



## Argyll Community Housing Association

### Board of Management Meeting

Thursday 18<sup>th</sup> February 2016 at 10.00am in Inveraray Inn, Inveraray

#### Minute

##### Present:

Jim Milne (Chair)  
Lorraine-Anne Drysdale (Vice Chair) (item 6 onwards)  
Douglas Prophet (Chair Finance & Audit Committee)  
Colin Davidson  
Cameron Grant  
Danny Kelly  
Neil Mackay (item 7 onwards)  
Councillor Donnie MacMillan  
Councillor Bruce Marshall  
John Muir

##### Not in Attendance:

Mike Brown

##### Observers:

Malcolm Campbell

##### In Attendance:

Alastair MacGregor, Chief Executive (item 8 onwards)  
Bruce West, Director of Finance & IT  
Linda Haig, Director of Investment & Regeneration  
Christine Johnston, Director of Housing & Neighbourhood Services  
Marina MacArthur, HR & Training Manager  
Gayle Stead, Governance & Compliance Manager  
Lesley Lindsay, PA to Board of Management

The Chair advised two Board members and the Chief Executive had been delayed due to a road closure but advised it was likely they would arrive around 10.30am.		

The Chair welcomed Malcolm Campbell as an observer to the meeting. He thanked Malcolm for attending the meeting and reminded him he could not		
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participate in the meeting.

Board members were reminded the SGM would commence at 1.00pm, lunch would be available at 1.30pm and the Finance & Audit Committee meeting would commence at 2.00pm.

1.	<p><b>Apologies</b> Councillor Richard Trail</p> <p>Leave of Absence Councillor Roddy McCuish Leave of Absence Stafford Day Leave of Absence Councillor Sandy Taylor</p>	
2.	<p><b>Minutes of Previous Meeting – 21<sup>st</sup> January 2016</b></p> <p>The minute of the previous meeting was <b>APPROVED</b> as an accurate record.</p> <p>Proposed by: Colin Davidson Seconded by: Douglas Prophet</p>	
3.	<p><b>Matters Arising</b> Page 4 – Item 6 - the Chair advised a notice had been posted onto the website advertising the vacancies on the Board of Management.</p>	
4.	<p><b>Conflict of Interest to Declare</b> Items 12, 12.1 and 12.2 - the Chair and Vice Chair stated they were members of the AHFA Board of Directors and noted a declaration of interest.</p> <p>Cameron Grant advised he was a Tenant Liaison Representative for the Scottish Housing Regulator.</p> <p>Staff members declared an interest in relation to item 7 – Pay Award Proposals. It was noted staff members would leave the meeting for that item, with the exception of the minute taker.</p>	
5.	<p><b>Correspondence</b> The Board of Management <b>NOTED</b> the resignation of Mike Brown with sadness.</p> <p>The Chair advised he had received a Leave of Absence request from Councillor Roddy McCuish to cover the meeting. He advised he had <b>AGREED</b> the request subject to ratification</p>	

	<p>by the Board of Management. The Board of Management <b>RATIFIED</b> the decision.</p> <p>The Chair advised he had received a Leave of Absence request from Stafford Day to cover a four month period. He advised he had <b>AGREED</b> the request subject to ratification by the Board of Management. The Board of Management <b>RATIFIED</b> the decision.</p>	
6.	<b>Confidential</b>	
7.	<p><b>Pay Award Proposals 2016</b></p> <p>All staff with the exception of the minute taker left the meeting.</p> <p>The Chair of the Finance &amp; Audit Committee took the meeting through the recommendations contained within his report:</p> <ol style="list-style-type: none"> <li>1. To agree a response to the Joint Trade Unions pay claim. The claim put forward: <ol style="list-style-type: none"> <li>a. An increase to all salary points and allowances of 3% from 1 April 2016</li> <li>b. An increase of all salary points and allowances of 2% from 1 April 2017</li> <li>c. A meaningful commitment to review restoring access to the Strathclyde Pension Fund to all AHFA staff</li> </ol> </li> </ol> <p>The Chair of the Finance &amp; Audit Committee then talked the Board through the Audit/Remuneration Committee options for a group pay award:  Option 1 – A 2 year pay deal of 1.4% in April 2016 and between 1.5% - 2% in April 2017, depending on CPI  Option 2 – Accept a 1 year pay deal of 1.4% in April 2016</p> <p>The Chair of the Finance &amp; Audit Committee took the Board through recommendation 3 contained within his report:  The Audit/Remuneration Committee suggested that AHFA do not offer those on AHFA Terms and Conditions access to the Strathclyde Pension Fund for three reasons; it is cost prohibitive to the AHFA Business Plan, it has never been available to AHFA employees or intended to be and AHFA would require the Local Authority to act as a guarantor and SPF advise this would be unlikely.</p> <p>The Board of Management were taken through the summary contained within the report.</p>	

