

Argyll Community Housing Association

Board of Management Meeting

Thursday 14th December 2017 at 10.00am in the Inveraray Inn, Inveraray

Minute

Present:

Jim Milne (Chair)
 Douglas Prophet (Vice Chair)
 Councillor Roddy McCuish (Secretary)
 Danny Kelly (Chair of Audit Committee)
 David Carmichael
 Sandra Glazsher
 Cameron Grant
 Ian McIntyre
 John Muir
 Ray McIntosh-Walley
 Councillor Donnie MacMillan
 Bruce Marshall

Not in Attendance:

In Attendance:

Alastair MacGregor, Chief Executive
 Bruce West, Director of Finance & IT
 Colette Benham, Director of Human Resources & Corporate Services
 David McColl, Acting Director of Investment & Regeneration
 Yvonne Angus, Regional Manager
 Lesley Lindsay, PA to Board of Management

1.	Apologies Councillor Iain Shonny Paterson, Neil Mackay	Actions to be completed by 08/02/18
2.	Minute of Previous Meeting – 16th November 2017 Page 3 – Item 3 – change ‘issues’ to ‘issued’ Page 3 – Item 6 – insert ‘the’ between to and meeting Page 13 – Item 18 – remove the ‘s’ from ‘terms’ Page 14 – Item 21 – Bhan instead of Mhan The Board of Management APPROVED the minute as a true and accurate record of the meeting subject to the above amendments. Proposed by: Sandra Glazsher Seconded by: Douglas Prophet	

3.	<p>Matters Arising</p> <p>Page 2 – Item 3 – action point completed. Community Action Fund report to be considered by the Board under agenda item 8.</p> <p>Page 2 – Item 3 – Eton Avenue to be discussed under agenda item 17.</p> <p>Page 2 – Item 3 – the Chief Executive advised there had been a press release in relation to the link development at Dunbeg advising grant funding would be available to widen the road.</p> <p>Page 4 – Item 6 – the Chief Executive advised housing for carers would be discussed as part of the SHIP planning.</p> <p>Page 5 – Item 8 – it was noted the dates for the Tenants Panel meetings for 2018 had been received and inserted into the programme of meetings for 2018.</p> <p>Page 11 – Item 14 – the Director of Finance & IT advised it had not been possible to include ‘average’ within the Rent Consultation document due to space restrictions. He further advised the Communications Group would try to insert a couple of sentences into the next Tenants Newsletter referring to average rents. This newsletter would be issued before Christmas.</p> <p>Page 11 – Item 14 – action point for February meeting for Director of Finance & IT to provide information on what would be required to be reduced to make allowance for £400k less income.</p> <p>Page 14 – Item 20 – the Chief Executive advised that the initiatives to remember Linda Haig would be taken forward in the new year.</p> <p>Page 15 – Item 23 – the Chair advised a presentation to Lorraine-Anne Drysdale had taken place in conjunction with the new build opening in Connel on 1st December 2017. He advised Lorraine-Anne had been presented with a bouquet of flowers and a Quaich. If approved by Lorraine-Anne, an article will be included in the next edition of the Tenants Newsletter.</p> <p>Page 16 – Item 23 – the Chief Executive advised the write off of housing association debt that Ray McIntosh-Walley referred to were re-classification issues as currently ongoing in Scotland.</p>	<p>Bruce West</p> <p>Alastair MacGregor</p>
4.	<p>Conflict of Interest to Declare</p> <p>Ian McIntyre stated he was the Secretary of a charity that may in the future apply for a Community Action Fund grant. The Chief Executive advised that Mr McIntyre would not require to leave the meeting as it was the Terms of Reference being discussed and not a specific application.</p>	
5.	<p>Correspondence</p> <p>Leave of Absence Request – Bob Munro</p> <p>The Chair advised he had received an email from Bob Munro requesting a three month leave of absence from the Board. The Board of Management APPROVED the request.</p>	

