



Argyll Community Housing Association

Board of Management Meeting

Thursday 8th December 2016 at 10.00am in Inveraray Inn, Inveraray

Minute

Present:

Jim Milne (Chair)
 Douglas Prophet (Chair of Audit Committee)
 David Carmichael
 Cameron Grant
 Danny Kelly
 Councillor Bruce Marshall
 John Muir
 Bob Munro
 Councillor Richard Trail

Not in Attendance:

Sandra Glazsher

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
 Lesley Lindsay, PA to Board of Management

The Chair advised that following the Association's 10th anniversary he wished to take the opportunity to thank the Chief Executive and staff for their hard work over the last 10 years and wished the Chief Executive and staff every success for the next 10.

1.	Apologies Lorraine-Anne Drysdale, Malcolm Campbell, Neil Mackay, Councillor Roddy McCuish, Councillor Donnie MacMillan	
2.	Minute of Previous Meeting – 3rd November 2016 The Board of Management approved the minute as an accurate record. Proposed by: Bob Munro Seconded by: Cameron Grant	
3.	Matters Arising Page 2 – Item 3 – the Chief Executive advised that Argyll and Bute Council were still drafting guidance in relation to their initiative to attract new residents to Argyll and Bute. Page 3 – Item 8 – the Director of Housing & Neighbourhood Services	

	<p>advised ACHA's Landlord report had been forwarded to Argyll and Bute Council with a request the document be published on their website. The Board were advised that the Council's website also contained a link to the Association's website. The Board of Management NOTED the document had been sent and may be published on the Council's website.</p> <p>Page 3 – Item 7 – Councillor Bruce Marshall stated he had not raised the matter of the Islands Fund with Council colleagues as yet but would do so.</p> <p>Page 5 – Item 11 – the Director of Finance & IT advised the requested information had been included within the Rent Consultation document. He further advised the document had been issued.</p> <p>Page 8 – Item 15 – Cameron Grant advised a meeting of the IT Working Group had taken place and as a result a questionnaire had been drafted and issued to Board member in attendance. He stated the questionnaire was self-explanatory and he would welcome an early return of completed forms. He asked Board members to complete the questionnaire over lunch if possible and return. The Board were advised that once the information had been collated the IT Working Group would seek volunteers to trial various options.</p> <p>Page 9 – Item 17 – the Chief Executive advised he was still awaiting feedback following the RIHAF Conference</p> <p>Page 10 – Item 19 – Cameron Grant confirmed he had passed the dates for the 2017 Tenants Panel meetings onto the PA to the Board of Management.</p> <p>Page 11 – Item 22 – the Chief Executive advised he had a telephone conference with Bill Fleming and provided the Board with details of the conversation. The Chief Executive further advised that a number of organisations had made similar representation regarding the ONS reclassification.</p> <p>Page 12 – Item 24 – the Chair advised the Chief Executive would provide an update on Glenshellach, Oban during his presentation to the Board</p> <p>Page 12 – Item 24 – the Chair advised he had produced a report following the Strategic Planning review which would be covered under agenda item 20</p> <p>Page 12 – Item 24 – the Chair advised the current Remuneration Committee consisted of the four Office Bearers plus Danny Kelly who was Chair.</p>	Bruce Marshall
4.	<p>Minute of Audit Committee – 4th August 2016 for Ratification The Board of Management RATIFIED the minute of the Audit Committee.</p>	
5.	<p>Conflict of Interest to Declare The Chief Executive declared an interest in relation to Item 19 on the agenda and stated he would leave the room while the item was being discussed.</p> <p>The Chair declared an interest in relation to Item 8, AHFA Contract Review</p>	

