
3.	<p><b>Matters Arising (including information pack)</b></p> <p><b>6<sup>th</sup> December 2017:</b></p> <p><b>Agenda Item: 6: Page 4: Regional Managers Update: Investment Programme</b></p> <p>“RMW enquired how the figures for the average repairs done per day compared to last year’s performance. YA agreed to investigate and provide an update at the next meeting.”</p> <p>YA advised that comparison figures were included in her presentation, under agenda item 7.</p> <p><b>6<sup>th</sup> December 2017:</b></p> <p><b>Agenda Item: 6: Page 4: Regional Managers Update: Planned Maintenance</b></p> <p>“RMW asked what ‘unvented cylinder, solar &amp; thermostatic mixing value servicing’ was. YA advised that she would confirm this at the next meeting.”</p> <p>YA advised that an unvented cylinder is a hot water tank which operates under the main water pressure and does not require a water feed from an attic storage tank. The solar system utilises the sun to provide hot water and the system requires servicing of the controls, liquid content and pumps. Thermostatic mixing valves are installed in our new build housing and sheltered accommodation, this provides point of use temperature control to hot water outlets at baths and wash basins while maintaining the temperature at the hot water tank.</p> <p><b>6<sup>th</sup> December 2017:</b></p> <p><b>Agenda Item: 6: Page 4: Regional Managers Update: Regeneration Programme</b></p> <p>“Michael Roberts (MR) enquired what the planning issues were. YA confirmed that more information would be provided at the next meeting.”</p> <p>YA advised a meeting is proposed with the Council planners and roads officials to explore further what options there may be to deliver the project. Two sites have been considered to date but as yet a solution has yet to be found that meets the requirements of all parties. Planning issues relate to the site close to the Co-op a layout that meets the masterplan and planning criteria.</p> <p><b>6<sup>th</sup> December 2017:</b></p> <p><b>Agenda Item: 6: Page 6: Regional Managers Update: Duncholgan Travelling Persons Site</b></p> <p>“In response to JM’s query raised under agenda item 3, YA advised members that negotiations are still ongoing in terms of the external lights at Duncholgan Cottages”</p> <p>SC advised that it would be very expensive to provide external lights at Duncholgan Cottages, however, as an alternative we are investigating the possibility of providing fluorescent bollards to mark the entrance. We are currently awaiting quotes.</p> <p><b>6<sup>th</sup> December 2017:</b></p> <p><b>Agenda Item: 6: Page 8: Regional Managers Update</b></p> <p>“RMW noted that the ‘Garden in Bloom’ plaques displayed in the reception area were still to be updated. YA confirmed that this would be checked and updated accordingly.”</p> <p>YA advised the plaques had now been updated.</p>	

	<p><b>6<sup>th</sup> December 2017:</b>  <b>Agenda Item: 8: Page 11: Estate Management Action Plans (EMAP) 2017/18</b>          “In terms of the project for <b>45/47 Union Street, Lochgilphead</b> (to supply and fit wire and post fencing to rear garden area), SJ commented that fencing had been erected at the front of the property. YA advised that this would be investigated and an update would be provided at the next meeting.”          YA advised that a full report would be provided by SC under agenda item 9.</p> <p><b>6<sup>th</sup> December 2017:</b>  <b>Agenda Item: 15: Page 15: Any Other Business</b>          “MR asked if ACHA was giving consideration to charging points for autonomous vehicles. YA was not aware but would liaise with colleagues to obtain more information.”          YA advised that ACHA’s Regeneration Manager was not aware of any discussions but this raised a good point. He has a meeting next week with Scottish Government and will raise this with them. It is not currently a building regulation requirement but this could change with Government policy pushing for electric vehicles.</p>	
<b>4.</b>	<p><b>Conflicts of Interest to Declare</b>          There were no conflicts of interest declared by members.</p>	
<b>5.</b>	<p><b>Correspondence</b>          JP confirmed there was no correspondence received.</p>	
<b>6.</b>	<p><b>Chairpersons Report</b>          RMW advised members that he had attended the AHFA Board of Management meeting on 12<sup>th</sup> December 2017 and the ACHA Board of Management meeting on 14<sup>th</sup> December 2017.</p> <p>At the last Area Committee meeting held on 6<sup>th</sup> December 2017, RMW was aware concerns had been raised about the length of time taken to complete Estate Management Action Plan (EMAP) projects, although it was to be confirmed if timescales had been agreed by SC. As this was RMW’s first AHFA meeting, he didn’t get an opportunity to raise these concerns, however, we would await the update today under agenda item 9 and if necessary, would raise this at the next AHFA meeting.</p> <p>RMW advised members the update from the ACHA Board of Management meeting was available within the Information pack.          RMW informed members that the rules regarding the Community Action Fund (CAF) had been discussed, suggesting this money is made more widely available, allowing charities to apply several times in the financial year. However, these proposals had been rejected by the Board of Management. It was agreed the CAF would be promoted via the radio and posters created to display in the local community.</p> <p>RMW had recently attended the Dalintober &amp; Millknowe Tenants &amp; Residents Association (DMTRA) meeting in Campbeltown which he had found very interesting. RMW has been invited by the Chair of DMTRA to the next meeting to discuss accommodation options for the group.</p> <p>RMW noted the Tenants Conference was scheduled for 17<sup>th</sup> February 2018. Invites have been sent to tenants and should there be spaces available, Board members will be invited.</p>	

