

Argyll Community Housing Association

Board of Management Meeting

Thursday 18th August 2016 at 10.00am in Inveraray Inn, Inveraray

Minute

Present:

Jim Milne (Chair)
Lorraine-Anne Drysdale (Vice Chair)
Douglas Prophet (Chair of Audit Committee)
Cameron Grant
Danny Kelly
Neil Mackay
Councillor Bruce Marshall
John Muir
Bob Munro

Not in Attendance:

In Attendance:

Alastair MacGregor, Chief Executive
Christine Johnston, Director of Housing & Neighbourhood Services
Bruce West, Director of Finance & IT
Linda Haig, Director of Investment & Regeneration
Colette Benham, Director of Human Resources & Corporate Services
Gayle Stead, Governance & Compliance Manager
Lesley Lindsay, PA to Board of Management

The Chair reminded all Board members to submit their Garden in Bloom judging form to the PA of the Board of Management.

The Chair drew the Board's attention to the feedback report provided following the recent visit to Dumfries & Galloway Housing Partnership Board meeting which was contained within the Info Pack

The Chair advised a letter would be issued to Board members in advance of the September meeting providing the arrangements.

The Chair stated he had circulated additional papers in relation to Items 9, 27 and 28. He stated the amount of time and effort involved with the investigation process had been immense.

1.	Apologies Councillor Roddy McCuish, Councillor Donnie MacMillan, Councillor Richard Trail, Stafford Day, Sandra Glazsher	
2.	Minutes of Previous Meeting – 23rd June 2016 The Chair stated it was his proposal not to go through the minutes for	

	<p>accuracy at future meetings. Any grammatical amendments required should be provided to the PA to the Board of Management in advance of the meeting. The Board of Management AGREED the proposal.</p> <p>Page 5 – Item 9 – 6th paragraph, 5th line ‘loans’ Page 17 – Item 23 – 7th paragraph, 1st line – insert ‘the’ Page 18 – Item 23 – 2nd paragraph, 2nd line ‘evidence’</p> <p>Subject to minor amendments, the minute of the previous meeting was APPROVED as an accurate record.</p> <p>Proposed by: Lorraine-Anne Drysdale Seconded by: Cameron Grant</p>	
3.	<p>Matters Arising Page 2 – Item 3 – the Director of Finance & IT advised that splitting the recharge figures into tenant and occupier would involve a considerable amount of time and effort by staff but he would ensure the request was followed up.</p> <p>Page 2 – Item 3 – the Chair advised the additional paperwork for the Community Action Fund application form from Dunoon Link Club had been received and an award of £500 had been agreed and paid. He further advised he had received an email from the Club advising they had managed to purchase musical instruments at a reduced price and had asked if the remaining money could be used to purchase further instruments. The Chair told the Board that he had agreed the request.</p> <p>Page 4 – Item 8 – the Chief Executive stated that Brexit would not impact on grant funding until Britain had left the EU.</p> <p>Page 9 – Item 16 – the Chair of the Audit Committee stated the Office Bearers had discussed additional disabled car parking spaces within the car park at Dalriada House. The Chief Executive advised he would discuss with colleagues to ascertain whether additional car parking could be made available.</p> <p>Page 9 – Item 16 – Neil Mackay requested clarity on the discussion around the option of a new build office for Mid Argyll following the end of the lease of Dalriada House. The Director of Investment & Regeneration advised that two to three years in advance of the lease termination of Dalriada House an option appraisal would be undertaken.</p> <p>Page 19 – Item 25 – the Chief Executive referred to the statement in the minute which stated there had been a low attendance for the presentation given by the Director of Human Resources & Corporate Services. He advised that some members had left as they were already knowledgeable of the departmental staffing structure. Neil Mackay advised he had left as he was fully aware of the structure of the department.</p>	Alastair
4.	<p>Minute of Finance & Audit Committee for ratification – 24th May 2016 The Board of Management RATIFIED the minute.</p>	

