

MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Wednesday, 30th January 2019 at 6.00pm

Dalriada House, Lochgilphead

Attendees

Betty Rhodick, Independent (BR)

Fiona Devlin, Tenant (FD)

Gillian Hutton, Tenant (GH)

Sandra Johnston, Tenant (SJ)

Sandra MacKenzie, Tenant (SMack)

Councillor Donald MacMillan, Council Representative (DMacM) (from agenda item 7)

Staff in Attendance

Yvonne Angus, Regional Manager (YA)

Jenna Philips, Administration Officer (JP)

1.	<p>Welcome & Apologies Betty Rhodick (BR) welcomed all members to the Mid Argyll & Kintyre (MAK) Area Committee meeting.</p> <p>Jenna Philips (JP) advised apologies were received from Michael Roberts & Tommy MacPherson.</p>	
2.	<p>Minutes of Previous Meeting – 28th November 2018 The minutes from 28th November 2018 were agreed as a true and accurate record.</p> <p>Proposed by: Sandra MacKenzie (SMack) Seconded by: Fiona Devlin (FD)</p>	
3.	<p>Matters Arising (including information pack) Carried forward from 9th November 2018: Agenda Item: 6, Page 3: Duncholgan Travelling Persons Site - Lighting Councillor MacMillan (DMacM) again raised concerns about the lack of lighting at Duncholgan Travelling Persons site and urged that something is done as soon as possible. Update: YA confirmed that the Director of I&R had advised that this work would take place this financial year.</p> <p>28th November 2018: Agenda Item: 7, Page 4: Regional Managers Report: Investment Programme SMack noted that the average repairs done per day are greater in Kintyre compared to Mid Argyll. YA explained that this is likely as there are significantly more properties in Kintyre compared to Mid Argyll.</p>	
4.	<p>Conflicts of Interest to Declare There were no conflicts of interest declared by members.</p>	