MR advised that he had recently received correspondence confirming that his application to attend the Tenants Conference had been accepted. MR confirmed that he had not made an application to attend. MR offered to provide YA with a copy of the letter to investigate further.

SMacK asked if there had been a good response to the invitations issued. YA advised an update would be provided under agenda item 7, however, she was aware there had been a good response.

## 7. Regional Managers Update

### Investment Update

Investment Works Package	Area	Estimated Target 2017/18	Completed by end Nov 2017
Windows/Doors	Mid Argyll & Kintyre	246	158
Kitchen/Bathroom	Mid Argyll & Kintyre	10	17
Heat/Re-wire	Mid Argyll & Kintyre	83	65
Roof/Roughcast	Mid Argyll & Kintyre	55	54
	<b>Totals</b>	<b>394</b>	<b>294</b>

Repairs & Maintenance Contract	Annual repair numbers at the end Nov 2017	Monthly average	Average repairs per day (Nov 2017)	Average repairs per day (Nov 2016)
Mid-Argyll	1870	234	11.1	10.24
Kintyre	2853	357	17	12.3
<b>Totals</b>	<b>4723</b>	<b>295.5</b>	<b>14.05</b>	<b>11.27</b>
<b>% of Total Repairs</b>	<b>31.10%</b>			

- **Windows & Doors:** this contract has been accepted by M&K MacLeod Construction. All survey work has been completed and installs are taking place;
- **Door Entry:** this contract is almost complete;
- **Kitchens & Bathrooms:** where tenants previously refused to have these works carried out or where access wasn't provided, the Investment team are picking these up as properties become void;
- **Heating & Rewire:** ongoing and almost complete;
- **Roof & Roughcasting:** The contract was issued to Turner who are currently on site finishing snagging;
- **Average repairs done per day (Mid Argyll) – November 2017:** 11.1
- **Average repairs done per day (Kintyre) – November 2017:** 17

As requested at the last meeting, YA advised that an additional column had been added to the presentation comparing figures from November 2016

- **Average repairs done per day (Mid Argyll) – November 2016:** 10.24
- **Average repairs done per day (Kintyre) – November 2016:** 12.3

JM advised that his meter was due for rewiring in December 2018 and asked if this was included within the figures. YA reiterated that individual requests can be discussed after the meeting. However, where properties are due for planned works, correspondence is issued to tenants in advance of works starting. The table demonstrated estimated targets for the year and actual completions.