5.	<p>Conflict of Interest to Declare</p> <p>Item 26 – Serious Complaints against the Chief Executive Policy - the Chief Executive advised he declared an interest and would leave the meeting while Item 26 was being discussed.</p> <p>Item 28 – Formalisation of Co-option of Bruce Marshall - Councillor Bruce Marshall advised he would leave the meeting while Item 28 was being discussed.</p>	
6.	<p>Correspondence</p> <p>The Governance & Compliance Manager advised that correspondence had been received from Charles Reppke of Argyll and Bute Council confirming the Council's representatives as Councillors Roddy McCuish, Donnie MacMillan, Richard Trail.</p> <p>The Chair advised he had received correspondence from Stafford Day intimating that due to other commitments he would not be submitting a nomination form to re-stand as an Independent Board Member. The Chair read out the correspondence from Stafford Day.</p> <p>The Board of Management AGREED to invite Stafford to attend a future Board meeting for lunch.</p> <p>The Chair advised that a resignation had been received from Prof Colin Davidson on 2nd July 2016. The Chair read the correspondence to the Board.</p> <p>The Board of Management AGREED Prof Colin Davidson should be invited to attend a future Board meeting to join members for lunch.</p>	<p>Jim/ Lesley</p> <p>Jim/ Lesley</p>
7.	<p>New Membership Applications</p> <p>The Board of Management APPROVED one new membership application.</p> <p>The Board of Management NOTED the membership total of 249 members as at 8th August 2016.</p>	
7.1	<p>Cancelled Members</p> <p>The Board of Management NOTED the cancellation of eight memberships.</p>	
8.	<p>Chief Executive Presentation</p> <p>The Chief Executive gave a presentation covering:</p> <ul style="list-style-type: none"> • Key Issues Update • External Updates <p>The Board of Management NOTED the contents of the presentation.</p> <p>The Chief Executive advised he had attended a meeting on Monday 15th August 2016 with 20 other RSLs regarded as systemically important. He advised the 21 RSLs met with the Scottish Housing Regulator on a quarterly basis. The Board were advised that three separate areas were discussed at</p>	

the meeting:

Officials of the Scottish Government had been in attendance and discussed their target for the next five years to build 50,000 new homes. They stated there would be huge challenges to deliver. The Chief Executive advised he had asked if the Scottish Government had a 'plan B'. He had been advised there was currently no plan B. The Board were advised that the Chief Executive and Director of Investment & Regeneration would be meeting with the Scottish Government at the end of August 2016 to discuss ACHA's programme going forward. The Director of the Scottish Housing Regulator was in attendance and stated that of the 164 registered Housing Associations in Scotland, 94 had intimated their wish to proceed with new build projects. The Scottish Housing Regulator intimated that future new build appraisals should be based on risk analysis.

The Office of National Statistics (ONS) made a ruling earlier in the year which will see English Housing Associations determined as being public bodies. The same review is ongoing in Scotland, Wales and Northern Ireland which will conclude later this year. It is the Scottish Government's view that the ONS will reach the same decision as they did in England. The Scottish Government will introduce a short housing bill to mitigate against the ruling. If Housing Associations do become public bodies the Scottish Housing Regulator would no longer be allowed to regulate. As a result legislative changes would be required as regulation would remain a requirement.

The Scottish Housing Regulator stated that Housing Associations should take a view on the impact of Brexit and consider a risk based analysis. The SHR further stated it was too early for them to take a formal view but in relation to the current financial situation with interest rates being low there may be opportunities for Housing Associations. The SHR also indicated the challenges with the stock market may impact on pensions, particularly in relation to SHAPS. Member Associations present also advised that many of their care staff from the European Union were unsettled.

John Muir asked for clarification on the difference between a public body and ACHA as it stands. The Chief Executive advised that RSLs were not regarded legally as public bodies but were commonly referred to as third sector. He advised that the money borrowed by Housing Associations did not contribute to government borrowing.