	<p>Cameron Grant agreed that AHFA staff should not be offered access to the SPF.</p> <p>Neil MacKay joined meeting.</p> <p>The Board were advised an online poll by way of voting buttons to ascertain staff views on the pay award proposal would be issued. A nil response would be assumed as acceptance. ACHA will issue the poll to non-Trades Union staff (75%) to vote as the Joint Trades Unions have requested that they will respond on behalf of all their members collectively. Responses will be collected by 10.00am on Friday 18<sup>th</sup> March 2016 at the latest. The vote is not binding but will provide an indication of staff views to the Board of Management.</p> <p>Cameron Grant proposed Option 1. Colin Davidson seconded the proposal.</p> <p>The Board of Management unanimously <b>AGREED</b> Option 1: A 2 year pay deal of 1.4% in April 2016 and between 1.5% - 2% in April 2017, depending on CPI.</p> <p>Staff members returned to the meeting.</p>	
8.	<p><b>New Membership Applications</b> The Board of Management <b>APPROVED</b> three new membership applications.</p> <p>The Board of Management <b>NOTED</b> the current membership total as at 09/02/16 was 262.</p>	
8.1	<p><b>Cancelled Members</b> The Board of Management <b>NOTED</b> the cancellation of three memberships.</p>	
9.	<p><b>Chief Executive Presentation</b> The Chief Executive gave a presentation covering:</p> <ul style="list-style-type: none"> <li>• Key Updates</li> <li>• Other Updates</li> <li>• External Updates</li> </ul> <p>All members in attendance were provided with a copy of the</p>	

	presentation.	
10.	<p><b>Permission to defer May Board of Management meeting</b>  The Chair stated the decision regarding the change of date of the May meeting had been briefly discussed at the January meeting but the decision had been deferred. The Chair advised he would be unavailable on both proposed dates. The Vice Chair stated she remained unable to confirm her attendance. The Board were advised a Chair would be elected at the meeting.</p> <p>The Chair of the Finance &amp; Audit Committee advised the Secretary had confirmed his attendance and had advised he would act as Chair at the meeting if required.</p> <p>The Board of Management <b>AGREED</b> to move the date of the May Board meeting to Tuesday 24<sup>th</sup> May 2016.</p>	
11.	<p><b>KPI Scorecard</b>  Cameron Grant stated the percentage of sick days had increased and asked if there was a particular reason. The HR and Training Manager advised there had been three members of staff off on long term sick plus the usual winter bugs such as colds and flu had temporarily increased sickness. She advised the number of days sickness had dropped back for the current month.</p> <p>The Vice Chair highlighted the percentage of appointments kept had dropped to 59% and asked for an explanation. The Director of Investment &amp; Regeneration advised the methodology used to generate the figure had been investigated and had been found to be inaccurate. She advised the discrepancy had been highlighted during an external validation process. The Board were advised the figure contained information for job work that did not require appointments and gave the example of close work. The Director of Investment &amp; Regeneration advised the report would be amended and future reports would contain the correct information.</p> <p>The Chair asked whether the figure included missed appointments where the tenant had not been in. The Director of Investment &amp; Regeneration clarified it did not.</p> <p>The Vice Chair questioned why the average re-let times had increased. The Director of Housing &amp; Neighbourhood Services advised the Exception report contained within the Board</p>	

