

## Argyll Community Housing Association

### Board of Management Meeting

Thursday 18<sup>th</sup> April 2024, Skype

#### Minute

##### Present:

Cathy Grant (Chair)  
 Jim Milne (Vice Chair)  
 Mark Irvine (Secretary)  
 Ian McIntyre (Chair of Audit Committee)  
 Mike Brown  
 Dan Hughes  
 Esther Hughes  
 Pat McVey  
 Bruce Marshall  
 Betty Rhodick

##### Not in attendance

##### In Attendance:

Michelle Mundie, Chief Executive  
 Allan MacDonald, Director of Finance & IT  
 Colette Benham, Director of Human Resources & Corporate Services  
 Fiona Campbell, Director of Asset & Sustainability  
 Yvonne Angus, Regional Manager  
 Lesley Lindsay, PA to Board of Management (minute)

		To be actioned by 23/05/24
1.	<b>Apologies</b>	
2.	<b>Minute of Previous Meeting – 21<sup>st</sup> March 2024</b> The Board of Management <b>APPROVED</b> the minute as a true and accurate record of the meeting.  Proposed by: Bruce Marshall Seconded by: Mark Irvine	
3.	<b>Matters Arising</b> Page 3 – Item 4 – the Director of Finance & IT to provide further information regarding the SHR website information versus the SFHA rent affordability toolkit. Action completed.	

	<p>Page 3 – Item 4 – the Director of Human Resources &amp; Corporate Services to contact AHFA Managing Director to establish whether the E Learning facility would be beneficial to the AHFA Board of Directors. Action completed.</p> <p>Page 3 – Item 4 – Board members to contact the Director of Human Resources &amp; Corporate Services if they wished access to Safety Media E Learning. Action completed.</p> <p>Page 6 – Item 14 – the Secretary to meet with the Director of Finance &amp; IT to discuss any IT tools that could be utilised by the Board of Management. Meeting scheduled to take place on 29<sup>th</sup> April 2024.</p> <p>Page 6 – Item 14 – the Director of Finance &amp; IT to report back on the timeline for the implementation of Teams. IT have stated they hope Teams will be up and running by September 2024.</p> <p>Page 6 – Item 14 – the Director of Human Resources &amp; Corporate Services to arrange for a presentation of the SFHA’s Digital Governance Protocols for Hybrid meetings. Meeting to progress scheduled to be held 22<sup>nd</sup> April 2024.</p> <p>Page 7 – Item 15 – the Chief Executive to circulate the SFHA and RIHAF response to the Scottish Government’s Consultation on the new Social Housing Net Zero Standard. RIHAF response has not been published. SFHA response circulated to Board members on 22<sup>nd</sup> March 2024.</p> <p>Page 9 – Item 21 – the Director of Customer Experience to provide a presentation on void performance on a quarterly basis. Action ongoing with next presentation due in June 2024.</p> <p>Page 9 – Item 21 – all presentations to be included in the Admin Control Board Pack in advance of the meeting. Noted.</p> <p>Page 9 – Item 21 – the Director of Customer Experience to issue advance marketing for the Bute properties. Action complete. The Board of Management noted a good response had been received to date and further advertising will take place on Bute Radio.</p> <p>Page 9 – Item 23 – the Director of Asset &amp; Sustainability to ensure clarity of figures on the Damp, Mould and Condensation report. Report will be presented in different format for next meeting.</p> <p>Page 10 – Item 25 – the Chief Executive to discuss the issue relating to an emergency repair with Pat McVey. Action completed.</p>	
4.	<b>Correspondence</b>	

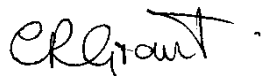
	There was no correspondence.	
5.	<p><b>Declarations of Interest</b></p> <p>The Secretary declared an interest in Item 8.4 as he is a Director with Rosneath Peninsula West Community Development Trust. He advised it was a non-financial role but would refrain from taking part in discussions for that item.</p> <p>Bruce Marshall declared an interest in Item 8.3 and advised he would refrain from taking part in discussions for that item.</p>	
6.	<p><b>Chief Executive's Presentation</b></p> <p>The Board of Management <b>NOTED</b> the presentation delivered by the Chief Executive.</p> <p>The Chief Executive advised she would write to the Minister regarding access to funding for Gypsy Traveller Sites and would circulate a copy of the letter to the Board of Management.</p> <p>Bruce Marshall questioned whether the Association had too many offices. The Chief Executive advised different options would be considered as part of the transformation Target Operating Model as office accommodation was a significant cost to the organisation and agile working could be a better alternative.</p> <p>The Board of Management requested the Chief Executive provide a list of all offices currently owned or rented along with the costs associated.</p>	<p><b>Michelle Mundie</b></p> <p><b>Michelle Mundie</b></p>
7.	<p><b>KPI Target Setting</b></p> <p>The Board of Management were asked to consider the proposed revised changes to the Board Scorecard targets to be effective from 1<sup>st</sup> April 2024 onwards. The Board were also asked to approve the revised Scottish Average figures as outlined in the appendix to the report.</p> <p>The Vice Chair stated it was a well arranged document with realistic targets.</p> <p>The Director of Human Resources &amp; Corporate Services thanked the Vice Chair for his input into the review.</p> <p>The Board of Management unanimously <b>APPROVED</b> the revised targets and Scottish Average figures as outlined in the report.</p>	
8.	<p><b>Community Action Fund Applications</b></p> <p><b>Garelochhead Station Trust</b></p> <p>The Board of Management unanimously <b>APPROVED</b> the award of £500.</p> <p><b>Comann nam Parant (Islay &amp; Jura Group)</b></p> <p>The Director of Human Resources &amp; Corporate Services was asked to ascertain how many children would benefit from the trip.</p> <p>The Board of Management unanimously <b>APPROVED</b> the award of £500.</p> <p>Post Meeting Note - the CAF donation would benefit all of P4 to P7 pupils - 17 pupils</p>	<p><b>Colette Benham</b></p>