5.	Correspondence JP confirmed there was no correspondence received.																																																		
6.	Chairpersons Report BR provided members with an update from the Board of Management meeting held on 13 th December 2018. Furthermore, BR advised members that a new In-house Grounds Maintenance team have been employed by AHFA. BR explained that in the winter season when no grass cutting was required, operatives would be able to carry out further grounds maintenance services. By bringing this service in-house, it may be cost effective in saving Area Committee budgets as well as ACHA as a whole.																																																		
7.	Regional Managers Update Councillor MacMillan joined the meeting. YA provided members with an update on the following: Investment Programme <table><tr><th>Investment Works Package</th><th>Area</th><th>Estimated Target 2018/19</th><th>Completed by end Nov 2018</th></tr><tr><td>Windows/Doors</td><td>Mid Argyll & Kintyre</td><td>44</td><td>1</td></tr><tr><td>Kitchen/Bathroom</td><td>Mid Argyll & Kintyre</td><td>19</td><td>17</td></tr><tr><td>Heat/Re-wire</td><td>Mid Argyll & Kintyre</td><td>53</td><td>35</td></tr><tr><td>Roof/Roughcast</td><td>Mid Argyll & Kintyre</td><td>124</td><td>54</td></tr><tr><td colspan="2">Totals</td><td>240</td><td>107</td></tr></table> <table><tr><th>Repairs & Maintenance Contract</th><th>Annual repair numbers at the end Nov 2018</th><th>Monthly average</th><th>Average repairs per day (Nov 2018)</th><th>Average repairs per day (Nov 2017)</th></tr><tr><td>Mid-Argyll</td><td>1921</td><td>240</td><td>11</td><td>11</td></tr><tr><td>Kintyre</td><td>2607</td><td>326</td><td>16</td><td>17</td></tr><tr><td>Totals</td><td>4528</td><td>283</td><td>13.5</td><td>14.5</td></tr><tr><td>% of Total Repairs</td><td></td><td>29.20%</td><td></td><td></td></tr></table> <ul style="list-style-type: none">• Windows & Doors: this contract is ongoing and is expected to be completed soon;• 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	Investment Works Package	Area	Estimated Target 2018/19	Completed by end Nov 2018	Windows/Doors	Mid Argyll & Kintyre	44	1	Kitchen/Bathroom	Mid Argyll & Kintyre	19	17	Heat/Re-wire	Mid Argyll & Kintyre	53	35	Roof/Roughcast	Mid Argyll & Kintyre	124	54	Totals		240	107	Repairs & Maintenance Contract	Annual repair numbers at the end Nov 2018	Monthly average	Average repairs per day (Nov 2018)	Average repairs per day (Nov 2017)	Mid-Argyll	1921	240	11	11	Kintyre	2607	326	16	17	Totals	4528	283	13.5	14.5	% of Total Repairs		29.20%			
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	<p>void;</p> <ul style="list-style-type: none"> • Heating & Rewire: almost complete, although some additions; • Roof & Roughcasting: The contract is currently out on tender. • Average repairs done per day (Mid Argyll) – November 2018: 11 • Average repairs done per day (Kintyre) – November 2018: 16 <p>Comparing figures from last year:</p> <ul style="list-style-type: none"> • Average repairs done per day (Mid Argyll) – November 2017: 11, which is the same when comparing to the average repairs done per day in November 2018; • Average repairs done per day (Kintyre) – November 2017: 17 <p>Cyclical Maintenance Programme</p> <ul style="list-style-type: none"> • Gas Contract: The Gas servicing regime is progressing well, and we have 100% properties currently with Valid Landlord Gas Safety record (LGSR). Staff are working hard to ensure we maintain this standard; • Solid Fuel: The solid fuel contract is progressing and staff are committed to maintaining the 100% properties visited and serviced target we currently hold. We are still experiencing a large volume of chimney failures which impacts on our resources; • Gutter Cleaning: The new gutter cleaning contract is well under way and works in conjunction with the Painting contract. There are issues over quality which are being addressed with the contractor; • Painting and Pre Paint: The paint and pre paint contract are progressing. There are concerns with quality of work and these are being highlighted to the contractor; • Electrical Period Inspection (EPI) Testing Contract: The EPI contract is running reasonably well, though behind projected target figures and budget spend. It is hoped that the shortfall will be addressed by the contractor. <p>Regeneration</p> <ul style="list-style-type: none"> • Tower View, Inveraray (Phase 2) A retendering exercise is proposed to take place for a phase 2 of 10 units before the end of 2018/19, further to an agreement with the Roads Department being achieved on the road improvements requested out with the site. This will require the acquisition of a small section of garden ground from a private owner. Subject to funding and statutory approvals this project could commence onsite in spring 2019. We currently await the outcome of the new planning application due to the change in housing mix. • Oakhill, Tarbert (Phase 2) Planning approval has been received for 4 three bedroom houses on a Council owned site adjacent to the new build properties. Tenders were issued this summer and after a cost savings exercise being undertaken a Housing Association Grant (HAG) funding offer has been received. The HAG offer results in a 	
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	<p>funding gap and a request is being made to the Council to consider meeting this from the Strategic Housing Fund. Subject to funding and statutory approvals being obtained a project could commence onsite before end March 2019.</p> <ul style="list-style-type: none"> Kilmartin A design & build contract has been agreed with MacLeod Construction for 4 units on a site owned by the developer. Planning approval has now been obtained and subject to funding and other statutory approvals a site start could take place early in 2019. Pictured cutting the turf was Councillor MacMillan BEM, alongside Councillor Roddy McCuish, Douglas Prophet, Councillor Jim Lynch, Chief Executive, Alastair MacGregor and Kenny MacLeod, Managing Director of MacLeod Construction. <p>It was clarified the development consists of four 2-bedroom semi-detached homes.</p> <ul style="list-style-type: none"> Cairnbaan A design & build contract has been agreed with MacLeod Construction for 5 units on a site jointly owned by ACHA and the developer. Planning approval has now been obtained and subject to funding and other statutory approvals a site start could take place early in 2019. Lochgair Feasibility work is underway on a site for 4 units. This project could be progressed onsite during 2019 Achnamara Dialogue remains on-going with a local group who are exploring various uses for ground within and around the village including the local school that is mothballed. Subject to further discussion on demand for a small number of units, feasibility work could be undertaken on a site owned by the Forestry Enterprise Scotland during 2018/19. <p>Kintyre & Bute Low Demand Strategy - Demolitions</p> <ul style="list-style-type: none"> We are demolishing properties at Queen Street, Princes Street and Saddell Street. This was part of our Low Demand Strategy. We had no tenants or applicants wishing to live in these areas for many years. Therefore, the Board of Management took the decision, following consultation with the community, to demolish these properties. The contractor is working on clearing the sites, which includes asbestos checks and the internal stripping of the flats Demolition of these properties due early January 2019 7-10 Millpark, Southend – demolition will commence once the last remaining tenant moves to their new home 	
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Kintyre & Bute Low Demand Strategy - Dalintober area