6.	<p>New Membership Applications The Board of Management APPROVED one new membership application.</p>	
7.	<p>Chief Executive Presentation The Chief Executive gave a presentation covering:</p> <ul style="list-style-type: none"> • Key Issues • Other Internal 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>The Chair asked if there were sufficient construction workers in Argyll and Bute to meet new build targets. The Chief Executive stated he was aware there were pressures on skilled workers within Argyll and Bute but MacLeod Construction and Calum Williamson were able to resource the new build sites.</p>	
8.	<p>Community Action Fund Cameron Grant stated his report was self-explanatory and had been produced as a result of a continual underspend of the Community Action Fund.</p> <p>Bruce Marshall noted there had been no applications received from the Bute & Cowal area and stated it was his view the CAF needed to be promoted more. Cameron Grant stated advertising was constant within the newsletters. He advised he was aware of larger organisations that would not apply for funding under £500.</p> <p>Councillor MacMillan stated it was his view that increasing the allocation amount to £1000 would not work as it may discourage smaller charitable organisations from applying.</p> <p>The Secretary asked for more information on how TSI operate and what the benefit to ACHA would be. Cameron Grant advised that TSI were a gateway for organisations to apply for funding. He stated that TSI would allow more projects to be up and running. The Chair stated there was no application by TSI contained within the report. Cameron Grant advised the last application by TSI was to the Helensburgh and Lomond Area Committee.</p> <p>Bruce Marshall stated he was not in favour of opening the Community Action Fund up to larger amounts through TSI. He added that past experience with TSI had not been terribly positive.</p> <p>The Vice Chair advised he was not in favour of increasing the amount which in turn may allow large groups to receive all the funding available. He further advised it was his view that the CAF was not being promoted well enough. He suggested producing leaflets and posters to promote the fund. The Chair of the Audit Committee agreed more promotion was required. He further agreed that the current £500 level was ample and raising the amount to £1000 per application was too high for one application.</p>	

	Cameron Grant stated he was happy with the decision of the Board and added that every allocation from the Community Action Fund was a good news story for the Association.	MacGregor
9.	CONFIDENTIAL	
10.	<p>Tenant Conference 2018 – booking requests update The Chief Executive advised invitations had been issued to tenants, Governing Body members and members of the Association.</p> <p>He stated attendance returns had been received from: 46 tenants outwith the Governance of the Association 7 ACHA Board members 1 AHFA Board member 3 shareholder members</p> <p>He advised that the Tenants newsletter, due to be issued before Christmas would also encourage tenants to attend. The Director of Housing & Neighbourhood Services was pleased with the initial response but hoped numbers attending would increase.</p> <p>Cameron Grant stated he thought it would have been mandatory for Governing Body members to attend. The Chief Executive advised the Director of Housing & Neighbourhood Services had given a steer in the opposite direction as she felt it would not be helpful to have more Governing Body members in attendance than tenants.</p> <p>The Board of Management NOTED the update.</p>	
11.	<p>AHFA Management Accounts at 31/10/17</p> <p>The Board of Management NOTED the contents of the report.</p>	
12.	<p>AHFA Draft Budget 2018/19</p> <p>The Chair stated that the report had a very clear summary.</p> <p>The Board of Management APPROVED the draft AHFA budget for 2018/19 and NOTED the areas for further consideration. No additional actions were identified to be taken.</p>	
13.	<p>ACHA Management Accounts at 31/10/17</p> <p>The Director of Finance & IT took the Board through his report highlighting the key issues.</p> <p>The Board of Management NOTED the contents of the report.</p>	
14.	<p>ACHA Draft Budget 2018/19</p> <p>The Director of Finance & IT advised his report was a briefing note on the position of the 2018/19 budget.</p> <p>He advised that if any issues were highlighted by the Board of Management it would allow the Senior Management team to look into them</p>	

	<p>before the budget was presented at the February meeting.</p> <p>He stated there were no specific recommendations at this stage and took the meeting through his report and attachments:</p> <p>The Director of Finance & IT highlighted the key areas to note.</p> <p>The Chair took the Board through each of the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. To note the briefing on the 2018/19 budget 2. To note the outstanding issues 3. To consider any further action/adjustments/issues for the Senior Management Team to consider or investigate prior to the budget coming back to the Board for approval in February. <p>The Board of Management NOTED the briefing on the budget and outstanding issues. There were no actions or adjustments raised for consideration by the Senior Management Team.</p>	
15.	<p>Investment & Regeneration Update</p> <p>The Chair advised before the Acting Director of Investment & Regeneration took the Board through his report he wished to say a few words:</p> <p><i>“David has stood in as Acting Director of Investment & Regeneration since September of this year and it should also be noted that he has had his own tasks to achieve as the Investment Manager during this lengthy period. I think you will all agree that David has performed both duties with diligence and application.</i></p> <p><i>Alastair has mentioned often David’s input to the immense amount of work that has been carried out during the period. The fact that the ACHA Group ‘Affairs of State’ have glided serenely on their way is very much due to David paddling vigorously underneath keeping us afloat. I am sure you will all join me in saying a very big thank you from the Board and from all of the ACHA staff for his efforts”</i></p> <p>The meeting gave a round of applause to David McColl.</p> <p>The Acting Director of Investment & Regeneration thanked the Board for their vote of thanks and took them through his report highlighting:</p> <ul style="list-style-type: none"> • Annual Target Spend and Numbers • Kitchens and Bathrooms • Windows and Doors • Heating and Rewire • Roof and Roughcast/Refurbishment <p>The Acting Director of Investment & Regeneration provided an update on each of the contract headings contained within his report and each of the new build development sites.</p> <p>The Chief Executive stated that since the report had been written, he, along with Matthew MacAulay had met with Inveraray Estates, regarding the Inveraray project. He advised there may be a potential resolution to the road access issue and confirmed that if additional costs require to be</p>	