	as he is an AHFA Board member. He advised he would not take part in discussions or voting but would continue to Chair the meeting.	
6.	<p>Correspondence</p> <p>Emails between ACHA Chair and SFHA Chief Executive</p> <p>The Board of Management NOTED the contents of the correspondence between the SFHA and ACHA. The Chief Executive stated there was an error in the second paragraph of Mary Taylor’s correspondence as she stated her correspondence had been with the Chief Executive. The Board were advised the Chief Executive had written one letter to Mary Taylor; the rest of the communications had been with ACHA’s Secretary.</p> <p>The Chair advised funds had been set aside within the appropriate budget to renew affiliation to the SFHA if the Board agreed that course of action.</p> <p>Letter from Stafford Day</p> <p>The Board of Management NOTED the contents of the letter.</p>	
7.	<p>Chief Executive Presentation</p> <p>The Chief Executive gave a presentation covering:</p> <ul style="list-style-type: none"> • Key Issues Update • Other Updates <p>The Board of Management NOTED the contents of the presentation.</p> <p>Members in attendance were provided with a copy of the presentation.</p> <p>The Chief Executive stated he was trying to arrange the Glenshellach opening for 19th December 2016 to allow the two large family homes to be allocated before Christmas. He stated he would update the Board further once he had clarity on the details.</p> <p>John Muir asked whether the increase to planning fees would impact on ACHA’s new build programme. The Director of Investment & Regeneration advised the Association’s costs would increase if the planning fee increased.</p> <p>Cameron Grant stated the Scottish Government were carrying out a consultation in relation to the Freedom of Information being applicable to Housing Associations. The Chief Executive stated Associations had until February 2017 to comment. The Board were advised that following consideration by the SMT a report would be submitted to the Board for their consideration. The Chief Executive stated that while it would be difficult to argue against the implementation of FOI, there could be a cost attached for Associations with respect to all the compliances.</p> <p>Councillor Richard Trail asked if there had been a good response rate for the post of AHFA Managing Director. The Chief Executive advised around 20 applications had been received, which had been shortlisted to six. He further advised that five applicants had taken up the opportunity to be interviewed.</p>	
8.	CONFIDENTIAL	

9.	<p>Procurement Report, Policy and Strategy</p> <p>The Director of Investment & Regeneration advised that under normal circumstances a Policy would be submitted to the Policy Committee for consideration but as the Procurement Policy partnered the Strategy, which was required to be reviewed to meet new legislation both documents were seeking Board consideration.</p> <p>The Director of Investment & Regeneration took the Board through the key changes to the documents as outlined in her report.</p> <p>Councillor Bruce Marshall asked if the new legislation would impact on AHFA. The Director of Investment & Regeneration advised that no dispensation was available and the legislation applied if the parent company had significant or complete control over the subsidiary.</p> <p>The Director of Investment & Regeneration advised it was not compulsory for AHFA to have a Procurement Strategy but it was recommended. The Director of Human Resources & Corporate Services advised that AHFA's Managing Director had been in discussion with BTO in relation to procurement and would report back to AHFA's Board of Directors.</p> <p>The Board of Management APPROVED the revised ACHA Procurement Policy The Board of Management APPROVED the new ACHA Procurement Strategy</p>	
10.	<p>ACHA Budget 2017-18</p> <p>The Director of Finance & IT advised the draft budget for consideration would largely be similar to the budget the Board would be asked to consider and approve in February 2017.</p> <p>The Director of Finance & IT took the Board through his report and directed members to point 35 contained within his report, which summarised the key issues. He took the Board through each of the bullet points contained within point 35. The Board were advised that full costs for providing the Welfare Rights Service had been included but may be removed at a later date if the Association were successful in securing funding for the service.</p> <p>The Director of Finance & IT advised that if all measures contained within his report were approved the operating budget would be in line with the figures within the Business Plan as identified in February as part of the long term budget.</p> <p>The Board were advised that in relation to the regeneration budget, over the course of the year an extensive new build programme had been approved, which was in part supported by HAG funding but also required private finance.</p> <p>The Director of Finance & IT further advised that due to the ending of Right to Buy the Association had seen a significant increase in applications received. He predicted that around 75 houses would be sold.</p>	

