

Argyll Community Housing Association

Board of Management Meeting

Thursday 23rd June 2016 at 10.00am in Inveraray Inn, Inveraray

Minute

Present:

Jim Milne (Chair)
Lorraine-Anne Drysdale (Vice Chair) (Items 1–23)
Councillor Roddy McCuish (Secretary)
Douglas Prophet (Chair of Finance & Audit Committee)
Colin Davidson
Sandra Glazsher (Items 1–24)
Cameron Grant
Danny Kelly (Items 1-24)
Neil Mackay (Items 1-24)
Councillor Donnie MacMillan (Items 1-24)
Bob Munro (Items 1-24)
Councillor Richard Trail

Not in Attendance:

Councillor Sandy Taylor

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 opened the meeting and requested the Board of Management approve the suspension of the Standing Orders to allow the meeting to exceed the three hour limit in order to accommodate the presentation by the Director of Human Resources & Corporate Services. He stated that a two thirds majority was required to allow the meeting to exceed the three hour limit. The Board of Management unanimously **AGREED** to suspend the Standing Orders.

The Chair advised that Mike Brown would be joining the Board of Management for lunch and would be presented with a silver business card case to thank him for his commitment to the Association.

The Chair thanked the Secretary for chairing the May Board meeting in his absence.

1.	Apologies John Muir, Councillor Bruce Marshall, Leave of Absence Stafford Day	
----	--	--

2.	<p>Minutes of Previous Meeting – 24th May 2016 The minute of the previous meeting was APPROVED as an accurate record.</p> <p>Proposed by: Sandra Glazsher Seconded by: Cameron Grant</p>	
3.	<p>Matters Arising Page 2 – Item 3 – Cameron Grant stated for clarification purposes his suggestion had been to invite the Dalintober & Millknowe Tenants & Residents Association to the September Board meeting not the full Board Away Days.</p> <p>Page 3 – Item 5 – the Secretary confirmed he responded to Councillor Kelly clarifying the Board’s position.</p> <p>Page 3 – Item 5 – the PA to the Board of Management confirmed a letter had been issued to Mr John Colquhoun</p> <p>Page 4 – Item 7 – the Chief Executive stated his presentation had been included within the Board pack, issued in advance of the meeting.</p> <p>Page 6 – Item 10.1 – the Director of Finance & IT advised that to split the recharge figures into tenant and occupier would require to be carried out as a manual exercise which would be significantly time consuming. Cameron stated he would like to see the split of tenant/occupier recharges. The Director of Finance & IT stated he would request that AHFA show the split in recharges. The Chief Executive confirmed that all debts to the Association are pursued.</p> <p>Page 7 – Item 12 – Colin Davidson asked what the weekly charge for pitch rental was on the Travelling Person Sites. The Director of Finance & IT advised the charge was just under £48 per week.</p> <p>Page 9 – Item 13 – the Chair stated additional information had been provided by Dunoon Link Club but he, along with the Vice Chair had agreed the additional information supplied had not been sufficient. He advised that both he and the Vice Chair were minded to give the donation but would require additional information. The Chair will progress.</p> <p>Page 11 – Item 15 – the Director of Housing & Neighbourhood Services confirmed she would issue a reminder regarding permission for satellite dishes as an article in the next tenants’ newsletter.</p> <p>Page 13 – Item 16 – the Secretary confirmed he had written to Mary Taylor, Chief Executive of the SFHA.</p> <p>Page 13 – Item 16 – the Chief Executive stated three enquiries had been received in relation to the Ardrishaig office. He further advised the Association would advertise the office space once they were in a position to do so.</p>	<p>Bruce</p> <p>Jim</p> <p>Christine</p>