### Planned Maintenance

- **Gutter Cleaning:** progressing well
- **External Paint Programme:** progressing but being hindered by poor weather conditions
- **Electrical Periodic Inspections:** contract is currently behind target numbers
- **Gas Servicing:** ongoing with 100% of properties currently with valid LGSR (Landlord Gas Safety Record) certificate issued.
- **Solid Fuel:** progressing with 100% of properties visited and safety certificates issued. This has involved a huge effort from ACHA and AHFA teams.
- **Unvented Cylinder / Air Source Heat Pump and Solar Servicing:** progressing well
- **Grounds Maintenance:** completed final cut of grass contract and tree survey is nearing completion.

### Regeneration Update

- **Tower View, Inveraray (Phase 2)**
  - Discussions remain ongoing with the Estate and the Council concerning a potential phase 2 of 10 units. Cost and planning issues remain to be resolved.
- **Oakhill, Tarbert (Phase 2)**
  - A planning application has now been submitted for 4 3-bedroom houses on a Council owned site adjacent to the new build properties
  - Subject to funding and statutory approvals being obtained, a completion is currently planned during 2019/20.

### Conservation Area Regeneration Scheme (CARS) Project, Inveraray

- **Temperance; Chamberlains; Relief Land; Arkland:** this project is now complete onsite.

### Kintyre & Bute Low Demand Strategy

At the last meeting, members felt it would be of value to recap on the stock restructure in Kintyre and provide an update on the current position.

- Consultation has been carried out with affected tenants, owners and the local community on our proposals early 2017. This involved writing to all affected tenants and owners, visiting each of them individually. We also met with the Tenants & Residents Association and held a public meeting.

- Following consideration of the comments received, the Board of Management made their decision on the future of the affected properties at their meeting on 25<sup>th</sup> May 2017.
- The affected properties are:
  - Dalintober & John Street, Campbeltown (including 2 properties in High Street)
  - Queen Street, Campbeltown
  - Princes Street, Campbeltown
  - Saddell Street, Campbeltown
  - Millpark, Southend
- ACHA have since purchased 2 privately owned properties:
  - Princes Street & Dalintober – this gives ACHA outright ownership of these blocks
  - Negotiations are ongoing with an owner in Saddell Street
  - Negotiations are ongoing with the owner of a small business at Princes Street.
- Queen Street & Princes Street, Campbeltown
  - Demolish 18 properties (2a,b,c,d,e,4a,b,c,d,e,6a,b,c,d,e Queen Street 2,6 & 8 Princes Street) & purchase 1 currently privately owned property and commercial premises to allow demolition of blocks to take place.
  - In Queen Street, 2 tenants remain to be rehoused
  - Princes Street is due to be empty by the end of next week.
  - We have purchased the privately owned property
  - Negotiations are still ongoing regarding the purchase of the commercial premises
- Dalintober, Campbeltown
  - Based on feedback received, the Board of Management decided to proceed with converting 6 properties at Dalintober to office accommodation and to undertake normal investment work as required to numbers 3, 5, 7, 9, 11, 11a, 11b, 11c, 11d, 11e, 13, 17, 19, 21a, 21b, 21c, 21d, 21e Dalintober and 24 and 26 High Street.
  - We have purchased 2 privately owned properties in Dalintober to allow investment works to take place in adjacent ACHA properties.
  - At this point in time we are reviewing timescales for work to take place.
- Millpark, Southend
  - Demolish 4 properties (7, 8, 9 & 10 Millpark)
  - These properties are being demolished due to issues with subsidence.
  - One tenant remains to be rehoused.
- John Street, Campbeltown
  - John Street, which is within the Dalintober scheme, has now been added to the contract in terms of Investment works to be carried out.
- The affected tenants receive:
  - Priority for rehousing
  - Assistance with their move, including the payment of reasonable expenses
  - Homeloss Payment of £1,500