	<p>Councillor Bruce Marshall asked if the budget was sufficient to bring houses up to standard. The Director of Investment & Regeneration stated the budget was sufficient to cover the long term plan to upgrade properties.</p> <p>Cameron Grant asked whether there had been any communication from Lloyds in respect of the ONS reclassification. The Director of Finance & IT advised the issues were not specific to ACHA but were more generic.</p> <ul style="list-style-type: none"> • The Board of Management NOTED the briefing note on the 2017-18 budget • The Board of Management NOTED the 2017-18 budget increases set out in paragraph 35 of the briefing note • The Board of Management APPROVED the approach to finalising the 2017-18 budget as set out in paragraph 35 of the briefing • The Board of Management AGREED to SMT bringing further reports on the 2017-18 budget to the Board in January and February 2017 	
11.	<p>ACHA Business Plan Update</p> <p>The Director of Finance & IT reminded the Board that it was a requirement for the Business Plan to be submitted annually. He further advised that he would update the Business Plan in detail if approved.</p> <p>The Director of Finance & IT gave a presentation covering:</p> <ul style="list-style-type: none"> • ACHA Business Plan Review and Update • Business Plan Assumptions Unchanged • Changes to Business Plan Assumptions • Key Outcomes • Summary Income and Costs to 2021-22 • Annual Cash Flow to 2021-22 • Summary Income and Costs Full 30 Years • Annual Cash Flow Full 30 Years • Sensitivities – Critical Variations • Recommendations <ul style="list-style-type: none"> • The Board of Management NOTED the proposed updates to the Business Plan • The Board of Management NOTED the changes to Business Plan assumptions • The Board of Management APPROVED the allowance for major repairs in the period post 2035-36 • The Board of Management APPROVED the uprating of responsive repairs for inflation and new build properties • The Board of Management APPROVED the revised Business Plan for submission to Lloyds Banking Group subject to final adjustment as a result of development of 2017-18 budget, any changes from updating the profile of the new build programme and finalisation of major repairs and repairs and maintenance costs 	
12.	<p>AHFA Business Plan Progress Report as at 31/10/16</p> <p>The Board of Management NOTED the contents of the progress report.</p>	

13.	<p>ACHA Management Accounts as at 31/10/16 The Board of Management NOTED the contents of the report.</p>	
14.	<p>New Build Programme Update The Director of Investment & Regeneration stated her report was self-explanatory and provided an outline on progress of each of the new build developments.</p> <p>The Board of Management NOTED the progress on the current new build development programme onsite and proposed new projects for completion by March 2021.</p>	
15.	<p>Board Improvements The Chair took the Board through his report highlighting his proposals:</p> <ul style="list-style-type: none"> • Agenda is drafted in order of importance but not all P1s will be grouped together the agenda will continue to be mixed • Prioritise Info Pack in order of importance • Board members continue to read papers and ask questions in advance of the meeting if clarification required • SMT to tighten up on items as outlined in the Rules <p>The Chair of the Audit Committee disagreed that the agenda should continue to be mixed and stated it was his view the P1s should be grouped, P2s grouped and so on.</p> <p>The Chair stated he would be happy to group the agenda as outlined by the Chair of the Audit Committee and explained his reasoning for his initial proposal. The Chief Executive stated that operationally there was no requirement to have agenda items group within operating departments.</p> <p>John Muir stated he had provided the Chair with a list of questions at the start of the meeting.</p> <p>The Board of Management APPROVED the agenda being ordered in priority level. The Board of Management APPROVED the other recommendations proposed by the Chair as highlighted above.</p>	
16.	<p>Monthly Investment Programme Update The Director of Investment & Regeneration took the Board through her report.</p> <p>The Director of Investment & Regeneration stated her monthly report would now include an update on Regeneration as well as Investment following removal of exception reports.</p> <p>The Director of Investment & Regeneration provided an update in relation to the CARS Project in Inveraray advising that all private owners had now signed up to the additional costs and therefore could now access additional grant funding. External works to walls due for completion shortly and the scaffolding removed by January 2017. Councillor Richard Trail asked what the level of additional cost was. The Director of Investment & Regeneration</p>	