Neil Mackay stated there may be environmental grants available to assist with the upgrading of the Travelling Persons Sites. The Chief Executive stated that any information would be of assistance and he would be happy to pass it on to the Director of Investment & Regeneration.

The Chief Executive clarified the Association currently managed three TP Sites; Ledaig, Duncholgan and Torlochan, although there was no demand for the site at Torlochan and talks were ongoing with Argyll and Bute Council and the Scottish Government to determine whether the site was required to be kept as part of the Transfer Agreement. The Board were advised that the Association would be required to bring all TP sites up to the new standard

	<p>brought in by the Scottish Government by 2018.</p> <p>Councillor Bruce Marshall stated he had been sorry not to have been able to attend the official opening of the Rothesay office. He stated he hoped staff would be more comfortable in their new facility.</p> <p>Councillor Bruce Marshall stated he was delighted the project at Ardenslate would be progressing. The Chief Executive advised that a stage had been reached where an evaluation was being produced which he hoped would stack up. He advised the project remained a work in progress.</p> <p>Councillor Bruce Marshall advised that at the Riverclyde Homes Board meeting on Tuesday 16th August, they had discussed the issues they experience with void properties.</p> <p>Councillor Bruce Marshall congratulated staff on the arrears performance.</p> <p>Councillor Bruce Marshall stated he was unsure how the unfortunate press coverage of the refugees in Rothesay had come about. He advised it was his belief that the refugees had settled into the town well.</p>	
9.	Confidential	
10.	<p>Financial Statements – AHFA AHFA Audited Accounts The Director of Finance & IT drew the Board’s attention to his covering report and took the meeting through the main issues to note:</p> <ul style="list-style-type: none"> • AHFA income statement • Turnover • AHFA statement of financial position • Net current assets • Pension deficit <p>The Director of Finance & IT highlighted the changes from the previous unaudited accounts:</p> <ul style="list-style-type: none"> • Cost of sales • Admin expenses <p>The Board were advised improvements had been made compared to previous years and there had been a significant turnaround.</p> <p>The Board of Management APPROVED the AHFA Financial Statements 2015/16</p> <p>External Audit Management Letter (Audit Findings Report) The Director of Finance & IT advised the auditors had set out four key risks at the planning stage of the audit:</p> <ul style="list-style-type: none"> • Revenue Recognition • Completeness of Liabilities • Going Concern • Introduction of FRS102 	

	<p>Following work undertaken, Haines Watts were satisfied the risks identified had been addressed. Haines Watts also confirmed there were no adjusted errors for 2016/17.</p> <p>The Director of Finance & IT stated one observation had been made in relation to supplier invoice dates. The Board of Management NOTED the Management Response also contained within the report.</p> <p>The Board of Management APPROVED the AHFA Audit Findings Report for 2015/16</p>	
11.	<p>Financial Statements – ACHA ACHA Audited Accounts The Director of Finance & IT drew the Board's attention to his covering report and took the meeting through the main issues to note:</p> <ul style="list-style-type: none"> • Turnover • Surplus for the year • Biggest change in relation to pension deficit, reduced from £6.849m to £4.7m. The Board were advised they should expect the valuation to increase in the next financial year as the valuation is based on markets and inflation • Fixed assets • Long term liabilities <p>The Board of Management were reminded that the draft audit findings report, draft letter of representation and near final financial statements were approved by the Audit Committee on 4th August 2016.</p> <p>The Director of Finance & IT took the Board through the changes to the previous set of unaudited accounts contained within his report and stated there were no major adjustments.</p> <p>The Board of Management APPROVED the ACHA Financial Statements for 2015/16 for signature and submission to the Annual General Meeting for consideration and adoption.</p> <p>External Audit Management Letter (Audit Findings Report) The Director of Finance & IT advised that seven risks had been identified at the beginning of the audit process but Haines Watts were satisfied six had been satisfactorily addressed. Haines Watts put a recommendation against one risk relating to Non-componentised costs. The Board of Management NOTED the Management Response. Haines Watts confirmed they were happy to accept the Management Response as it was not a material issue and no adjustment was required.</p> <p>The Board of Management were advised that Haines Watts would issue an audit certification.</p> <p>The Board of Management NOTED the contents of the ACHA Audit Findings Report 2015/16 and APPROVED the Management Comments.</p>	