	<p>Information Pack highlighted the reasons for the increase. She offered to take the Board through her Exception report but the Board of Management declined the offer.</p> <p>Councillor Bruce Marshall asked what type of properties had been allocated to the Syrian refugee families. The Director of Housing &amp; Neighbourhood Services advised ACHA had allocated flats to all families, she further advised she was unclear on what property type had been allocated by Fyne Homes.</p> <p>The Chair asked whether all Board members were happy with the layout of the KPI Scorecard and were confident they understood the content. The Board of Management confirmed they were happy with the layout and content. The Board of Management <b>NOTED</b> the contents of the KPI Scorecard.</p>	
12.	<p><b>AHFA Business Plan Progress Report – December 2015</b></p> <p>The Director of Finance &amp; IT took the Board through his report and highlighted four key factors.</p> <p>The Board of Management <b>NOTED</b> the contents of the report.</p>	
12.1	<p><b>AHFA Intercompany Debt – December 2015</b></p> <p>The Director of Finance &amp; IT took the Board through his report.</p> <p>The Board of Management <b>NOTED</b> the contents of the report.</p>	
12.2	<p><b>AHFA Budget 2016/17</b></p> <p>The Director of Finance &amp; IT took the Board through his report and advised recommendations 2-5 had been approved by the AHFA Board at their meeting on 15<sup>th</sup> February. He further advised there was an additional recommendation contained within the report for ACHA's Board consideration only.</p> <p>The Board were advised the analysis contained in the report made comment and set out the position.</p> <p>The Board of Management <b>APPROVED</b> the recommendations contained within the report:</p>	
12.3	<p><b>ACHA Management Accounts – December 2015</b></p> <p>The Director of Finance &amp; IT took the Board through his report</p>	

	<p>and highlighted:  Void rent loss  Bad debts  Income received from private owners  Grants  Management Costs  Major Repairs</p> <p>The Board of Management <b>NOTED</b> the contents of the report.</p>	
12.4	<p><b>Rent Increase Consultation 2016/17</b>  The Director of Finance &amp; IT advised 46 responses had been received during the consultation process and highlighted each response had been summarised within the report.</p> <p>The Chair questioned whether comments made by tenants were being followed up. The Chief Executive advised that all comments would be followed up. He further advised that some aspects were outwith ACHA's control and where that was the case Association staff would speak to the organisations concerned.</p> <p>The Board were advised ACHA's rents were and would remain within the second lowest quartile.</p> <p>The Chair took the Board through each of the recommendations contained within the report:</p> <ol style="list-style-type: none"> <li>1. To agree an RPI + 1% (2.2%) rent increase to all property rentals, houses, sheltered houses, garages, garage sites, travelling people sites, commercial properties, allotments, community benefit properties, mid-market rent properties and any service charges, except sheltered housing service charges</li> <li>2. To agree that Sheltered Housing Services charges will only change according to the analysis of costs incurred at each complex based on the prior year known costs</li> </ol> <p>The Board of Management <b>APPROVED</b> the recommendations.</p>	
12.5	<p><b>ACHA Budget 2016/17</b>  The Director of Finance &amp; IT took the Board through his report and key assumptions as set out in the appendices.</p> <p>He summarised by reporting the budget proposals reflected the</p>	

decision taken by the Board of Management on 21<sup>st</sup> January 2016 to prioritise the following from free funds available in the period 2016/17 to 2018/19:

- Welfare Rights service
- IT Capital Projects
- Islay office conversion
- Held for reinvestment £32k

The Director of Finance & IT confirmed the budget proposal complied with the Loan Agreement and the budget construction complied with the net operating cashflow.

The Board were advised management costs required to be brought in line with the Business Plan during 2016/17, 2017/18 and 2018/19 but all things being equal there could be additional funds available for reinvestment by 2021/2022.

The Director of Finance & IT drew the Board's attention to the Risk Implications and advised the budget was set on the basis of assumptions but in reality many factors could impact on those assumptions over the next five to six years.

John Muir asked what impact an increase on VAT would have on the budget. The Director of Finance & IT advised he was not aware of any Government plans to change the rate of VAT. He further advised the Government had proposed limiting the zero rating for energy efficiency but not for social housing so there would be no impact on ACHA.

Neil MacKay questioned why there was a reduction in relation to the factoring staff restructure. The Director of Finance & IT advised it was as a result of the Housing & Neighbourhood Services restructure which had been approved by the Board in 2015.

The Chair reminded Board members that budgets could improve as well as deteriorate.

Councillor Bruce Marshall asked why there was an increase in the budget for Council Tax. The Director of Finance & IT advised it was to allow for the increase in voids and the double council tax imposed on vacant properties following a certain period of time.