	<p><b>Your Voice Group Update</b>  <b>Estate Management</b></p> <ul style="list-style-type: none"> <li>• ‘Your Voice’ Group are undertaking their next task – ESTATE MANAGEMENT</li> <li>• This involves reviewing the current policy and procedures</li> <li>• The Group will shadow staff carrying out Estate Management tasks</li> </ul> <p><b>Customer Service Centre</b>  <b>New Call Management System</b></p> <ul style="list-style-type: none"> <li>• New Call Management System being installed</li> <li>• Live date 17<sup>th</sup> January 2018</li> <li>• Monitor the type of calls received via 0800 number from customers</li> <li>• Phase 2 allows for Web Chat</li> </ul> <p>In terms of call handling, MR enquired if callers would be advised that calls would be recorded. YA confirmed that callers would be advised of this.</p> <p><b>Tenants Conference 2018</b></p> <ul style="list-style-type: none"> <li>• The Association is holding our first major Tenants Conference on Saturday, 17<sup>th</sup> February 2018</li> <li>• Tenants have been encouraged to attend to: <ul style="list-style-type: none"> <li>○ Meet staff</li> <li>○ Take part in setting the strategic vision on how services are to be delivered</li> <li>○ Receive a presentation from the Chief Executive on performance</li> <li>○ Get an opportunity to have their say</li> </ul> </li> <li>• Staff and other agencies will be in attendance</li> <li>• Travel expenses and a light lunch will be provided</li> </ul> <p><b>Christmas Hamper</b></p> <ul style="list-style-type: none"> <li>• During December 2017, the Mid Argyll area team raffled a beautiful Christmas Hamper to raise money for Bloodwise Scotland, in memory of Jane Hepburn’s daughter, Georgia. We raised a massive £313 for Georgia’s charity.</li> </ul> <p><b>Dress Down Fridays</b></p> <ul style="list-style-type: none"> <li>• We operate a staff suggestion scheme, whereby staff members can put forward ideas to the Senior Management Team for consideration. If approved, staff members receive a voucher.</li> <li>• A recent suggestion was an idea to raise money for charity by allowing staff each month to opt to “dress down” for a minimum donation of £1</li> <li>• Money raised will go to charities, nominated by ACHA/AHFA staff. The nominated charities for 2018 are: <ul style="list-style-type: none"> <li>○ Macmillan Cancer</li> <li>○ Alzheimer Scotland</li> <li>○ CHAS (Children’s Hospice Association Scotland)</li> <li>○ British Heart Foundation</li> </ul> </li> </ul>	
8.	<p><b>Land Disposal Request at Upper Glenfyne Park, Ardrishaig</b></p> <p>As raised by RMW under agenda item 1, SC advised members that we had received a request from Mr Gregor MacIndeor, the owner of 1 Upper Glenfyne Park, Ardrishaig to purchase a parcel of ground adjacent to his property to create a private off-road car parking space. This is an unmaintained area.</p>	



SC advised the District Valuer has not yet been requested to provide a valuation.

After discussion, members unanimously agreed with the recommendations contained within the report to the owner purchasing this piece of land. However, should the owner be unhappy at the cost, members were happy for the land to be leased to him.

9. Estate Management Action Plans (EMAP) 2017/18

a) Approved EMAP Projects 2017/18: Progress – SC provided members with a verbal update

MID ARGYLL			
Address			Update
1.	13 and 17 Knapdale Terrace, Ardrishaig		
	To supply & fit back garden fencing to 13 Knapdale Terrace and front and back garden fencing to 17 Knapdale Terrace	£2,004.00  Contractor: Euan Seator	Approved  Works have been issued. Contractor has advised works will be completed by the end of January 2018.
2.	21 Glenfyne Crescent, Ardrishaig		
	To supply and fit new fencing and remove concrete plinths and rubble from garden	Initial cost: £2,000  Contractor: ISS	Approved  Price now received from contractor, ISS: <ul style="list-style-type: none"> <li>Fencing: £3,932.40 (inc. VAT)</li> <li>Garden works: £2,313.60 (inc. of VAT)</li> </ul> Agreed to <b>hold</b> fencing to allow for further quotes to be obtained and reconsider again in 2018/19.  Agreed to <b>proceed</b> with garden works within 2017/18 budget.
3.	Lochgair Place, Tarbert		
	To supply and fit metal handrails to central grassed area at Lochgair Place	£1,320.00  Contractor: Euan Seator	Approved  Works have been issued and due to be completed by the end of January 2018.
4.	45/47 Union Street, Lochgilphead		
	To supply and fit wire and post fencing to rear garden area	£945.00  Contractor: AHFA	Approved  SC advised last year the contractor had replaced