	<p>Letter of Representation</p> <p>The Director of Finance & IT advised the Letter of Representation was a fairly standard document that auditors request their clients sign. It sets out a range of issues on which ACHA make representations to Haines Watts as External Auditors. The Director of Finance & IT confirmed he had reviewed the letter and would recommend the Board of Management agree the Letter of Representation.</p> <p>The Board of Management APPROVED the ACHA Letter of Representation 2015/16 and AGREED it should be signed by the Chair and submitted to Haines Watts.</p>	
12.	<p>AHFA Business Plan Progress Report to 30th June 2016</p> <p>The Director of Finance & IT advised the format of the report had been amended with the right hand column indicating the assessment as red, amber or green. He advised there were currently no red issues.</p> <p>The Board of Management NOTED the contents of the AHFA Business Plan Progress Report to 30th June 2016.</p>	
13.	<p>ACHA Management Accounts to 30th June 2016</p> <p>The Director of Finance & IT took the Board through his report, highlighting the key areas:</p> <ul style="list-style-type: none"> • Net Rental Income • Other Income • Expenditure <p>The Director of Finance & IT advised the Management Accounts would continue to be monitored and reviewed throughout the year.</p> <p>The Board of Management NOTED the contents of the Management Accounts to 30th June 2016.</p>	
14.	<p>KPI Scorecard April – June 2016</p> <p>The Board of Management NOTED the contents of the KPI Scorecard.</p>	
15.	<p>Staff Survey Results</p> <p>The Director of Human Resources & Corporate Services advised this had been the first staff survey which had included AHFA as a subsidiary but the fifth survey undertaken.</p> <p>The Director of Human Resources & Corporate Services took the Board through her report highlighting the summary contained within her covering report.</p> <p>The Board were advised the SMT would produce an action plan for the issues flagged as red to attempt to improve satisfaction levels.</p> <p>The Director of Human Resources & Corporate Services confirmed the response rate had been fairly high as staff were requested to complete the survey during the Chief Executive road shows.</p>	

	<p>Cameron Grant stated that staff indicating they wished to continue their career with the Association for at least two more years was fairly low at 25%. The Director of Human Resources & Corporate Services stated there could be many reasons, including retirement that would cause staff not to remain for at least two years. She advised all red areas would be included in the action plan.</p> <p>The Chair of the Audit Committee commented on the reduction of training provided. The Director of Human Resources & Corporate Services stated there had been a drop in training provided due to budget restrictions but she confirmed the training budget had been increased.</p> <p>The Chief Executive stated it was important to get to the bottom of why staff were not planning on remaining with the Association for more than two years. The Director of Human Resources & Corporate Services advised she was currently working on a report of the reasons for staff leaving. She asked Board members whether they wished to receive a copy of that report. The Board of Management AGREED they would wish to receive a copy in their Board Info Pack.</p> <p>Councillor Bruce Marshall stated the results of the survey were fair but he did have concerns regarding the red areas. He stated he hoped the results would improve following the next survey. The Director of Human Resources & Corporate Services clarified the survey was undertaken every two years.</p> <p>Neil Mackay stated it was helpful to have the figures to allow staff morale to be monitored. He asked whether it would be affordable to have an event for staff similar to the Board Away Day. The Director of Human Resources & Corporate Services advised the Association had in the past run Staff Conferences but they had been expensive and staff did not wish to continue with them. The Board were advised that staff attend Chief Executive road shows on a quarterly basis. She stated staff could be asked if they wished such an event. Councillor Bruce Marshall agreed that staff morale could be improved upon but stated such an event would not be affordable given the location of staff. Neil Mackay responded that an event could be held in each of the areas. He requested ways to enhance staff morale be explored. The Chief Executive stated the logic of the survey was to identify issues and respond. He advised the action plan would allow the organisation to take forward improvements. The Chair stated that geography was against such an event. He further stated that the action plan being produced should be included in a future Board Info Pack. The Chief Executive stated it was his view the Association would use the structures already within the organisation but the action plan was important going forward.</p> <p>The Board of Management NOTED the Group, ACHA and AHFA, summarised staff survey results The Board of Management APPROVED the SMT to develop an action plan and ensure actions are taken forward.</p>	<p>Colette</p> <p>Colette</p> <p>SMT</p>
16.	<p>2015 Tenant Satisfaction Survey Action Plan</p> <p>The Director of Housing & Neighbourhood Services took the Board through her report and advised the survey showed an increase in all satisfaction</p>	