4.	<p>Minute of Finance & Audit Committee for ratification – 18th February 2016 The Board of Management RATIFIED the minute.</p>	
5.	<p>Conflict of Interest to Declare None</p>	
6.	<p>Correspondence The Director of Human Resources & Corporate Services advised that the Association had submitted a Notifiable Event to the SHR following a fire at Old Luss Road, Helensburgh. She advised the fire was deemed a Notifiable Event as the tenant's daughter, aged 6, had required hospital treatment for smoke inhalation. The Board were advised the SHR had requested additional information about the decant process, the temporary accommodation provided, a rough estimate of when the damage would be assessed and how long the repairs may take. The Director of Human Resources & Corporate Services advised the Board she had responded to the SHR enquiries. She further advised the loss adjuster had attended the properties on 10th June 2016 and it was expected the repairs would be completed by October 2016. In addition the SHR requested the Board of Management be kept up to date. The Director of Human Resources & Corporate Services stated she would provide the Board with a further update via her exception report at the next meeting.</p> <p>The Chair asked whether the Association would claim its insurance for costs incurred by the decant process and the provision of temporary accommodation. The Director of Finance & IT advised that the Association would claim where ever possible. The Director of Housing & Neighbourhood Services stated the Association were not liable for costs relating to the private occupier. She clarified that information and advice had been provided to the one private occupier in the block. The Board were advised that all tenants and private occupiers had returned to their properties with the exception of the tenants of the property where the fire had started. The Director of Housing & Neighbourhood Services advised the fire may have been caused as a result of arson.</p> <p>The Board of Management NOTED the content of the Notifiable Event.</p>	
7.	<p>New Membership Applications The Board of Management APPROVED one new membership application.</p> <p>The Board of Management NOTED the membership total of 256 members as at 15th June 2016.</p>	
7.1	<p>Cancelled Members The Board of Management NOTED the cancellation of seven memberships.</p>	
8.	<p>Chief Executive Presentation The Chief Executive gave a presentation covering:</p> <ul style="list-style-type: none"> • Key Issues Update • External Updates 	

	<p>Members were provided with a copy of the presentation.</p> <p>The Secretary stated he was delighted the new Councillors had been offered the opportunity to receive a briefing on the Association's business.</p> <p>The Secretary stated he was pleased that two properties were being built on Coll. He advised that he knew of families who lived in caravans during the summer months and moved into holiday homes during the winter. He welcomed the two new build properties.</p> <p>Sandra Glazsher asked for clarification on what the acronym CARS stood for. The Chief Executive advised it was Conservation Area Regeneration Scheme.</p> <p>Cameron Grant asked whether the outcome of the referendum vote would impact on any of the Association's grant funding. The Chief Executive stated it could affect Welfare Rights funding in the context of the European Social Fund application. He advised that if Britain voted to exit the EU the earliest exit would be in two years. He advised he would follow up the question if Britain voted to come out of the EU.</p> <p>Cameron Grant asked for further information in relation to the request from Strathyre Community Council to become part of Argyll and Bute. The Secretary stated Strathyre Community Council had contacted Oban Community Council stating they felt it would be more beneficial for them to be part of Argyll and Bute as opposed to Stirling Council.</p> <p>The Chair asked whether there was a lack of demand for housing in Dalmally. The Director of Housing & Neighbourhood Services stated there was lower demand now as the new build had satisfied the demand. She stated the last two vacancies had required multiple offers. The Board were advised areas of demand were very changeable. Colin Davidson made the point the Association would have to be cautious when deciding on where to build new properties.</p> <p>The Board of Management NOTED the contents of the presentation.</p>	Alastair
9.	<p>Business Plan 2016/17</p> <p>The Director of Finance & IT advised the Business Plan for 2016-17 had been considered and approved by Lloyds Banking Group.</p> <p>The Board were advised the Business Plan approved by LBG was for all material purposes the same as that presented to the Board at their meeting on 31st March 2016.</p> <p>The Director of Finance & IT took the Board through the key headings.</p> <p>The Board of Management AGREED they had found the report informative and understandable.</p> <p>The Board of Management NOTED the contents of the report and APPROVED the revised Business Plan.</p>	

10.	<p>Budget Update and Reconciliation 2016/17 The Director of Finance & IT took the Board through his report and outlined the reasons for the re-profiling of the budgets and investment works. He stated there would be additional flexibility in cash flow subject to the agreement with Lloyds Banking Group.</p> <p>The Board of Management NOTED the contents of the report.</p> <p>The Board of Management APPROVED the recommendations contained within the report:</p> <ul style="list-style-type: none"> • Approved the adjustments to the 2016-17 budget • Approved the adjustments to future years budget and cash flow including the proposed re-profiling of major repairs and investment 	
11.	<p>Budget Strategy Action Plan The Director of Finance & IT advised he would talk to both papers at the same time.</p> <p>He reminded the Board of the areas where they wished to see costs reduced by around half a million per annum. He stated that 11a and 11b were the first two packages of work to reduce costs.</p> <p>He stated each of the reports outlined the approach that would be taken and how the savings would be made. He advised the Board they would be provided with update reports at each of the key stages of the process.</p> <p>Colin Davidson asked for clarification on the term non-staff management costs. The Director of Finance & IT advised they were all costs that were incurred under day to day running costs and provided examples such as insurance premiums, IT, Council Tax on void properties, travel, training, heating, lighting, stationery etc.</p> <p>a. Review Brief – Sheltered Housing Income and Expenditure The Board of Management APPROVED the terms for the review of sheltered housing costs and income proceeds as outlined in the business case/project brief. The Board of Management NOTED a further update would be provided early 2017.</p> <p>b. Review Brief – Non-Staff Management Costs The Board of Management APPROVED the terms of the review of non-staff management costs proceeds as outlined in the business case/project brief. The Board of Management NOTED a further update would be provided mid 2018.</p>	
12.	<p>FRS102 Update, Awareness and Training The Director of Finance & IT advised his report was a briefing on the real impact of FRS102 and drew the Board’s attention to pages 4 – 6 which set out the comparison of accounting statements, providing the previous and current terminology. He took the Board through each of the change of headings and stated his report would be an aide memoir to members when the accounts were produced.</p>	