- YA advised members there was no further update since the last meeting. However, the Board of Management are considering a report on 7th February. YA will provide members with an update following this meeting.

Rent Increase 2019/20

- As highlighted at our last meeting, we consulted all tenants on the proposed rent increase for the coming year. The proposal is to increase rents by 4.3% for 2019/20. This is based on the current RPI+1% and reflects the expenditure requirement set out in the business plan.
- The Board of Management are due to agree the rent charge at their next meeting on 7th February. All tenants will be advised of the outcome but any changes will come into effect from 1st April 2019

Welfare Rights

- ACHA continues to deliver a Welfare Rights Service and is a partner with Money Skills Argyll. The primary objective is to assist vulnerable tenants in terms of maximising and stabilising income, and to assist them in maintaining their tenancies.
- Universal Credit: There has been a steady increase in the number of tenants in receipt of Universal Credit since Argyll & Bute became a full service area in mid-September 2018. It is taking approximately 6-weeks for new claims to be assessed and paid to landlords.

2018 Tenant Satisfaction Survey

- 2018 Survey undertaken during August 2018
 - 400 tenants surveyed (1,331 tenants contacted)
 - 10 questions asked
- Interim report submitted to the Board of Management in December 2018
 - Satisfaction levels increased in 2 out of the 6 indicators
 - 3 out of the 6 satisfaction levels reduced by less than 1%
 - One satisfaction level reduced by 5.5%
 - We are below the 2017/18 Scottish Average on 5 out of the 6 ARC indicators
- A further report will be provided to the Board of Management at their next meeting on 7th February.

Your Voice Update

- Communication in relation to Investment & Regeneration (I&R) works. This exercise will take into account the Association's own tenants and factored owners
- The Group are looking at all aspects of communication
- Interviews with tenants, owners and staff will be undertaken
- Field trips to recently completed I&R works being organised
- Arrangements being made for a site visit to East Ayrshire

	<p>2019 Tenants Conference</p> <ul style="list-style-type: none"> • 2nd Tenants Conference being held on Saturday, 16th February 2019 • Letter inviting tenants & members sent early November • Presentations this year include: <ul style="list-style-type: none"> ○ Is your rent value for money? ○ Planning services for the future ○ Tenant Participation - How to get involved • ACHA staff and other agencies attending and stalls will have useful information for tenants & members. <p>Modern Apprenticeship Scheme</p> <ul style="list-style-type: none"> • We have 2 Modern Apprentices in our Mid Argyll office. Rachael MacIndeor started with ACHA in October 2016. Rachael has recently attained the CIH Level 3 in Housing Practice. This qualification provides a broad knowledge and understanding of key areas in delivering housing services. • George Williamson started with ACHA in August 2017 and is also working towards the same CIH qualification. <p>Councillor Donnie MacMillan BEM</p> <p>YA congratulated Councillor MacMillan, one of our Area Committee members and Scotland's oldest serving Councillor who was recently awarded the British Empire Medal (BEM) for services to local government.</p> <p>Councillor MacMillan has served Argyll & Bute Council as a local councillor for nearly 35 years and currently represents Mid Argyll.</p> <p>DMacM commented that he had been overwhelmed by the letters and good wishes which were well received and thanked everyone for the kindness.</p>	
8.	<p>Revised Scheme of Delegated Authority</p> <p>BR referred members to the report within their agenda packs. YA discussed the key changes within the report highlighting the:</p> <ul style="list-style-type: none"> ○ Amendment of Area Committee meeting quorum to reduce from 4 members to 3 members; ○ Amend review period from annually to three yearly, unless further review required in interim. <p>Members were provided with a list of summarised amendments, in addition to the minor amendments made to wording, numbering and reformatting.</p> <p>It was also highlighted that a list of locally known events is to be obtained for members to note. It was agreed JP would create a list of locally events for the next meeting for members to decide if it would be beneficial for them or staff to attend.</p> <p>BR suggested asking "would tenants appreciate if ACHA was to attend community events?" at the upcoming Tenants Conference.</p> <p>YA advised the Tenants Conference Agenda had been prepared,</p>	JP