	<p>levels. She advised that as a result of the survey an action plan had been produced and whilst all indicators had been included the action plan focussed on three elements:</p> <ul style="list-style-type: none"> • Quality of your home • Management of your neighbourhood • Keeping tenants informed about our services and decisions. <p>The Board were advised that a special edition newsletter would be issued in October highlighting to tenants which actions had been completed and which actions would be carried out as a result of the survey.</p> <p>The Director of Housing & Neighbourhood Services commented that as a result of a Board decision the Tenant Satisfaction Survey would be carried out annually with the next survey due in October 2016.</p> <p>Councillor Bruce Marshall commented that one small gripe could cause an adverse impact on the survey results and gave an example of grass cutting issues. The Chair of the Audit Committee commented that the houses at Smiddy Court, Garelochhead had been built for approximately seven years and the road still remained unadopted. The Director of Housing & Neighbourhood Services stated that grass cutting issues were newsworthy and better information would be cascaded to tenants via the newsletter. Danny Kelly congratulated the Association on grass cutting, especially Kilcreggan/Rosneath area.</p> <p>The Board of Management CONSIDERED and APPROVED the actions identified in relation to the outcome of the 2015 Tenant Satisfaction Survey, as contained within the Action Plan 2016, which included targets for improvement.</p>	
17.	<p>Tenant Satisfaction Survey Prize Draw</p> <p>The Director of Housing & Neighbourhood Services reminded the Board they had approved a small budget to purchase a prize for the Tenant Satisfaction Survey Prize Draw. She requested a budget of £400 be available on an annual basis.</p> <p>The Board were advised prize winners had the choice whether they wished to be identified or not but last year's winner was happy to be identified which provided a positive media opportunity. Neil Mackay suggested improving on the publicity and suggested family/larger events for maximum publicity. The Director of Housing & Neighbourhood Services advised she would take on board the suggestion.</p> <p>Councillor Bruce Marshall asked what percentage of tenants had responded to the survey. The Director of Housing & Neighbourhood Services advised that 410 surveys were required to be completed. She further advised that around 1300 telephone calls were made to ensure 410 surveys had been completed.</p> <p>The Chair requested recommendation two be amended to read 'The Board approve a Tenant Satisfaction Survey prize up to the value of £400. to cover</p>	