The Chair took the Board through each of the

	<p>recommendations contained within the report:</p> <ol style="list-style-type: none"> <li>1. To approve the ACHA budget for 2016/17</li> <li>2. To approve the ACHA budgets for 2017/18 and 2018/19 subject to review as part of the 2017/18 budget process</li> <li>3. To note the projected budgets through to 2021/22</li> </ol> <p>The Board of Management <b>APPROVED</b> and <b>NOTED</b> the recommendations.</p> <p>The Chief Executive requested permission to issue a press release in relation to the Board’s approval of the budget. The Board of Management <b>APPROVED</b> a press release being issued.</p>	<p>Alastair MacGregor</p>
<p>12.6</p>	<p><b>Cessation of right to Buy</b></p> <p>The Director of Finance &amp; IT took the Board through his report and advised the Scottish Government had published their own Frequently Asked Questions/information leaflet and as a result ACHA would not duplicate to avoid any risk of misinterpretation. ACHA will refer tenants to the Scottish Government’s information.</p> <p>The Board were advised a separate email address and phone line had been set up to deal with enquiries relating to the cessation of Right to Buy.</p> <p>The Director of Finance &amp; IT drew the Board’s attention to appendix 1, the draft wording for the article to be posted onto the Association’s website. He proposed one amendment to the wording – page 1 – 1<sup>st</sup> para – under heading about Right to Buy – “ACHA tenants continue to have those rights until 31<sup>st</sup> July 2016”. The Board also considered appendix 2, the article for the tenants’ newsletter. The Director of Finance &amp; IT advised the article may be revised slightly.</p> <p>The Director of Finance &amp; IT advised the Board of some operational issues that may need resolved.</p> <p>Cameron Grant questioned whether the cessation of RTB would be publicised in ACHA offices. The Director of Finance &amp; IT advised the Board had previously agreed to adopt a low key approach but asked for clarification on whether notices should be displayed in office reception areas. The Board of Management agreed they did not wish posters displayed.</p>	

	<p>John Muir stated he felt the wording in the appendices did not accurately outline what repairs would continue to be carried out pending a RTB application. The Directors of Housing &amp; Neighbourhood Services and Finance &amp; IT agreed to improve the wording to ensure a clear message to tenants.</p> <p>Neil Mackay stated social media could assist in getting the message out to tenants. Colin Davidson stated ACHA should not rely on social media. Neil agreed it was not the only form of communication but stated it had its uses. The Chair advised the Board were still to take a formal view on the use of social media but it was not considered a priority. The Chair of the Finance &amp; Audit Committee stated the Board had briefly discussed the use of social media but had generally agreed they did not wish to use it at the current time. The Chief Executive confirmed the Board had previously agreed it was not an IT priority.</p> <p>The Chief Executive reiterated the Board had previously agreed the approach in notifying tenants of the cessation of RTB. He summarised the proposed approach:  FAQs/Information Leaflet – drafted by the Scottish Government, the Association would refer tenants to the Scottish Governments information  ACHA have set up an email and phone helpline for all questions relating to the cessation of RTB  An article will be placed on the Association’s website  An article will be placed in the Tenants Newsletter</p> <p>The Chair stated in his view, as a landlord, the Association met its obligations.</p> <p>The Board of Management <b>APPROVED</b> the approach to making tenants aware of the cessation of Right to Buy.</p>	<p>Christine Johnston/ Bruce West</p>
<p>12.7</p>	<p><b>ACHA Budget Strategy 2019-20 to 2021-22</b></p> <p>The Director of Finance &amp; IT took the Board through the issues and initiatives contained within his report and advised the initiatives would be covered over a period of time, not immediately.</p> <p>He directed the Board to the potential areas for budget savings contained within the table on page 2 of his report, providing a total saving of £550k.</p>	

	<p>The Board were advised each proposal would require further work to develop a business case for each one which would set out more detail along with the pros and cons.</p> <p>The Director of Finance &amp; IT advised item 3.4 in the appendix set out a number of tables containing background information of the initial work and timescales.</p> <p>Councillor Bruce Marshall questioned whether demolition remained a possibility. The Director of Housing &amp; Neighbourhood Services advised demolition of low demand properties was being considered as part of the wider strategic objective and asset management strategy. She further advised the Association had a Void Working Group, made up of senior staff and it was hoped to present a number of options to the Board for consideration at a future meeting. The Chief Executive advised it had been agreed at the Strategic Planning sessions a report would be made available to the Board by December 2016.</p> <p>The Chair asked the Board to consider the recommendation contained within the report:</p> <p>To approve that the options set out in the tables are taken forward for further investigation in line with the timescales set out and that the projects plans/business cases are brought to the Board for consideration once drafted.</p> <p>The Board of Management <b>APPROVED</b> the recommendation.</p>	
13.	<p><b>Footfall to Offices</b></p> <p>The Director of Housing &amp; Neighbourhood Services advised the Board had set an objective at their 2015 Strategic Planning session to ascertain the reasons for footfall to the local offices. She advised a survey had been carried out to try to establish the reasons. She further advised footfall had declined, especially following the cessation of cash collection.</p> <p>The Board were advised the most common reason for visits to the offices was in relation to allocations.</p> <p>Cameron Grant stated the largest footfall was to the Cowal office and questioned whether it would be worthwhile getting the Bute &amp; Cowal Area Committee back up and running. The Director of Housing &amp; Neighbourhood Services advised the</p>	

