

Argyll Community Housing Association

Board of Management Meeting

Thursday 13th December 2018 at 10.00am in the Inveraray Inn, Inveraray

Minute

Present:

Jim Milne (Chair)
 Douglas Prophet (Vice Chair)
 Danny Kelly (Chair Audit Committee)
 Cameron Grant
 Ian McIntyre
 Councillor Donnie MacMillan
 Bruce Marshall
 Councillor Iain Shonny Paterson (Item 1 – 22)
 Betty Rhodick (Item 5 onwards)

Not in Attendance:

In Attendance:

Alastair MacGregor, Chief Executive
 Christine Johnston, Director of Housing & Neighbourhood Services
 Bruce West, Director of Finance & IT
 Kirsteen McGinn, Director of Investment & Regeneration
 Gayle Stead, Governance & Compliance Manager
 Lesley Lindsay, PA to Board of Management

The Chair welcomed Board members to the meeting. He also welcomed Freya Lees to the meeting and advised that Freya would be carrying out the individual Board member appraisals in January 2019 and would be observing the meeting.

The Chair advised the Scottish Housing Regulator had published a report Lessons from Statutory Intervention. He advised the report was very interesting and would be included within the next Board Information Pack.

A round the table introduction took place for the benefit of Freya Lees.

1.	Apologies Councillor Roddy McCuish, Sandra Glazsher Leave of Absence – David Carmichael	Actions to be completed by 07/02/19
2.	Minute of Previous Meeting – 8th November 2018 The Board of Management APPROVED the minute as a true and accurate record of the meeting. Proposed by: Cameron Grant Seconded by: Bruce Marshall	

3.	<p>Matters Arising</p> <p>Page 2 – Item 3 – the Chief Executive advised he had met with Elected Members in Campbeltown. He advised that Councillor Armour’s primary concern was in relation to tenants who wished to stay in Dalintober during the decant. The Chief Executive advised that the Association would look into the options available. The Chief Executive further advised that Councillors Kelly and Colville were supportive of the demolition and new build.</p> <p>Page 9 – Item 16 – the Chief Executive advised the 8-hour emergency repairs had been used on 2568 occasions and the 2-hour emergency had been used on 432 occasions.</p> <p>Page 10 – Item 16 - the Chief Executive advised the value of the average repair was £135.</p> <p>Page 11 – Item 17 – the Director of Investment & Regeneration advised that DSARC had de-registered as a company and had started the process to become a charitable organisation. She advised the process would be likely to take around 90 days and advised the Board she would request an update in January 2019 on progress.</p> <p>Page 15 – Item 23 – the Board of Management noted that confirmation had been received from the Money Skills Argyll Project confirming ACHA would receive backdated payments.</p> <p>Page 15 – Item 25 – the Chief Executive advised Gordon Robb’s costs would be £900 to carry out the training session plus £450 for preparatory materials. The Chair requested the Director of Human Resources & Corporate Services provide a report to the February Board meeting.</p> <p>Page 16 – Item 26 – the Chair advised the Chief Executive had updated Elected Members and tenants of the proposals at Eton Avenue, Dunoon.</p>	<p>Kirsteen McGinn</p> <p>Colette Benham</p>
4.	<p>Minute of Audit Committee Meeting 8th August 2018</p> <p>The Director of Finance & IT suggested one amendment be made to the minute for clarification purposes;</p> <p>Page 3 – Item 5 – 5.3 Audit Findings Report – insert the word “technically” between “a” and “insolvent” so the paragraph reads <i>“In relation to the going concern position; although the balance sheet shows a technically involvent position, a letter of support has been drafted by ACHA which was deemed to be sufficient for the purposes of the audit”</i>.</p> <p>Subject to the above amendment, the Board of Management RATIFIED the minute of the meeting of 8th August 2018.</p>	
5.	<p>Correspondence</p> <ul style="list-style-type: none"> • Leave of absence request from Sandra Glazsher <p>The Chair advised that due to illness, Sandra Glazsher had requested a two month leave of absence covering December 2018 and January 2019. The Board of Management unanimously AGREED the leave of absence request.</p>	