	<p>the cost of a 40" television'. The Board of Management approved the amendment.</p> <p>The Board of Management APPROVED a budget of £400 be made available each year to purchase a prize for the Tenant Satisfaction Survey Prize Draw without the requirement of Board approval on an annual basis.</p>	
18.	<p>Report on External Audit Tender Evaluation</p> <p>The Director of Finance & IT advised the contract with external auditor Haines Watts was in its final year and would conclude following the finalisation of the 2015/16 financial statements. He advised a tender evaluation process had been undertaken to allow a new contract to be awarded. The Board were advised that six tenders had been received and following the tender process and evaluation as highlighted in the report Alexander Sloan had received the highest score. The Board were advised it was the Audit Committee's recommendation that Alexander Sloan be put forward to the AGM as the Association's external auditor.</p> <p>The Director of Finance & IT stated that if approved by the Board of Management, he would issue the required paperwork to the successful tenderer.</p> <p>The Board of Management APPROVED Alexander Sloan as external auditors for a period of three years with the option of an additional two years from the financial year 2016/17 be put forward to the AGM in September 2016 for formal approval.</p>	
19.	<p>Report on BREXIT Issues and Review of Treasury Strategy</p> <p>The Director of Finance & IT took the Board through his report but stated the key issues for the Association remained the same; collection of income, impact of welfare reform, voids, pay costs, construction inflation, managing the Business Plan, interest rates. The Board were advised Brexit had not affected the Association's viability.</p> <p>The Director of Finance & IT advised that Brexit would have an impact on the Association's borrowing and Treasury Management Strategy. The Board were advised that in view of the market reactions and changes in interest rates following the result of the EU vote advice had been sought from DTP, the Association's Treasury Advisors. He took the Board through the advice provided by DTP contained within his report and explained the 'cost of carry'.</p> <p>The Director of Finance & IT then took the Board through the recommendations from DTP, comments from the Audit Committee and his recommendation, all contained within his report.</p> <p>John Muir questioned how currency values might impact on the Association. The Director of Finance & IT stated it was managed effectively through the annual budget setting process.</p> <p>The Board of Management APPROVED the recommendations contained within the report.</p>	

20.	<p>Lease Agreement Dalriada House, Lochgilphead</p> <p>The Director of Human Resources & Corporate Services advised she had received a draft lease from Argyll and Bute Council late on 17th August 2016 which had been passed to BTO seeking advice. The Board were advised that several comments had been received back from BTO but at the time of writing the report neither the draft lease nor legal advice had been available.</p> <p>The Director of Human Resources & Corporate Services asked the Board to consider the four recommendations contained within her report. The Chair asked whether Board discussion was required or whether SMT should take forward the lease arrangements. The Director of Human Resources & Corporate Services wanted to be clear that the Board were comfortable.</p> <p>The Board of Management AGREED to delegate responsibility to the Senior Management Team, in conjunction with legal advice, in relation to recommendations one and two with the caveat that if there were to be any material change a further report be brought back to the Board:</p> <ol style="list-style-type: none"> 1. To note the rent review timeframe proposed by the Council for Dalriada House (review after five years, rather than an annual review) and determine if this is acceptable 2. To note that we have requested that ACHA are given the option of the right to buy at the end of the seven year lease (the Board previously agreed this should be a condition of the lease and needs to be documented in the new lease) <p>The Director of Human Resources & Corporate Services took the Board through each of the notes of interest received in relation to the Ardrishaig office as contained within her report. She summarised there had been four expressions of interest; two to purchase and two to lease. The Chair of the Audit Committee questioned whether the Association could retain the money if the office was sold. The Director of Finance & IT stated the disposal would be subject to clawback as stated in the Transfer Agreement and therefore a lease agreement may be of greater financial benefit to the Association. The Board were advised that further advice was being awaited from BTO in relation to the clawback clause.</p> <p>The Board of Management AGREED to await further legal advice before taking a decision on whether to lease or sell the Ardrishaig office.</p> <p>The Board of Management AGREED a closing date for firm offers be set in terms of lease or purchase of the Ardrishaig premises. The Board of Management further AGREED the Director of Human Resources & Corporate Services set the date.</p>	
21.	<p>Self-Assessment Quarterly Return</p> <p>The Board of Management NOTED the progress against actions identified during the Association's self-assessment process utilising the Scottish Housing Regulator's "Scottish Social Housing Charter, Regulatory Standards of Governance and Financial Management".</p>	
22.	<p>AGM Update</p> <p>The Chair took the Board through his report and advised that a ballot would not be required in order to appoint tenant members as the number of</p>	