	<p>incurred the Association may be able to apply for funding to assist with the costs from the Government's Infrastructure and Capital Fund.</p> <p>The Board of Management NOTED the contents of the report.</p>	
16.	<p>Broom Cottage, Campbeltown The Acting Director of Investment & Regeneration took the meeting through his report and stated the Board were being invited to consider the analysis as set out within the report.</p> <p>The Board of Management APPROVED progression of the swap.</p>	
17.	CONFIDENTIAL	
18.	<p>Estate Management Action Plan – Fencing at Wallace Court, Sandbank The Regional Manager stated the Board were being asked to consider the Estate Management Action Plan for Fencing at Wallace Court, Sandbank as a result of the Bute & Cowal Area Committee not operating and took the Board through her report.</p> <p>The Board of Management APPROVED the fencing works at the Wallace Court sheltered housing complex and APPROVED the contract be awarded to Argyll Homes for All based on competitive costs.</p>	
19.	<p>Estate Management Action Plan – Fencing, Dunoon The Regional Manager stated the Board were being asked to consider the Estate Management Action Plan for Fencing in Dunoon as a result of the Bute & Cowal Area Committee not operating and took the Board through her report.</p> <p>The Regional Manager confirmed the quote provided by R-Mac Roofing and Building had been double checked due to the significant difference in quotes provided and confirmed the figure was correct.</p> <p>The Board of Management APPROVED works to replace fencing between properties in the estate of Ardenslate, Dunoon. The Board of Management APPROVED the contract be awarded to R-Mac Roofing and Building.</p>	
20.	<p>Customer Satisfaction Survey Action Plan 2017/19 The Regional Manager took the Board through the quarterly update following the Tenant Satisfaction Survey.</p> <p>Bruce Marshall noted the Association were showing as not good at online communication. The Director of Finance & IT advised that IT plan to upgrade the website to allow tenants access to information through the website instead of visiting the offices.</p> <p>The Board of Management NOTED the contents of the update.</p>	
21.	<p>A.O.C.B. ACHA Christmas Message The Board of Management AGREED to remove 'On the plus side' from line four of the Christmas message.</p>	

	<p>Subject to the above amendment, the Board of Management APPROVED the Christmas message.</p> <p>Appraisal Interview Programme The Board of Management NOTED the various interview date options.</p> <p>Request for permission to allocate a Sheltered Housing property at Lochgair Place, Tarbert to an applicant under 60 years old (deviation from HOME Argyll Policy) The Regional Manager advised approval had been provided by the Chair and the Chief Executive to allocate a property at the sheltered housing complex in Tarbert to an applicant under 60 years of age. She advised the applicant would benefit significantly from the allocation due to health issues. The Board of Management RATIFIED the decision taken by the Chair and Chief Executive.</p> <p>Notifiable Event The Director of Human Resources & Corporate Services advised a fire had taken place at a property in Dunoon where the tenant had required hospitalisation for smoke inhalation. She advised the tenant was now well and the Scottish Housing Regulator were happy with the action the Association had taken.</p> <p>FOI Questionnaire Cameron Grant asked if the Association had responded to the Freedom of Information Questionnaire. The Chief Executive confirmed the Association had completed the questionnaire.</p> <p>Malcolm Campbell The Vice Chair advised that former Board member, Malcolm Campbell, was not well. With sadness the Board noted the information.</p> <p>Director of Investment & Regeneration The Chair asked if all Board members had received the email in relation to the appointment to the position of Director of Investment & Regeneration. Board members confirmed they had received the information. The post had been offered to Kirsteen McGinn.</p>	
24.	<p>Date & Time of Next Meeting Thursday 8th February 2018 at 10.00am in the Inveraray Inn, Inveraray</p>	