	<p>The Director of Finance & IT took the Board through pages 7, 8 and 9 concentrating on the balance sheet and statement of financial position and the impact the conversion had on the accounts. He explained the differences in the valuation process, how calculations were done and the impact on an annual basis.</p> <p>The Director of Finance & IT advised that page 10 onwards highlighted in detail the old accounting policies versus the new accounting policies and again would be an aide memoir for Board members future reference.</p> <p>The Chair asked whether FRS102 had been adopted worldwide. The Director of Finance & IT advised adoption worldwide had been growing over the past 20 years.</p> <p>Councillor Trail thanked the Director of Finance & IT for the helpful document.</p>	
13.	<p>Unaudited Accounts – ACHA</p> <p>The Director of Finance & IT stated his report was for information purposes and provided an update on the unaudited accounts. He stated the bottom of page 1 provided a comparison between years 2014-15 and 2015-16 and pages 3 and 4 were extracts from the accounts</p> <p>He took the Board through the statement of comprehensive income and statement of financial position headline figures and advised the Board to treat with caution the reduction in the pension fund liability as it was due to a change in assumptions only.</p> <p>The Board were advised they would receive the audited accounts at their August meeting.</p> <p>The Director of Finance & IT encouraged members to contact him if further information or clarification was required.</p> <p>The Board of Management NOTED the contents of his report.</p>	
14.	<p>Unaudited Accounts – AHFA</p> <p>The Director of Finance & IT advised his report was considered by the AHFA Board at their meeting held on Tuesday 21st June 2016 and confirmed the AHFA Board would be provided with a full set of audited accounts for their August meeting.</p> <p>The Director of Finance & IT advised page 3 contained the Income Statement and page 4 the Statement of Financial Position.</p> <p>The Director of Finance & IT took the Board through his report and highlighted:</p> <ul style="list-style-type: none"> • Operating Profit – real money profit before pensions etc. • Profit on Ordinary Activities • Comprehensive Income • Total profile in accounts 	

	<p>The Director of Finance & IT encouraged members to contact him if further information or clarification was required.</p> <p>The Board of Management NOTED the contents of his report.</p>	
15.	<p>Treasury Management Annual Report</p> <p>The Director of Finance & IT advised the treasury management annual report had been considered by the Finance & Audit Committee at their meeting held on 24th May 2016. He confirmed no amendments had been made by the Finance & Audit Committee.</p> <p>The Director of Finance & IT summarised the key pieces of information contained within his report:</p> <ul style="list-style-type: none"> • Borrowing • Investment <p>The Board of Management NOTED and APPROVED the Treasury Management Annual Report for 2016-17.</p>	
16.	<p>Mid Argyll Office Accommodation</p> <p>The Director of Finance & IT advised his report set out a number of options on how office accommodation in Mid Argyll could be provided and took the Board through each of the options contained within the appendix.</p> <p>The Board of Management AGREED to put forward a proposal to Argyll and Bute Council based on a medium term seven year lease agreement with the option of right to buy at the end of the lease agreement. ACHA would take on responsibility for repairs, maintenance and insurance. The Board of Management requested the SMT report back on the progress of negotiations.</p>	SMT
17.	<p>Governing Body Self-Assessment Draft Questionnaire</p> <p>The Chair stated the self-assessment had been revised due to comments and suggestions put forward. He further stated the questionnaire had significantly slimmed down.</p> <p>Colin Davidson asked for clarification on what action would be taken with the completed forms. The Director of Human Resources & Corporate Services advised that the Association had been criticised during the governance review for officers carrying out assessment of the questionnaires. She advised that as a result, the process would be amended to ensure the Office Bearers carried out the assessment of the completed questionnaires and discussed the outcomes with individual Board members.</p> <p>The Board of Management APPROVED the revised Self-Assessment Governing Body Questionnaire and AGREED it should be made available both electronically via Survey Monkey and in paper format.</p>	
18.	<p>Reviewed Tenant Participation Strategy 2016-2019</p> <p>The Director of Housing & Neighbourhood Services stated it was a legislative requirement for all RSLs to have a Tenant Participation Strategy</p>	