	<p>nomination forms received did not exceed the number of places available.</p> <p>The Chair advised that following the AGM, the tenant members would be: Douglas Prophet, Malcolm Campbell, Alexandra Glazsher, Robert Munro, David Carmichael, Lorraine-Anne Drysdale, Cameron Grant and John Muir.</p> <p>The Chair further advised that the number of nomination forms for Independent members had not exceeded the number of places available and as a result the Independent members being put forward to the AGM would be: Danny Kelly, Bruce Marshall, Jim Milne and Neil Mackay.</p> <p>The Chair advised the Council representatives would be: Councillors Roddy McCuish, Donnie MacMillan and Richard Trail.</p> <p>The Chair asked for a volunteer to provide a lift for member Mr MacFadyen to and from the AGM.</p> <p>The Board of Management NOTED and APPROVED the position in relation to Tenant members, Independent members and Council representatives.</p>	All
23.	<p>Monthly Investment Programme Update</p> <p>The Director of Investment & Regeneration took the Board through her report highlighting:</p> <ul style="list-style-type: none"> • Number of units • Spend • Contracts completed • Contracts commencing <p>The Board of Management NOTED the contents of the report.</p>	
24.	<p>Approved List of Building Consultants and Contractors</p> <p>The Board of Management APPROVED the revised list of Building Consultants and Contractors.</p>	
25.	<p>IT Projects Programme Progress Report as at 30th June 2016</p> <p>The Director of Finance & IT took the Board through his report. The Board of Management NOTED the progress of the IT Projects for 2016/17. The Board of Management APPROVED the approval process for additional projects identified by Departments.</p>	
26.	<p>Serious Complaints against the Chief Executive Policy</p> <p>The Chief Executive left the meeting.</p> <p>The Chair took the Board through his report. The Board of Management APPROVED the Serious Complaints Against the Chief Executive Policy.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The Chair asked for a vote to be taken to agree to suspend the Standing Orders to allow the meeting to over-run. The Board of Management UNANIMOUSLY AGREED to suspend the Standing Orders.</p> </div> <p>The Chief Executive returned to the meeting.</p>	

27.	Confidential	
28.	<p>Formalisation of Co-option of Bruce Marshall Councillor Bruce Marshall left the meeting.</p> <p>The Chair advised that following the Regulatory approval of the revised Rules, the new composition of the Board was;</p> <p style="padding-left: 40px;">10 tenant members 5 independent members 3 council representatives</p> <p>He further advised that notification from Argyll and Bute Council had been received advising that Councillors McCuish, MacMillan and Trail had been appointed to serve on the ACHA's Board of Management. Councillors Sandy Taylor and Bruce Marshall would no longer serve on the ACHA Board as council representatives.</p> <p>The Chair stated as there were currently vacancies on the Board, he would wish the Board to consider offering Councillor Bruce Marshall a place on the Board as a co-optee until the Annual General Meeting. The Chair advised that Councillor Marshall had a vast experience of the Bute and Cowal area which would be beneficial to the governing body as there was no longer a functioning Area Committee within that location.</p> <p>The Board of Management AGREED to co-opt Councillor Bruce Marshall until the AGM on 21st September 2016.</p> <p>Councillor Bruce Marshall returned to the meeting.</p>	
29.	<p>Membership of Scotland's Housing Network The Chair advised the Association were currently members of the Scotland's Housing Network, previously known as Scottish Housing Best Value Network (SHBVN).</p> <p>The Director of Housing & Neighbourhood Services highlighted the benefits to her department of remaining a member.</p> <p>The Chair of the Audit Committee asked if the subscription renewal fee was the same as the previous year. The Chair confirmed the cost was the same.</p> <p>The Board of Management APPROVED membership renewal of Scotland's Housing Network for 2016/17 at a cost of £1356.</p>	
30.	<p>Bute & Cowal Garden Competition Following submission of Board members judging slips, the following winners were NOTED:</p> <p>Garden in Bloom Competition Bute & Cowal Best Garden 1st place – Garden C (Clachan, Glendaruel)</p>	