			the front fencing rather than the back fence. Unfortunately, we are unable to refute this as the description on the work order was unclear. SC apologised to members for not advising of this before now. The price of £800 was provided last year and has therefore increased as a result of price changes this year.	
<b>5.</b>	<b>5 &amp; 6 Easfield, Tarbert</b>			
	Supply & fit new chainlink fence to front garden area	5 Easfield: £1,500.00  6 Easfield: £1,404.00  Contractor: Euan Seator	SC apologised to members as she had misunderstood the outcome of the previous meeting. SC believed approval had been given to carry out 1 of these projects this year as there was sufficient budget for 1 of the projects but not both to enable the works to proceed at 21 Glenfyne Crescent.  Agreed to <b>approve</b> the works at 5 Easfield.	
<b>6.</b>	<b>Garden In Bloom</b>			
	Garden In Bloom / Largest Sunflower Competition	£350.00	<b>Approved</b>	
<b>KINTYRE</b>				
	<b>Address</b>		<b>Update</b>	
<b>1.</b>	<b>Glenside, Campbeltown</b>			
	Replace one bin store to match existing	£2,250.00  Contractor: AHFA	<b>Approved</b>  Work has been completed.	
<b>2.</b>	<b>5 Burnside Cottages</b>			
	Replace front garden fence	£792.00  Contractor: Euan Seator	<b>Approved</b>  Since the last meeting, a further quote had been returned which was cheaper. As a result, the work was awarded to Euan Seator. Works will be completed by the end of March.	

<b>3.</b>	<b>4, 6, 10 &amp; 12 Smith Drive, Campbeltown</b>		
	Replace front garden gates	£648.00  Contractor: Euan Seator	<b>Approved</b> SC confirmed the cost was to replace all 4 gates like for like, i.e. replaced with metal gates.  Since the last meeting, a further quote had been returned which was cheaper. As a result, the work was awarded to Euan Seator. Works will be completed by the end of March.
<b>4.</b>	<b>4 Burnside Cottages, Stewarton</b>		
	Replace front garden fencing	£1,080.00  Contractor: AHFA	<b>Approved</b>  Work has been completed.
<b>5.</b>	<b>4, 8 &amp; 9 Millers Park, Saddell</b>		
	Replace front garden fencing	£3,348.00	<b>Approved</b>  Work has been completed.
<b>6.</b>	<b>26/28 Davaar Avenue, Campbeltown</b>		
	Divisional fencing	£1,583	<b>On hold *</b> * This project cannot progress as we did not get all private owners to agree to pay their share.
<b>7.</b>	<b>33 Smith Drive, Campbeltown</b>		
	Replace back garden fence	£1,900.  Private owner share: £576.00  ACHA share: £1,324.00  Private owner consultation ongoing	<b>On hold</b>  This is a factored block. Still awaiting outcome of private owner's consultation to establish if they will pay their share. Private owner has requested further information.
<b>8.</b>	<b>Garden In Bloom</b>		
	Garden In Bloom / Largest Sunflower Competition	£400.00	<b>Approved</b>

As a result of the approved projects for Mid Argyll, SC advised members there would be an overspend on the budget, however, requested this deficit was met by the Kintyre budget. This was **approved** by members.

**b) EMAP Projects for Approval**

- i. **3 Tosh's Park, Carradale:** replace garden fencing & gates

SC referred members to the report that was circulated prior to the meeting. The report provided details of the project and included costs and photographs of the proposed works.

**Decision:** after discussion, members unanimously agreed to **approve** the project on the basis that this project could only proceed if:

- a) the project at 33 Smith Drive, Campbeltown did not proceed, i.e. the private owner did not agree to pay their share;
- b) the project did not exceed the available budget.