	<p>however, there would be an opportunity for feedback within the Tenant Participation section and suggested BR raised it then.</p> <p>It was noted that on Page 6 of the Scheme of Delegated Authority Policy under item 4.3.2, members are to be informed on investment and development priorities. It was clarified this currently forms part of the Regional Managers presentation.</p>																																																	
9.	<p>Estate Management Action Plans 2018/19</p> <p>SC advised members there were still 3 projects awaiting decision, thus being:</p> <ul style="list-style-type: none"> Fencing at 8 Sinclair Drive, Lochgilphead: £2,796.00 Fencing at 6 Easfield, Tarbert: £1,524.00 Road markings within car park at Caledonia Court, Ardrishaig: £1,435.00 <p>After discussion, members unanimously agreed to proceed with the fencing at 8 Sinclair Drive. As a result, this would exhaust the budget for 2018/19. It was agreed the other projects would be carried forward to the next financial year.</p> <p>SC provided members with a verbal update on the remaining projects.</p> <table border="1"> <thead> <tr> <th colspan="2">MID ARGYLL £8,100.00</th><th>Budget:</th></tr> <tr> <th></th><th>Address</th><th>£ / Contractor</th></tr> </thead> <tbody> <tr> <td>1.</td><td>47 Union Street, Lochgilphead</td><td></td></tr> <tr> <td></td><td>Fencing to back garden carried over from 2017/18 (agreed to be paid from 2018/19 budget)</td><td>£945.00 Contractor: AHFA</td></tr> <tr> <td></td><td colspan="2">Update: APPROVED - works completed.</td></tr> <tr> <td>2.</td><td>21 Glenfyne Park, Ardrishaig</td><td></td></tr> <tr> <td></td><td>Replace chain-link fencing</td><td>£2,280.00 Contractor: E.Seator</td></tr> <tr> <td></td><td colspan="2">Update: NO LONGER APPLICABLE - this EMAP to be removed as the tenant has carried out the work themselves.</td></tr> <tr> <td>3.</td><td>17 & 18 Ardpatrick Place, Lochgilphead</td><td></td></tr> <tr> <td></td><td>Replace wooden fencing</td><td>£2,637.80 Contractor: AHFA</td></tr> <tr> <td></td><td colspan="2">Update: APPROVED - works issued. SC has requested that contractor completes works by end March 2019.</td></tr> <tr> <td>4.</td><td>3 Achagoil, Minard</td><td></td></tr> <tr> <td></td><td>Replace chain-link fencing</td><td>£1,080.00 Contractor: E.Seator</td></tr> <tr> <td></td><td colspan="2">Update: APPROVED - works issued. Contractor intends on starting works early February. SC has requested that contractor completes works by end March 2019.</td></tr> <tr> <td>5.</td><td>6 Manse Croft, Clachan</td><td></td></tr> <tr> <td></td><td>Replace chain-link fencing to front garden</td><td>£720.00 Contractor:</td></tr> </tbody> </table>	MID ARGYLL £8,100.00		Budget:		Address	£ / Contractor	1.	47 Union Street, Lochgilphead			Fencing to back garden carried over from 2017/18 (agreed to be paid from 2018/19 budget)	£945.00 Contractor: AHFA		Update: APPROVED - works completed.		2.	21 Glenfyne Park, Ardrishaig			Replace chain-link fencing	£2,280.00 Contractor: E.Seator		Update: NO LONGER APPLICABLE - this EMAP to be removed as the tenant has carried out the work themselves.		3.	17 & 18 Ardpatrick Place, Lochgilphead			Replace wooden fencing	£2,637.80 Contractor: AHFA		Update: APPROVED - works issued. SC has requested that contractor completes works by end March 2019.		4.	3 Achagoil, Minard			Replace chain-link fencing	£1,080.00 Contractor: E.Seator		Update: APPROVED - works issued. Contractor intends on starting works early February. SC has requested that contractor completes works by end March 2019.		5.	6 Manse Croft, Clachan			Replace chain-link fencing to front garden	£720.00 Contractor:	
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6.	49 High Bank Park, Lochgilphead	
	Replace chain-link fencing & garden gate	£780.00 Contractor: E.Seator
	Update: APPROVED - works issued. Contractor intends on starting works early February. SC has requested that contractor completes works by end March 2019.	
7.	1 Ionad Shomhairle, Achahoish	
	Replace section of wooden fence	£705.00 Contractor: AHFA
	Update: APPROVED - works issued. SC has requested that contractor completes works by end March 2019, although contractor has advised works should be complete early February.	
8.	8 Sinclair Drive Lochgilphead	
	Replace wooden fence to front garden	£2,796.00 Contractor: DA MacDonald
	Update: APPROVED - as discussed above. Works to be completed by end March 2019.	
9.	6 Easfield, Tarbert	
	Supply chain-link fencing to front	£1,524.00 Contractor: E.Seator
	Update: On Hold - as discussed above, to be carried forward to the next financial year.	
10.	Caledonia Court, Ardrishaig (Sheltered Housing complex)	
	Road markings within car park	£1,435.00 Contractor: AHFA
	Update: On Hold - as discussed above, to be carried forward to the next financial year.	