	<p>Cowal office was in a very central location, next to a supermarket which had an impact on footfall.</p> <p>Danny Kelly asked whether there had been an increase or decrease in visits to the Lomond office following its relocation to Kirkmichael. The Director of Housing &amp; Neighbourhood Services advised she could not compare as the last survey had related to different services.</p> <p>The Director of Housing &amp; Neighbourhood Services stated the most common contact was via the Customer Service Centre.</p> <p>The Chief Executive stated it was interesting the offices had received in excess of 1300 visits within a four week period. He commented it was remarkable so many customers engaged with the Association on a face to face basis.</p> <p>The Chair advised he had carried out a comparison of the number of stock versus the number of visits to the office. He advised that Lomond and Oban, Lorn &amp; Isles were underused in comparison to stock, Mid Argyll and Kintyre visits matched the percentage of stock and Bute and Cowal were overused in terms of percentage visits versus stock.</p> <p>The Board of Management <b>NOTED</b> the contents of the report.</p>	
13.1	<p><b>Factored Owners Satisfaction Report</b></p> <p>The Director of Housing &amp; Neighbourhood Services advised the satisfaction survey was the second in a suite of three surveys being undertaken.</p> <p>The Board were advised satisfaction levels had significantly improved. The Chair stated the improvement in satisfaction levels from 49% to 64% was very good.</p> <p>The Director of Housing &amp; Neighbourhood Services advised an action plan would be submitted to the Board for consideration at a future meeting.</p> <p>The Board of Management <b>NOTED</b> the contents of the report.</p>	
13.2	<p><b>Delegated Authority for Signing Leases</b></p> <p>The Director of Housing &amp; Neighbourhood Services advised that historically senior staff would sign leases while more junior staff would witness the leases. She further advised that</p>	

	<p>following the recent restructure it was a possibility the staff delegated to sign leases would not be available in the office required. The Board were advised there was no reason why any member of staff could not sign a lease.</p> <p>ACHA's legal advisor, BTO, suggested the proposed amendment be formally approved by the Board of Management as the current delegated authority does not specifically list any member of staff other than the Director of Housing &amp; Neighbourhood Services.</p> <p>The Board of Management <b>APPROVED</b> the recommendations contained within the report:</p> <ol style="list-style-type: none"> <li>1. The Board formally approve the list of staff authorised to sign leases on behalf of ACHA</li> <li>2. The Board approve the types of leases these staff are authorised to sign</li> </ol>	
14.	<p><b>Monthly Investment Programme Update</b></p> <p>The Director of Investment &amp; Regeneration took the Board through her report and advised over 800 elements had been completed.</p> <p>She further advised the two contractors on the CARS project would finally begin on-site at the end of February 2016.</p> <p>The Board of Management <b>NOTED</b> the contents of the report.</p>	
14.1	<p><b>Land Disposal Requests</b></p> <p><b>a. Lora View, North Connel</b></p> <p>The Director of Investment &amp; Regeneration advised a request had been received to purchase a parcel of ground to the front (west) of the property at Lora View. The Board were advised the applicant had been of the view the piece of ground had been adopted by the Local Authority but since found out it belonged exclusively to ACHA. The Director of Investment &amp; Regeneration stated the piece of land was not particularly valuable and her recommendation would be to proceed with the sale with a caveat around value. The Chair questioned whether the land disposal had been approved by the Area Committee. He was advised it had not as the applicant was keen to 'fast track' the application due to a mortgage application.</p>	