2017/18 Budget	
Mid Argyll:	£8,100.00
Additional budget from Kintyre: +	£ 332.60
<b>Available Budget:</b>	<b>£8,432.60</b>
Approved projects: -	£8,432.60
<b>Remaining Budget:</b>	<b>£ 0.00</b>

2017/18 Budget	
Kintyre:	£10,900.00
Budget transferred to Mid Argyll: -	£ 332.60
<b>Available Budget:</b>	<b>£10,567.40</b>
Approved projects: -	£ 9,842.00
<b>Remaining Budget:</b>	<b>£ 725.40</b>

Where projects proceeded based on the 2<sup>nd</sup> quotes obtained, MR asked if AHFA provided the first quote. SC confirmed that AHFA did provide the first quotes. MR commented that AHFA's quotes are very much higher than 2<sup>nd</sup> parties and surely AHFA would take note of this and take this into consideration in their quotation principles.

RMW commented that discussions took place at the last meeting, whereby concerns were raised at the length of time taken by AHFA to complete projects, with some projects still not completed after 6 months from when they were approved. SC advised that timescales had not been specified for previous projects and apologised to members that this had not happened. However, going forward, timescales would be set to ensure projects are completed timeously.

YA advised that the EMAP budget was previously held by AHFA. There was an unwritten agreement between the Group that planned maintenance was given highest priority and EMAP projects would be carried out when AHFA had the availability. However, this is no longer the case and timescales will be specified when works are awarded.

MR asked why ACHA include AHFA if their quotes are higher. YA advised that all quotes are requested at the same time, however, there could be a delay in obtaining quotes from all contractors.

MR suggested that a clause is included whereby when works are not carried out by the specified time there are penalties to AHFA. RMW advised that this could be explored by the Board of Management. MR asked RMW to take this forward to the Board of Management.