KINTYRE		Budget:
£10,900.00		
	Address	£ / Contractor
1.	Ralston Road, Campbeltown	
	Supply and fit dividing fence	£228.00 Contractor: G.Allen
	Update: APPROVED - works issued. SC has requested that contractor completes works by end March 2019.	
2.	3 Tosh's Park, Carradale	
	Replace chain-link fence	£2,500.00 Contractor: AHFA
	Update: APPROVED - works issued. SC has requested that contractor completes works by end March 2019.	
3.	2 Coastguard Houses, Southend	
	Replace fencing	£1,728.32

			Contractor: AHFA	
	Update: APPROVED - works issued and due to commence beginning of February. SC has requested that contractor completes works by end March 2019.			
4.	Dalaruan Street, Campbeltown			
	Supply divisional fencing	£504.00	Contractor: G.Allen	
	Update: APPROVED - works issued. SC has requested that contractor completes works by end March 2019.			
5.	15 & 16 Muasdale Cottages, Muasdale			
	Provide wooden divisional fencing	£780.00	Contractor: G.Allen	
	Update: APPROVED - works issued. SC has requested that contractor completes works by end March 2019.			
6.	2 Millers Park, Saddell			
	Supply front garden chain-link fencing and gates	£1,380.00	Contractor: E.Seator	
	Update: APPROVED - works issued. Contractor intends on starting works early February. SC has requested that contractor completes works by end March 2019.			
7.	94/96 Millknowe, Campbeltown			
	Replace uneven path	£1,684.80	Contractor: AHFA	
	Update: APPROVED - AHFA have completed work but not to the specification. They have therefore been recalled and advised works must be completed by end March.			
8.	15 & 17 Dalaruan Street, Campbeltown			
	Supply divisional fencing	£504.00	Contractor: G.Allen	
	Update: APPROVED - works issued. SC has requested that contractor completes works by end March 2019.			
10.	Key Performance Indicators (KPI's) a) Outcome of the Board of Management Performance Report Review BR referred members to the paper circulated within their agenda pack. An ad-hoc committee consisting of Board members was formed to review the KPI's contained in the Board of Management Performance Report. BR advised that she was involved in this committee as part of the review. It was noted that 45 KPI's had been reduced to 27 but increased to 30 by new KPI's. Area Committee members are only presented with the KPI's for			