	<ul style="list-style-type: none"> • Resignation from Mike Brown <p>The Chair read out an email received from Mike Brown on 7th December 2018 advising that due to work commitments he was resigning from the Board of Management. The Chair advised that Mike wished ACHA all the best in striving to give communities the housing standards they need and deserve.</p>	
6.	<p>New Membership Applications</p> <p>The Board of Management unanimously APPROVED three new membership applications.</p> <p>The Board of Management NOTED the current membership total as at 4th December 2018 was 253 members.</p>	
7.	<p>Community Action Fund – Isle of Bute Resilience Team</p> <p>The Chair advised there was a budget of £1000 remaining in the Bute & Cowal Community Action Fund. The Chair further advised he had spoken to Fiona Gillespie, Secretary/Trustee for the group to obtain further information. The Chair advised that:</p> <ul style="list-style-type: none"> • There are 28 volunteers • The SSE grant of £3.6k was used to equip the team with PPE (uniforms, logos, boots, waterproofs, first aid kits etc.) • The group have a close relationship with the Council who are providing less and less support to the island • The Council will supply as much grit as they need for the gritters • The role of the Resilience Team is much wider than just gritting pavements and streets it provides a volunteer team ready to assist in an emergency situation that might arise of the Isle of Bute. <p>The Chair advised that a CAF of up to £500 could be awarded.</p> <p>The Chief Executive stated there had been encouragement from local authorities and government to work in partnership to deliver essential initiatives within communities that tie in with the third sector. The Chief Executive advised the application from the Isle of Bute Resilience Team was consistent with that tradition.</p> <p>Ian McIntyre stated he was not happy that tenants' money would be supporting a role that should be delivered by the Council. Councillor MacMillan commented that the group would be filling a gap that the Council could not cover. The Vice Chair stated that AHFA carries out gritting in ACHA residential areas and agreed that gritting was the responsibility of the Council. Bruce Marshall advised that AHFA staff do not start work until 8am so an earlier gritting service could be very useful. Betty Rhodick stated that the Council and AHFA do what they can but because there are gaps in the service vulnerable people were being put in danger. Bruce Marshall stated the Council did not have the resources to grit every area requiring gritting. He stated the resilience team would be an ideal support. Danny Kelly stated he personally thought it was a good idea. He understood that people thought the Council should be carrying out all gritting but he agreed that the Council did not have the resources to grit all pavements. He advised he supported the application. Ian McIntyre stated the idea was a good one but commented that if the Council could not afford to grit all areas what made members think that tenants could.</p>	

	<p>The Chief Executive advised that all Community Action Fund applications were required to support initiatives driven by the community. He stated the application did meet the requirement and added that the initiative may prevent Association tenants from falling on untreated pavements. He further added that the Association may be subject to criticism if the application was rejected.</p> <p>The Board of Management noted that in the context of the framework of ACHA £500 was a small amount.</p> <p>The Chair stated that as there were differing opinions he would put the application to the Board to vote on granting the sum of £500 to the Isle of Bute Resilience Team.</p> <p>6 members voted in favour of approving the application 3 members voted against approving the application</p> <p>The Chair stated that the Community Action Fund application was APPROVED BY MAJORITY DECISION.</p>	
8.	<p>Chief Executive Presentation The Chief Executive delivered a presentation covering:</p> <ul style="list-style-type: none"> • Key Issues • External Issues <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>Bruce Marshall asked what the induction refresher session had covered. The Chief Executive advised the session had been held in Inveraray and was split into three parts; the history of social housing, the history of ACHA and an induction session from the Governance & Compliance Manager on the responsibilities of governing body members. The Chief Executive advised that if any member wished a copy of the presentations to contact him.</p> <p>Councillor MacMillan stated the Gypsy Traveller Site at Dunchologan required adequate lighting. He advised he had been liaising with Rod Buchanan but was unsure who to contact following Rod's retirement. The Director of Housing & Neighbourhood Services advised she was aware of the lighting issue at Dunchologan Cottages and advised she would look into the matter and provide an update to Councillor MacMillan.</p> <p>Councillor Paterson asked for a breakdown of the figures in relation to the new build properties at Tarbert, Cairnbaan and Kilmartin. The Director of Investment & Regeneration advised she would email the breakdown over to Councillor Paterson.</p>	<p>Christine Johnston</p> <p>Kirsteen McGinn</p>
9.	<p>Proposed response to the Scottish Housing Regulator's consultation on the Regulation of Social Housing in Scotland The Governance & Compliance Manager advised the Scottish Housing</p>	