RMW

10.	<p><b>Community Action Fund (CAF) Applications</b></p> <ul style="list-style-type: none"> <li>a) <b>Budget Update: £1,300.00</b></li> <li>b) <b>Consider New Applications</b> – there were no new applications for consideration</li> <li>c) <b>Correspondence:</b> none received</li> </ul> <p>SJ again expressed her dissatisfaction with the current rules which meant that each group may only receive funding in any one financial year. As a result of this rule, smaller groups with the same charity number may miss the opportunity of receiving funding if another group has already received funding in that financial year. SJ was aware that this had previously been raised and declined by the Board of Management.</p> <p>YA advised members that Cameron Grant, Chair of the Helensburgh &amp; Lomond Area Committee had recently presented a report to the Board of Management. It was agreed by the Board of Management that this would be reviewed again in December 2018. It was further agreed that the fund would be promoted via local radio by Chairs of the Area Committee. Posters will also be created to be placed in the local community to advertise.</p> <p>RMW believed the leaflet was circulated to Board members last week. YA to check.</p>	YA
11.	<p><b>Proposals for Garden In Bloom/Sunflower Competition for 2018</b></p> <p>Members were provided with a report prior to the meeting. After discussion, the following was agreed:</p> <ul style="list-style-type: none"> <li>• <b>Categories</b> <ul style="list-style-type: none"> <li>○ <b>Best Garden:</b> Trophy for winner. Prize money of £50 (1<sup>st</sup> place), £30 (2<sup>nd</sup> place) and £20 (3<sup>rd</sup> place)</li> <li>○ <b>Best Container – to include window box, hanging basket or container:</b> Trophy for winner. Prize money of £30 (1<sup>st</sup> place), £20 (2<sup>nd</sup> place) and £10 (3<sup>rd</sup> place)</li> <li>○ <b>Best Allotment:</b> Garden related prize and £50 for 1<sup>st</sup> place</li> <li>○ <b>Largest Sunflower:</b> Open to all pre 5 Nurseries (Age group 3-5 years old). Sunflower seeds will be supplied to Nurseries who wish to participate. Vouchers for books to the value of £35 to be donated to the winning nursery and £15 to the successful child.</li> <li>○ <b>One off Projects as Identified:</b> There may be potential areas of communal land within the Mid Argyll &amp; Kintyre areas that could be developed into community garden areas to benefit our estates. A competition could be aimed at primary school children, asking that they draw their idea of how the community garden should look.</li> </ul> </li> <li>• <b>Closing Dates</b> <ul style="list-style-type: none"> <li>○ It was agreed the closing dates should be similar to those agreed in 2017. It was agreed staff would continue to photograph gardens to allow members to judge the nominations at the Annual General Meeting (AGM).</li> </ul> </li> <li>• <b>Promotion</b> <ul style="list-style-type: none"> <li>○ The schemes will be publicised in the Tenants Newsletter;</li> <li>○ In the local area offices with all staff proactively encouraging tenants to participate;</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ An article will be published on our website and a press release issued to the local media. RMW agreed to provide a quote for the press release.</li> </ul>	RMW
<b>12.</b>	<p><b>Judging of Employee of the Season – Autumn Award</b></p> <p>Prior to the meeting, members were provided with a report which included the Employee of the Season nomination, job description, Employee of the Season policy and scoring form. Members were asked to score the submitted nomination prior to the meeting.</p> <p>It was noted by members that a nomination had not been submitted in the normal format to allow members to score the nomination. YA apologised to members and agreed to raise this with colleagues in our HR department.</p> <p>Members scored the nomination and following the collation of these, the Employee of the Season was awarded to Marie Clare MacKay.</p>	YA
<b>13.</b>	<p><b>Tenants Newsletter Spring Article (deadline 14<sup>th</sup> March 2018)</b></p> <p>Prior to the meeting, members were provided with a report detailing the previous articles that have been published within the Tenants Newsletter by all Area Committees.</p> <p>After discussion, it was agreed an article on the Modern Apprenticeship scheme would be drafted and sent to RMW to provide a quote. The draft article would be presented to members at the next meeting for approval.</p>	JP/ RMW
<b>14.</b>	<p><b>Policies for Review 2017 – Progress</b></p> <ul style="list-style-type: none"> <li>a) Allocations Policy: Craigforth consultants have been appointed to assist with the review of the Allocations Policy to ensure it meets the requirements of the new 2014 Act. A full consultation exercise will take place that will include Area Committee Members;</li> <li>b) Allotment Policy: not yet commenced</li> <li>c) Anti-Social Behaviour Policy: not yet commenced</li> <li>d) Data Protection Policy: The review will be undertaken in January 2018 and we expect consultation to take place thereafter;</li> <li>e) Group Anti-Fraud, Corruption &amp; Bribery Policy: The review will be undertaken in January 2018 and we expect consultation to take place thereafter.</li> </ul>	
<b>15.</b>	<p><b>Policies for Review – Consultation during 2018/19</b></p> <p>Prior to the meeting, members were provided with a list of the policies that are due to be reviewed in the forthcoming year.</p> <p>YA advised members that in January of each year, members are provided with a list of policies due to be reviewed. YA requested the Area Committee consider and agree the policies they would like to be consulted on during 2018/19.</p> <p>RMW advised that the Scheme of Delegated Authority (SDA) had already been circulated to Board of Management members by G.Stead, Governance &amp; Compliance Manager.</p> <p>YA explained that as previously highlighted, the SDA hadn't been reviewed since 2012. Appendix 1 of the report details that this is due to be reviewed in August 2018, however, YA has been liaising with the Corporate Services team who have indicated that the final draft had been circulated to Chairs of the Area Committee before being presented to the Board of Management for approval. Members stated that they still wished to be consulted and would prefer time to read papers and discuss as a group at the next meeting. YA to check deadline</p>	YA