	<p>HNS (Housing & Neighbourhood Services) and is provided in the form of a scorecard. In terms of HNS KPI's, nothing has been removed, however, the following will now be reported:</p> <ul style="list-style-type: none"> • % of homeless offers that result in a let • Abandoned tenancies • Evictions <p>b) Mid Argyll & Kintyre Scorecard: Quarter 1 - 3 BR referred members to the scorecard circulated within their agenda pack, this covered the period April to December 2018.</p> <p>BR commented the arrears may be high as a result of Universal Credit.</p> <p>FD raised concerns that she had received an arrears letters, however, her rent account was in credit. YA reassured that we would investigate how this happened as not only could cause upset to tenants but could also have an impact on the arrears figure being incorrectly reported.</p> <p>SC left the meeting.</p>	YA
11.	<p>Community Action Fund Applications</p> <p>a) Budget Update A balance of £500 remains for 2018/19.</p> <p>b) Consider New Applications There were no new applications received.</p> <p>c) Review Previous Applications As agreed at the last meeting, members were asked to review the applications previously presented to the Area Committee.</p> <p>i. Dochas Carers Centre Amount Requested: £500 Decision: Members believed this application should be presented to the Oban, Lorn & Isles Area Committee as the event/project falls within their area. Agreed to postpone decision until this is clarified.</p> <p>ii. Mid Argyll Youth Development Services (MAYDS) Amount Requested: £500 Decision: After discussion, members unanimously agreed to reject this application.</p> <p>YA clarified that the Area Committee would review any new or previous applications to utilise the budget before the year end.</p> <p>d) Correspondence: none received</p> <p>SJ advised a letter of thanks would be sent to the Area Committee from 'Heads Up Mid Argyll'. As a result of the money awarded, a teacher had delivered craft sessions to the group.</p>	

12.	<p>Agree List of Policies for Review</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 the 3 policies due to be reviewed and agree those they would like to be consulted on during 2019/20.</p> <p>After discussion, members unanimously agreed to be consulted on the following policies:</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>Tenant Participation Strategy</td><td>May 2019</td><td>Organisational Policy</td></tr></table> <p>It was suggested a press release could be arranged to encourage members to attend the upcoming Tenants Conference.</p> <p>FD queried if there were still spaces available. YA confirmed there were still spaces available and would pass on the suggestion to place an advert in the local papers. YA confirmed a radio advert had been considered as a means of promoting the event as well as letters issued to all tenants.</p> <p>It was commented the word “conference” was formal and could potentially discourage tenants from attending, however, it was suggested “information day”; “participation day”; or “open day” may appear less official.</p> <p>GH asked what was the incentive to being a member and suggested an opt-out system. YA explained the benefits included standing for election to an Area Committee and Board of Management; receiving copies of the annual report and free entry to the annual hamper prize draw. It was previously suggested by the Mid Argyll & Kintyre Area Committee of an opt-out system, however, advice from our Governance Manager was the Governance rules don’t allow for automatic membership.</p>	Dept	Document Name	Month/Year Next Review Due	Type of Document	HNS	Tenant Participation Strategy	May 2019	Organisational Policy	YA
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HNS	Tenant Participation Strategy	May 2019	Organisational Policy							
13.	<p>Proposals for Garden In Bloom / Sunflower Competition</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">• Categories<ul style="list-style-type: none">○ Best Garden: Trophy for winner. Prize money of £50 (1st place), £30 (2nd place) and £20 (3rd place);○ Best Container – to include window box, hanging basket or container: Trophy for winner. Prize money of £30 (1st place), £20 (2nd place) and £10 (3rd place)○ Best Allotment: Garden related prize and £50 for 1st place○ Largest Sunflower: 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									