	<p><b>Dunoon Burgh Hall Trust</b> The Board of Management unanimously <b>APPROVED</b> the award of £500.</p> <p><b>Rosneath Peninsula West Community Development Trust</b> The Board of Management unanimously <b>APPROVED</b> the award of £500.</p>	
9.	<p><b>Risk Registers</b> The Board of Management were asked to review and approve the ACHA and AHFA Risk Registers updated following the Strategic Planning session as outlined in sections 2 and 3 of the report.</p> <p>The Director of Human Resources &amp; Corporate Services confirmed the Risk Registers would continue to be scrutinised by the Audit Committee.</p> <p>The Vice Chair stated that on the basis the revisions had been discussed at the Strategy Away Days he was happy to approve.</p> <p>The Vice Chair advised the AHFA Board of Directors would be meeting on 2<sup>nd</sup> May to consider the AHFA Risk Register in detail. The Chair of the Audit Committee raised concerns over communication between the Chair of the AHFA Board of Directors and ACHA's Board of Management. The Chief Executive advised the Chair of the AHFA Board was invited to attend a monthly meeting of the Chief Executive and Chair of the ACHA Board. The Director of Human Resources &amp; Corporate Services advised AHFA would be carrying out a governance structure review and communication between the two Boards could be part of the review. The Chair stated the concern had been noted.</p> <p>The Board of Management unanimously <b>APPROVED</b> the ACHA and AHFA revised Risk Registers.</p>	
10.	<p><b>Investment, Regeneration and Warm Homes Update</b> The Chair asked for clarification on the recruitment difficulties AHFA were experiencing. The Board of Management noted the recruitment issues related, predominantly, to joiners. Bruce Marshall stated trades people were often pulled to the city where earnings were greater.</p> <p>The Board of Management <b>NOTED</b> the content of the report.</p>	
11.	<p><b>Damp, Mould and Condensation</b> The Director of Asset &amp; Sustainability advised the format of her update report would be amended for the May Board meeting and would contain more detailed information on the 74 outstanding cases.</p> <p>The Director of Asset &amp; Sustainability confirmed the Property Officers carried out assessments on health and safety risks and recorded the findings on a spreadsheet which also included information on how vulnerable tenants might be.</p> <p>Mike Brown stated he was pleased the Association were moving away from a culture of blame in the first instance as not all tenants were responsible for mould, dampness or condensation in their home. The</p>	<b>Fiona Campbell</b>

	<p>Director of Asset &amp; Sustainability advised the Association were doing as much as possible to alleviate issues for customers by fitting remedy equipment in tenant's homes.</p> <p>The Board of Management <b>NOTED</b> the content of the update report.</p>	
12.	<p><b>Confidential Notifiable Event Update</b> The Board of Management <b>NOTED</b> there had been 2 Notifiable Event reported.</p>	
13.	<p><b>A.O.C.B. Scotlands Housing Network Membership Subscription Renewal 2024/25</b> The Director of Human Resources &amp; Corporate Services provided an overview of the services provided by Scotlands Housing Network. The Chief Executive advised it was her view they provided value for money and staff found their services very useful. The Board of Management <b>AGREED</b> membership subscription renewal for 2024/25 of Scotlands Housing Network at a cost of £3,082.80.</p> <p><b>Council Nominees on ACHA's Board of Management</b> The Chair advised Argyll and Bute Council would be meeting on 25<sup>th</sup> April 2024 and it was hoped two Council nominees would be made to ACHA's Board of Management at that meeting.</p> <p><b>Railings at Meadowbank</b> The Chair stated the Board were seeking assurance the safety issues had been addressed. The Director of Asset &amp; Sustainability advised she would discuss with the Property Operational Manager and update Bruce Marshall directly.</p> <p><b>Cowal Place and Valrose Terrace, Dunoon</b> The Chair advised she had attended a Walkabout along with Bruce Marshall and ACHA staff. She advised the area felt very tired and neglected. Bruce Marshall read out a statement he had prepared following the Walkabout. The Chief Executive stated she did not disagree with any of the comments and further stated that regeneration of the area was a requirement but that currently funding was not available. She stated that following re-financing, Cowal Place and Valrose Terrace would be a priority for the Association. She added she was aware it was not a short term fix.</p> <p>The Chief Executive advised that as part of the land purchase next to Cowal Place and Valrose Terrace a legal condition of purchase is for the current owners to carry out drainage works.</p> <p>The Chair requested in the interim, cleaning work be carried out on the paths to prevent slips and falls. The Director of Asset &amp; Sustainability advised she would raise the matter with the Managing Director of AHFA at a pre-planned meeting with him in the afternoon.</p> <p><b>Annual Pay Award</b></p>	<p>Fiona Campbell</p> <p>Fiona Campbell</p>

	<p>The Director of Human Resources &amp; Corporate Services advised a response to the Joint Trade Unions had been sent from the Chair of the Remuneration Committee.</p> <p><b>Faslane</b> The Secretary advised dialogue would take place in June with senior staff at Faslane to learn more of the expansion plans.</p>	
14.	<p><b>Date &amp; Time of Next Meeting</b> Thursday 23<sup>rd</sup> May 2024 by Skype</p>	

Signed by Chair:



Date: 23<sup>rd</sup> May 2024