	<p>2nd place (joint) – Gardens A and E (Ferrybank, Colintrave and The Glebe, Dunoon) 3rd place – Garden I (Cowal Place, Dunoon)</p> <p>Garden in Bloom Competition Bute & Cowal Best Container 1st place (joint) – Containers A and B (Dixon Avenue, Kirn and Sanda Gardens, Kirn) 2nd place (joint) – Containers A and B (Dixon Avenue, Kirn and Sanda Gardens, Kirn)</p>	
31.	<p>AOCB Permission to appoint a Connected Person related to a Staff or Governing Body Member The Director of Human Resources & Corporate Services advised the Chair had provided approval to appoint a connected person on 3rd July 2016. The Board were advised a summer student had been recruited for a 16 week period to replace the Customer Services Assistant vacancy within the Mid Argyll office. The summer student was the daughter of the IT Support Assistant. The Board were advised the IT Support Assistant played no part in the recruitment and selection process for the post, was not involved with the interview process and did not line manage the post. The Board of Management RATIFIED the decision.</p> <p>The Director of Human Resources & Corporate Services advised the Chair had provided approval to appoint a connected person on 10th August 2016. The Board were advised the preferred candidate to fill the position of temporary CSA (maternity cover) was the sister of the Association's Finance Manager. The Board were advised the Finance Manager played no part in the recruitment and selection process for the post, was not involved with the interview process and did not line manage the post. The Board of Management RATIFIED the decision.</p> <p>The Director of Human Resources & Corporate Services advised she was seeking Board approval to appoint a connected person to the post of Builder with AHFA. She further advised the Brother of the preferred candidate is also employed by AHFA as a Plumber. The Board were advised the applicant's brother played no part in the recruitment and selection process for the post, was not involved with the interview process and did not line manage the post. The Board of Management APPROVED the appointment of a connected person to the post of builder with AHFA.</p> <p>Change of date of October Board and Audit Committee meetings The Chair stated the October Board meeting, scheduled to be held on 27th, co-incided with the RIHAF Annual Conference, which he, along with the Chief Executive would be attending. He asked if Board members were willing to reschedule the Board meeting to either 20th October or 3rd November 2016. The majority of members AGREED to re-schedule the Board meeting to Thursday 3rd November 2016. The PA to the Board of Management advised there was Health & Safety training scheduled to be held that day. The Chair requested the Health & Safety training be re-</p>	<p>Lesley</p>

	<p>arranged.</p> <p>Resolution from Douglas Prophet – frequency of meetings The Chair of the Audit Committee read his resolution to the meeting '<i>I would like to put forward a motion to revert to 4 weekly Board meetings. The current 6 weekly Board meetings result in too much paperwork and items on agenda which means we have gone over allotted three hours and have to suspend Standing Orders on a number of occasions</i>'. The Chair asked for comments. Cameron Grant agreed that agenda items had increased and there was not enough time to work through the agenda.</p> <p>The Chair suggested reverting back to a Finance & Audit Committee to reduce the number of items on the Board agenda. The Director of Finance & IT stated that Board members who were not members of the Finance & Audit Committee would need to work out how they would discharge their responsibility if the Association reverted to a Finance & Audit Committee. Danny Kelly stated that would make Finance & Audit Committee meetings longer and may even extend them to around 5.00pm. The Director of Human Resources & Corporate Services stated moving from a Finance & Audit Committee to an Audit Committee had been an action point on the Governance Review Action Plan. She stated the action plan would require to be amended if the Board agreed to revert to a Finance & Audit Committee. The Chief Executive agreed there were time management issues but suggested there may be alternative options other than reverting to 4 weekly meetings. Neil Mackay stated it was his view the Association could revert to a Finance & Audit Committee as there had been no dubiety. The Chair of the Audit Committee commented that he agreed with the Director of Finance & IT that the whole Board must take responsibility for the Association's finances.</p> <p>The Chair AGREED to draft a report for the September Board meeting providing alternative options to reverting to 4 weekly Board meetings.</p>	<p>Jim</p>
32.	<p>Date & Time of Next Meeting Thursday 15th September 2016 at 11.00am in the Ugadale, Machrihanish</p>	