	<p>in place. The Board were advised the Association previously called it the Tenant Involvement Strategy.</p> <p>The Director of Housing & Neighbourhood Services took the Board through her report highlighting the consultation process and return rate.</p> <p>The Board were advised the revised document had been considered by the Tenants Panel on two occasions and they have confirmed they are happy with the document.</p> <p>The Chair requested an amendment to the leaflet How can I get involved?; he requested that the leaflet begin with Membership, working down to the Board of Management and Area Committees. The Board of Management AGREED with the suggested amendment.</p> <p>The Board of Management: NOTED the feedback from the consultation exercise APPROVED the Strategy name be changed from 'Tenant Involvement Strategy' to 'Tenant Participation Strategy' APPROVED the reviewed Strategy Subject to the above amendment, APPROVED the 'Get Involved' leaflet APPROVED updating the Association's website with the revised documents</p>	
19.	<p>Connel New Build Name</p> <p>The Director of Housing & Neighbourhood Services outlined the process undertaken to the suggested naming of the new build site at Connel. She further advised that if the Board were minded to approve the recommendation, a proposal would be required to be submitted to Argyll and Bute Council and Royal Mail.</p> <p>The Secretary stated that Harry Powell had been a long serving member of Connel Community Council.</p> <p>The Board of Management APPROVED the proposal to name the new build development at Connel Powell Place (after Harry Powell).</p> <p>The Chair requested that a plaque be erected giving details of why the development was named Powell Place.</p>	Alastair
20.	<p>Draft Terms of Reference for the Audit Committee</p> <p>The Chair of the Finance & Audit Committee took the Board through each of the proposed amendments:</p> <ol style="list-style-type: none"> 1. Amend the name of the Committee from the 'Finance and Audit Committee' to the 'Audit Committee' 2. Include references to the 'Group' 3. Include the Scottish Housing Regulators Regulatory Standards regarding audit 4. Expansion of Secion 3 relating to our objectives 5. Revise the role of the Audit Committee for a more structured approach 6. Remove the option for the Chair of the Board to be an ex-officio member of the Committee 	

	<p>7. Inclusion of abbreviations and definitions at the end of the document 8. Reword item 4.1 to correspond with the wording contained within the approved Remuneration Committee Terms of Reference</p> <p>The Board of Management APPROVED the amendments.</p>	
21.	<p>Monthly Investment Programme Update The Director of Investment & Regeneration took the Board through her report up to the end of April 2016 highlighting progress and spend and confirmed the CARS project was currently on-site.</p> <p>The Board of Management NOTED the contents of the report.</p>	
22.	<p>Dalmally & Lochawe Community Lettings Plan The Director of Housing & Neighbourhood Services took the Board through her report and provided the background to the implementation of the Community Lettings Plan for Dalmally and Lochawe. She advised a consultation process had been undertaken to establish whether the allocation of the properties should return to the mainstream letting policy. She further advised it had been the majority view following the consultation period that the properties should be returned to the mainstream letting process.</p> <p>The Board of Management NOTED the results of the review consultation APPROVED the ending of the Dalmally and Lochawe Community Lettings Plan AGREED feedback be provided to all respondents</p>	
23.	<p>AOCB</p> <p>Request for permission to allocate a Sheltered Housing property to an applicant under 60 years old The Board of Management APPROVED the allocation of a sheltered housing flat to an applicant aged 51 years who has significant health needs.</p>	
24.	<p>Date & Time of Next Meeting Thursday 18th August 2016 at 10.00am in the Inveraray Inn, Inveraray</p> <p>PLEASE NOTE THE EARLIER START TIME</p>	
25.	<p>Danny Kelly, Sandra Glazsher, Neil Mackay, Bob Munro, Councillor Donnie MacMillan left the meeting.</p> <p>Staff Structure Presentation The Director of Human Resources & Corporate Services provided an overview of the structure and tasks of her department.</p> <p>Colin Davidson stated the presentation had been very interesting and commented it was a pity so few Board members had been in attendance for it. He suggested at future times the other Directors provide the Board with a similar overview of their departments. The Board of Management AGREED.</p>	