	<p>Regulator had published the draft framework following consultation. She stated that she, along with the Chief Executive had drafted the response to the consultation process. She advised that in addition to her report and appendices, the Association's legal advisors, BTO had also provided two comments:</p> <p>Question 1 – BTO suggested including “We are supportive of the promotion of a strong tenant voice and we are keen to see a proportionate approach taken while providing genuine participation for tenants”</p> <p>Question 15 – BTO suggested asking if the term “without appropriate justification” be incorporated</p> <p>The Chair took the meeting through the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. Awareness of potential amendments which may come into force as of 1st April 2019 2. Approval of consultation submission to the Scottish Housing Regulator prior to Friday 14th December 2018 <p>The Board of Management UNANIMOUSLY APPROVED the recommendations contained within the report.</p>	
10.	CONFIDENTIAL	
11.	<p>AHFA Management Accounts to 31 October 2018</p> <p>The Director of Finance & IT highlighted an error contained within the older version of the Management Account report.</p> <p>The Director of Finance & IT took the Board through the key issues.</p> <p>The Board of Management NOTED the contents of the AHFA Management Accounts to 31 October 2018.</p>	
12.	<p>ACHA Management Accounts to 31 October 2018</p> <p>The Director of Finance & IT took the Board through the report highlighting:</p> <ul style="list-style-type: none"> • Net Rental Income • Management Costs • Repairs and Maintenance • Interest Costs • Major Repairs and Regeneration <p>The Board of Management NOTED the ACHA Management Accounts to 31 October 2018</p>	
13.	<p>ACHA Draft Budget 2019/20</p> <p>The Director of Finance and IT presented the draft budget for 2019/2020 and drew the meetings attention to the document appendix forecasting income and expenditure and highlighting that there were a couple of areas he wished to draw members attention to; gross rental income and budget for void properties.</p> <p>The Chair stated that the draft budget would be presented at the 7th February 2019 Board of Management meeting for consideration.</p>	

	The Board of Management NOTED the draft budget position.	
14.	<p>Legal Services Contract</p> <p>The Director of Finance & IT report proposed the extension of the current contract with BTO Solicitors to March 2020. The contract was tendered in 2014/15 and was scheduled to end on 31st March 2018, but with an option to extend the contract for 12 months, 24 months or two periods of 12 months. The Board previously approved an extension to the legal services contract for a 12-month period to 31st March 2019. The intention was to go to tender during 2018/19 with a new contract starting in April 2019.</p> <p>The procurement consortium Procurement for Housing Scotland, who ACHA are members of, are currently in the process of establishing a new framework agreement for legal services for RSL's. This would allow the Association to access the framework and take advantage of the combined buying power of the consortium. The framework is expected to be completed by March 2019 and in place by April 2019.</p> <p>In view of this, it is recommended extending the current contract with BTO by a second period of 12 months through to March 2020 which could be done within the terms of the existing contract. This would allow ACHA the opportunity to review the outcome of the framework currently being compiled. This would then provide an option to proceed to access the framework or, if for any reason consider the framework not suitable, it will allow time to conduct an open procurement exercise prior to April 2020. Extending the current contract with BTO would provide the flexibility to do that.</p> <p>The Chair asked whether BTO would be included within the framework and The Director of Finance & IT responded that the Procurement for Housing Scotland Consortium had only started putting the framework together, however, there was an expectation that most of the larger companies would be approached.</p> <p>The Board of Management UNANIMOUSLY AGREED to extend the contract for legal services with BTO for a further 12-month period to 31st March 2020.</p>	
15.	<p>Treasury Management Update</p> <p>The Director of Finance & IT presented the content of the report recommending a proposed loan drawdown and the approach proposed for reviewing the current variable rate loans.</p> <p>The Chair asked members to consider the recommendations outlined within the report and UNANIMOUSLY APPROVED the recommendation to draw down the balance of the Tranche A loan facility on Thursday 20th December 2018 and fix the interest rate for 5 years. In addition, members UNANIMOUSLY APPROVED the proposal for the Director of Finance & IT to undertake an investigation and report back to the Board at their meeting on Thursday 7th February 2019.</p>	
16.	<p>Review of Group Governing Body Code of Conduct</p> <p>The Governance & Compliance Manager advised a programmed review of</p>	

	<p>the Group Governing Body Code of Conduct had been carried out in accordance with the required three yearly review. She advised that consultation had been undertaken with the Helensburgh & Lomond Area Committee.</p> <p>The Governance & Compliance Manager took the Board through the amendments to the document.</p> <p>The Board of Management UNANIMOUSLY APPROVED the revised Group Governing Body Code of Conduct for implementation.</p>	
17.	<p>Review of Group Performance Management Framework</p> <p>The Governance & Compliance Manager advised the Group Performance Management Framework was reviewed on a three yearly basis and took the Board through the minor amendments as contained within the covering report and by way of tracked change to the original document.</p> <p>The Board of Management UNANIMOUSLY APPROVED the revised framework for submission to the Policy Committee.</p>	
18.	<p>Investment Update</p> <p>The Director of Investment & Regeneration advised her report provided the progress of the Investment Programme against the targets to 31 October 2018 and further advised the summary provided an update on the numbers against the Business Plan.</p> <p>The Director of Investment & Regeneration advised an issue had arisen in relation to the number of properties meeting the EESSH standard. The Director of Investment & Regeneration advised that efforts would be concentrated over the next two years to ensure EESSH compliance.</p> <p>The Director of Investment & Regeneration took the Board through each of the headings contained within her report:</p> <ul style="list-style-type: none"> • Tender Returns • Special Projects • Demolition Contracts • Stock Restructure • Ground Maintenance Update • Customer Satisfaction <p>The Board of Management NOTED the contents of the Investment Programme against the targets.</p>	
19.	<p>Regeneration Update</p> <p>The Director of Investment & Regeneration took the Board through her report which provided updates on:</p> <ul style="list-style-type: none"> • Financial Summary • On Site • On Site Completed Housing Mix • In Progress • Tender Returns • Future Projects 	