	<p>successful child.</p> <ul style="list-style-type: none"> ○ One off Projects as Identified: There may be potential areas of communal land within the Mid Argyll & Kintyre areas that could be developed into community garden areas to benefit our estates. A competition could be aimed at primary or secondary school children, on how a community garden should look. <p>FD suggested a 'Best Wildlife Garden' category, this would include gardens that don't use pesticides, "organic" gardens, gardens that encourage wildlife etc. YA agreed to liaise with FD out with the meeting to bring report back to next meeting. GH suggested tenants could include photos of wildlife to support their application.</p> <ul style="list-style-type: none"> ● Closing Dates <ul style="list-style-type: none"> ○ It was agreed the closing dates should be similar to those agreed in 2018. It was agreed staff would continue to photograph gardens to allow members to judge the nominations at the Annual General Meeting (AGM). ● Promotion <ul style="list-style-type: none"> ○ The schemes will be publicised: <ul style="list-style-type: none"> ○ In the Tenants Newsletter; ○ In the local area offices with all staff proactively encouraging tenants to participate; ○ As an article on our website and a press release issued to the local media. BR agreed to provide a quote for the press release and pass to JP for inclusion. 	<p>YA/FD</p> <p>BR/JP</p>
14.	<p>Tenants Newsletters Article for Spring Edition</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>SMack suggested an article from one of the new members of the Mid Argyll & Kintyre Area Committee, e.g. giving their first impressions of being on the Area Committee. This may encourage members in other areas to join their Area Committee.</p> <p>YA explained that we could gather previously used questions as a prompt and would collate suggestions for the next meeting. Given the timing of the next meeting, we may need to request an extension to submit an article.</p>	YA/JP
15.	<p>Judging of Employee of the Season – Autumn Award</p> <p>JP left the meeting.</p> <p>Prior to the meeting, members were provided with a report which included the Employee of the Season nominations, job descriptions, Employee of the Season policy and scoring forms. Members were asked to score the submitted nomination prior to the meeting.</p> <p>Members scored the nominations using the supporting documentation</p>	

	<p>provided.</p> <p>JP re-joined the meeting.</p> <p>Following collation of the scores, YA advised the placings were as follows:</p> <ul style="list-style-type: none"> • 3rd: Alison MacQueen • 2nd: Stephen Hughes • 1st: Jenna Philips 	
16.	<p>Agenda Items for Next Meeting</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"> • Welcome & Apologies • Minutes of Previous Meeting – 30th January 2019 • Matters Arising (including information pack) • Conflict of Interest • Correspondence • Chairpersons Report • Regional Managers Update • Key Performance Indicators • Community Action Fund Applications <ul style="list-style-type: none"> a) Budget Update b) Consider New/Existing Applications c) Correspondence • Garden In Bloom 2019 - 'Best Wildlife Garden' • Tenants Newsletter Spring Article • 2018 Tenant Satisfaction Survey Results • Mid Argyll & Kintyre - Local Events 2019/20 • Agenda Items for the Next Meeting • Any Other Business • Date & Time of Next Meeting 	
17.	<p>Any Other Business</p> <p>Members agreed it would be beneficial at some point in the future to receive presentations on topics such as rent arrears, mutual exchanges etc.</p>	
18.	<p>Date & Time of Next Meeting</p> <p>The Mid Argyll & Kintyre Area Committee meeting will be held at 6.00pm in Dalriada House, Lochgilphead on:</p> <ul style="list-style-type: none"> • Wednesday, 27th March 2019 • Wednesday, 29th May 2019 • Wednesday, 14th August 2019 (Annual General Meeting) • Wednesday, 27th November 2019 	

The meeting concluded at 19.45pm