	<p>advised the additional cost was less than £1k per household.</p> <p>The Board of Management NOTED the contents of the report.</p> <p>The Chair clarified to John Muir that all of his questions, with the exception of a query in relation to the Ardrishaig office had been covered. The Chair advised the position of the Ardrishaig office would be covered under item 18 on the agenda.</p>	
17.	<p>Land Disposal Requests</p> <p>1. Dunbeg</p> <p>The Board of Management APPROVED the disposal request for a lease of ground at Jane Road, Dunbeg for a mobile phone mast.</p> <p>2. Croft Avenue, Oban</p> <p>The Director of Investment & Regeneration took the Board through her report. The Board of Management AGREED to the sale of four garage bases to Mr Ian MacInnes of D & A Munn Ltd. The Board of Management AGREED to invite bids for the fifth garage base from Mr Ian MacInnes and Mr Gerry Kilmurray.</p> <p>Cameron Grant asked whether the footpath owned by the Association could be tied into the sale. The Director of Investment & Regeneration stated the footpath may be used as an access footpath by tenants but she would check and report back.</p>	Linda Haig
18.	<p>Mid Argyll Office Accommodation Update</p> <p>The Director of Human Resources & Corporate Services took the Board through her progress report. She advised the Council were not willing to sell the car park at Dalriada House but were willing to give a lease under licence. ACHA would request a licence to occupy the car park with sole use for ACHA staff during office hours. Agreement would be sought to include the car park in the option to purchase at the end of the seven year lease.</p> <p>Bob Munro asked how ACHA intended to stop members of the public from parking during office hours. The Director of Human Resources & Corporate Services stated she had originally requested a barrier be installed but the Council refused. She further advised she was checking with BTO on whether the Association would have the power to stop members of the public using the car park during office hours.</p> <p>The Chief Executive asked why the Council were not keen on allowing a barrier to be installed. The Director of Human Resources & Corporate Services advised it was their view a barrier may cause problems for public car parking outwith office hours. The Board of Management requested the Director of Human Resources & Corporate Services obtain costs for having a barrier installed at the car park.</p> <p>The Board of Management were advised there had been two parties interested in leasing the Ardrishaig.</p> <p>The Board of Management NOTED the progress to date in relation to Dalriada House, Lochgilphead and 63-65 Chalmers Street, Ardrishaig.</p>	Colette Benham

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20.	<p>Strategic Vision The Chair took the Board through his report and stated he was aware some members felt his recommendations were a step too far and asked for comments.</p> <p>Board members discussed whether they wished to plan 10 years ahead or whether they wished to remain with the status quo of a two day Strategic event in February/March followed by a six monthly review.</p> <p>It was AGREED to vote on the proposal put forward by the Chair:</p> <p>In favour – 3 Against – 6 Abstentions – 0</p> <p>As a result of the voting result, the Chair withdrew his proposal and the Board of Management AGREED to continue with the status quo.</p>	
21.	<p>A.O.C.B. Group Leavers Report The Director of Human Resources & Corporate Services stated the Group Leavers, Staff Turnover and Exit Interview report had been included in the October Board Info Pack. She stated that the Scottish Housing Regulator was happy with the revised turnover rate but the amendment required Board consideration. The Board of Management APPROVED the amendment to the revised turnover rate.</p> <p>Possible Community Buyout of the Torlochan Travelling Persons Site Confidential</p> <p>Councillor Bruce Marshall stated he had heard vandalism had been carried out at Torlochan. The Director of Housing & Neighbourhood Services stated that staff continued to carry out inspections on a regular basis but would investigate the matter.</p> <p>Mid Argyll & Kintyre Area Committee Chair The Chair advised that the Mid Argyll & Kintyre Area Committee could not elect a Chair and no representation had been made on the Board of Management for four meetings.</p> <p>The Chair stated there were two options open to the Association:</p> <ul style="list-style-type: none"> • Dissolve the Area Committee • Appoint a stand in Chair from the Board of Management <p>The Chair advised that Douglas Prophet had volunteered to stand in as Chair on the Mid Argyll & Kintyre Area Committee to avoid a second Area Committee requiring to be dissolved.</p> <p>The Board of Management APPROVED Douglas Prophet as stand in Chair</p>	Christine Johnston

	<p>on the Mid Argyll & Kintyre Area Committee.</p> <p>The Board of Management NOTED the next meeting was scheduled to be held in January 2017.</p>	
22.	<p>Date & Time of Next Meeting Thursday 19th January 2017 at 10.00am in the Inveraray Inn, Inveraray</p>	