	<p>with G.Stead to clarify if this can be discussed at the next meeting or if this would be done by post.</p> <p>SJ requested that documents issued to her are provided in text size 18.</p> <p>RMW suggested that should timescales not be changed, another meeting is arranged to allow Area Committee members to discuss as a group. It was agreed that we would await the outcome of the deadline before deciding whether another meeting would be required.</p> <p>MR advised that he would require a lot of notice should another meeting be arranged as he sits on other Boards.</p> <p>After discussion, members agreed to be consulted on the following policies during 2018/19:</p> <table><tr><th>Dept</th><th>Document Name</th><th>Month/Year Next Review Due</th><th>Type of Document</th></tr><tr><td>HNS</td><td>Allotment Policy</td><td>January 2018</td><td>Public Policy</td></tr><tr><td>HNS</td><td>Anti-Social Behaviour Policy</td><td>February 2018</td><td>Public Policy</td></tr><tr><td>HRCS</td><td>Scheme of Delegated Authority &amp; Financial Regulations – Governance Manual Section 7</td><td>August 2018*  * Date to be clarified</td><td>Organisational Policy</td></tr><tr><td>I&amp;R</td><td>Septic Tank Maintenance &amp; Repair Policy</td><td>May 2018</td><td>Organisational Policy</td></tr></table>	Dept	Document Name	Month/Year Next Review Due	Type of Document	HNS	Allotment Policy	January 2018	Public Policy	HNS	Anti-Social Behaviour Policy	February 2018	Public Policy	HRCS	Scheme of Delegated Authority & Financial Regulations – Governance Manual Section 7	August 2018*  * Date to be clarified	Organisational Policy	I&R	Septic Tank Maintenance & Repair Policy	May 2018	Organisational Policy	YA
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16.	<p><b>Governing Body Member Annual Appraisal Form</b></p> <p>Prior to the meeting, members were provided with a Governing Body Member Appraisal form. The self-assessment questionnaire should be completed by all Governing Body Members on an annual basis. This is something that was introduced in 2012 due to the requirements of the Scottish Housing Regulator. Members were asked to complete the Governing Body Members Annual Appraisal form and pass to JP on completion.</p> <p>RMW advised that Board of Management members had already received this form and a meeting with Jim Milne, Chairperson of the Board of Management, had already been arranged for Board members. This would include RMW &amp; JM.</p>																					
17.	<p><b>Area Committee Member Contact Details</b></p> <p>RMW asked members if they would have any concerns if their contact details were circulated to members of the Mid Argyll &amp; Kintyre Area Committee. RWM explained the purpose would be to allow members within the Area Committee to contact each other – the document was not for wider circulation.</p> <p>MR advised that he would prefer contact by email.</p> <p>Members advised that they wouldn't have any concerns for their contact details to be circulated and agreed that these would be circulated with the next agenda papers.</p>																					
18.	<p><b>Agenda Items for March meeting</b></p> <p>Members were provided with a report prior to the meeting. Following discussion, it was agreed the following agenda items would be considered at the next meeting with no further items to add:</p>																					

	<ul style="list-style-type: none"> <li>• Welcome &amp; Apologies</li> <li>• Minutes of Previous Meeting – 17<sup>th</sup> January 2018</li> <li>• Matters Arising (including information pack)</li> <li>• Conflict of Interest</li> <li>• Correspondence</li> <li>• Chairpersons Report</li> <li>• Regional Managers Update</li> <li>• Key Performance Indicators</li> <li>• Review of Estate Management Action Plans (EMAP) Projects 2017/18</li> <li>• Estate Management Action Plans (EMAP) Projects 2018/19</li> <li>• Community Action Fund Applications <ul style="list-style-type: none"> <li>a) Budget Update</li> <li>b) Consider New Applications</li> <li>c) Correspondence</li> </ul> </li> <li>• Scheme of Delegated Authority – Consultation (if timescales allow)</li> <li>• Tenants Newsletter Spring Article (deadline 14<sup>th</sup> March 2018)</li> <li>• Policies for Review – Progress</li> <li>• Agenda Items for the Next Meeting</li> <li>• Any Other Business</li> <li>• Date &amp; Time of Next Meeting</li> </ul>	
<b>19.</b>	<b>Any Other Business</b> SJ advised that she had a supply of prepaid mailing labels that she would distribute to members for their use.	
<b>20.</b>	<b>Date &amp; Time of Next Meeting</b> The Mid Argyll & Kintyre Area Committee meeting will be held at 10.30am in Dalriada House, Lochgilphead on: <ul style="list-style-type: none"> <li>• 14<sup>th</sup> March 2018</li> <li>• 23<sup>rd</sup> May 2018</li> <li>• 1<sup>st</sup> August 2018 (Annual General Meeting)</li> </ul>	

*The meeting concluded at 12.40pm*