	<ul style="list-style-type: none"> • Issues • Tenant Satisfaction Surveys • Contractor/Consultant Appraisals <p>The Chair took the Board through the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. To not the progress of the Development Programme against the targets 2. Confirm acceptance of the Scottish Government Housing Association Grant offer for Garelochhead 3. Note the application for funding from the Strategic Housing Fund for Garelochhead 4. Note the tender report for Garelochhead 5. Agree to appoint the contractor when the land acquisition is complete 6. Note the HARP and SHF applications for Cairnbaan 7. Note the HARP and SHF applications for Kilmartin 8. Note the tender report, SHF and HARP application for Tarbert Phase 2. <p>The Board of Management UNANIMOUSLY NOTED AND APPROVED recommendations 1 – 8.</p>	
20.	<p>Estate Management Action Plans – Cowal</p> <p>The Director of Housing & Neighbourhood Services advised the Board were being asked to consider two Estate Management Action Plans for the Cowal area in the absence of a Bute and Cowal Area Committee.</p> <p>a. Machair Cottages, Toward</p> <p>The Director of Housing & Neighbourhood Services advised that two quotes had been received to erect a large piece of fencing. She advised the lower quote was received from John Tyre & Sons . The Director of Housing & Neighbourhood Services advised the Association were trying to move away from chain link fencing and was proposing galvanised looped metal fencing using galvanised posts. The Board of Management UNANIMOUSLY APPROVED the EMAP at Machair Cottages, Toward and UNANIMOUSLY APPROVED John Tyre & Sons as the contractor.</p> <p>The Vice Chair queried why the quote from AHFA had been more expensive. The Director of Housing & Neighbourhood Services advised that currently AHFA were not in a position to carry out blacksmith works and would have to sub-contract the work. She further advised that in the future AHFA would be able to undertake blacksmith work.</p> <p>b. Fairways Drive, Kirn</p> <p>The Director of Housing & Neighbourhood Services advised the Estate Management Action Plan for Fairways Drive, Kirn was similar to the EMAP considered at Machair Cottages, Toward.</p> <p>The Board of Management UNANIMOUSLY APPROVED the works to improve the environment at Fairways Drive, Kirn and UNANIMOUSLY APPROVED John Tyre & Sons as the contractor.</p>	

	Councillor Iain Shonny Paterson left the meeting.	
23.	Confidential	
24.	<p>A.O.C.B. Tenancy Vacancy – Board of Management – Nancy (Annie) McDonald The Chief Executive advised that as a result of the Chair and Chief Executive Volunteer Roadshows, Nancy McDonald had attended and expressed an interest in becoming a Board member. The Chief Executive provided the Board with an update on Ms McDonald's background and advised she had confirmed she had time to commit to the Association. The Board of Management APPROVED Ms McDonald filling one of the tenant places on a casual vacancy basis until the 2019 AGM.</p> <p>Draft ACHA Group Christmas Message The Chair read out the draft Christmas message. The Board of Management UNANIMOUSLY APPROVED the message for issuing.</p> <p>Eviction of Drug Dealer The Chief Executive suggested the Association issue a press release highlighting the success. The Board of Management UNANIMOUSLY AGREED. The Board of Management gave thanks to the Housing & Neighbourhood Services Local Manager and his colleagues for providing the evidence to allow the eviction to proceed.</p> <p>May 2019 Board Meeting The Governance & Compliance Manager requested the May Board meeting be rescheduled from Thursday 23rd to Thursday 30th May 2019 to allow an additional period of time to validate the Annual Return on the Charter. The Board of Management UNANIMOUSLY AGREED the change of date. It was agreed the Audit Committee would remain on Thursday 23rd May 2019.</p> <p>Lochgilthead Front Green Regeneration Betty Rhodick offered to provide the Board of Management updates from the Steering Group.</p>	<p>Jim Milne</p> <p>Alastair MacGregor</p>
25.	<p>Date & Time of Next Meeting Thursday 7th February 2019 at 10.00am in the Inveraray Inn, Inveraray</p>	