	<p>The Director of Investment &amp; Regeneration advised she had received comment from Stafford Day. He advised he would be happy to proceed with the land disposal with the following conditions:</p> <ul style="list-style-type: none"> <li>• A covenant to ensure the land is used solely for footpath/garden purposes</li> <li>• A very typical covenant be imposed that no nuisance or disturbance be cause to neighbouring properties</li> </ul> <p>The Director of Investment &amp; Regeneration advised she would include Stafford’s conditions.</p> <p>Neil Mackay proposed proceeding with the recommendation:</p> <p>Consider the disposal request of a parcel of land to the front of two new build, semi-detached properties due south of 35 Lora View, from the applicants. This parcel of land provides sole access to the site containing both properties.</p> <p>The Board of Management <b>APPROVED</b> the recommendation.</p> <p><b>b. Park Grove, Cardross</b></p> <p>The Director of Investment &amp; Regeneration advised the applicant wished to purchase a neighbouring piece of ground for the purposes of extending the garden and creating vehicular access to the applicant’s property. The Board were advised the request had been considered and approved by the Area Committee.</p> <p>The Board were advised Stafford Day had requested the following conditions be imposed:</p> <ul style="list-style-type: none"> <li>• The piece of ground is restricted to garden and vehicular use</li> <li>• No nuisance or disturbance is caused to neighbours</li> </ul> <p>The Board of Management <b>APPROVED</b> the recommendation contained within the report:</p> <p>To consider the disposal request of a parcel of land to the front of 2 Park Grove, Cardross, from the applicant who resides at the same property. Area Committee have considered and are in support of the disposal request.</p>	
14.2	<p><b>Approved Contractor and Consultant Report</b></p> <p>The Director of Investment &amp; Regeneration confirmed the basic</p>	

	<p>checks had been carried out. Colin Davidson questioned why an acoustic consultant would apply to be included on the Association's list of approved consultants. The Director of Investment &amp; Regeneration stated it was better to have the basic check carried out in the event their services were required.</p> <p>The Board of Management <b>APPROVED</b> the revised list of building consultants and contractors.</p>	
15.	<p><b>EVH Membership Renewal</b></p> <p>The HR &amp; Training Manager provided the Board with an overview of the services used by ACHA over the last year:</p> <p>Health &amp; Safety support provided by ACS</p> <p>Twice yearly updates to the Health &amp; Safety control manual</p> <p>Audit of how to manage the Health &amp; Safety function</p> <p>Guidance and clarification on Risk Assessments</p> <p>Health &amp; Safety administration training and IOSH training provided by EVH at a much reduced rate (around 50% of the normal cost)</p> <p>Representation on the Health &amp; Safety forum</p> <p>Access to online and telephone support on all HR matters including:</p> <p>Model policies and guidance</p> <p>Benchmarking against EVH salaries</p> <p>Pay and grading information on EVH model</p> <p>Used services for Housing &amp; Neighbourhood Services</p> <p>Advertising vacant posts</p> <p>Training:</p> <p>Managing long term absence attended</p> <p>Fit for work Scotland attended</p> <p>Future leaders</p> <p>EVH monthly report as part of the subscription fee</p> <p>Monthly employer update which is shared with staff</p> <p>The Chair stated it was important the Board knew what services the Association were paying for.</p> <p>The Board of Management <b>APPROVED</b> associate membership of EVH for 2016 at a cost of £4527.</p>	
16.	<p><b>AOCB</b></p> <p>Cameron Grant asked whether Mike Brown would be invited to</p>	

	<p>join the Board for lunch following his resignation. The Chair confirmed he would issue an invitation to Mike.</p> <p>Councillor Bruce Marshall asked for clarification on the Community Action Fund status for Cowal and Bute. The Governance &amp; Compliance Manager advised any Committee business that would have been processed by the Bute &amp; Cowal Area Committee would be considered by the Board of Management.</p> <p>The Governance &amp; Compliance Manager advised she was seeking ratification in respect of permission to appoint a connected person to the temporary position of Corporate Services Assistant (cover for maternity leave). She advised the applicant was the son of the Property &amp; Gas Compliance Manager for AHFA. She confirmed the AHFA employee had play no part in the interview or recruitment process. The Board of Management <b>RATIFIED</b> the decision.</p> <p>The Chair advised the SHR would be holding Governance Matters Regulator training sessions on 3<sup>rd</sup> and 7<sup>th</sup> March 2016 in the Grant Central Hotel, Glasgow. ACHA have been offered two free places. Anyone interested in attending should contact the PA to the Board of Management.</p> <p>The Chair asked whether Board members wished to receive a revised full Governing Body Manual in CD format or whether they would prefer to receive a CD containing the Rules, Standing Orders, Schedule of Delegated Authority &amp; Financial Regulations and Code of Conduct only. He asked for a response at the March meeting.</p>	<p><b>Jim Milne</b></p>
<p>17.</p>	<p><b>Date &amp; Time of Next Meeting</b> Thursday 31<sup>st</sup> March 2016 at 10.30am in the Inveraray Inn, Inveraray</p>	