

## Argyll Community Housing Association

### Board of Management Meeting

Thursday 23<sup>rd</sup> August 2018 at 10.00am in the Inveraray Inn, Inveraray

#### Minute

##### Present:

Jim Milne (Chair)  
Douglas Prophet (Vice Chair)  
Danny Kelly (Chair Audit Committee)  
Mike Brown (casual vacancy)  
David Carmichael  
Ian McIntyre  
Councillor Donnie MacMillan  
Bruce Marshall  
Betty Rhodick (casual vacancy)

##### Not in Attendance:

##### In Attendance:

Christine Johnston, Director of Housing & Neighbourhood Services  
Bruce West, Director of Finance & IT  
Colette Benham, Director of Human Resources & Corporate Services  
Kirsteen McGinn, Director of Investment & Regeneration  
Gayle Stead, Governance & Compliance Manager  
Phil Morrice, Alexander Sloan (Items 1 – 25)  
Lesley Lindsay, PA to Board of Management

The Chair opened the meeting and stated that time was precious.

He asked that all Garden in Bloom voting forms be returned to allow a winner to be announced for the item.

He highlighted several interesting documents contained within the Info Pack: E-Bikes, IT Update and the SHR British Sign Language Plan 2018-2024.

He advised that Board appraisals would be carried out by an external consultant from mid-October to mid-December.

The Board were reminded there was still a place available on the AHFA Board of Directors and volunteers should contact him.

He advised that Ray McIntosh-Walley, who had resigned from the Board just after Christmas was slowly recovering from an illness. Ray indicated he would wish to return to the Board of Management sometime in the future health permitting.

Bob Munro, former Board member, may be on Islay at the same time as the Board meeting/opening on 4<sup>th</sup> October 2018. Bob will be invited to the opening and to dinner on 3<sup>rd</sup>

October.		
1.	<b>Apologies</b> Councillor Roddy McCuish, Sandra Glazsher, Councillor Iain Shonny Paterson	<b>Actions to be completed by 04/10/18</b>
2.	<b>Minute of Previous Meeting – 21<sup>st</sup> June 2018</b> Page 1 – Mike Brown indicated he had been a Board member in nearly every capacity but highlighted he had never been Secretary.  The Board of Management <b>APPROVED</b> the minute as a true and accurate record of the meeting.  Proposed by: Douglas Prophet Seconded by: Mike Brown	
3.	<b>Matters Arising</b> Page 3 – Item 3 – the Director of Human Resources & Corporate Services advised that to date 6 applications for the 10 10 10 initiative had been approved. She stated that a further 2 would be considered at a meeting scheduled to be held on 10 <sup>th</sup> September 2018. She advised the 2 applications had required further information to be provided. The Board were advised that once all the applications had been considered, an update would be provided on the awards made.  Page 5 – Item 7 – the Director of Housing & Neighbourhood Services advised that information had been removed from the website but she had revised the information which could be found under News and Publications.  Page 5 – Item 7 – the Board were advised the action for Matthew MacAulay had been completed and the information requested by Councillor MacMillan had been provided.  Page 6 – Item 8 – the Board noted that the Chief Executive had passed the information from Betty Rhodick to AHFA.  Page 8 – Item 10 – the Board noted that disposal fees were included within skip hire charges.  Page 11 – Item 14 – the Director of Investment & Regeneration advised that Matthew MacAulay had highlighted the access issues to the contractor as part of the pre-start meeting.  Page 13 – Item 17 – an update on the disposal of Torlochan would be covered under Item 33.  Page 16 – Item 24 – the Director of Finance & IT advised an update with respect to the final position in relation to the asset valuation had been circulated to Board members.  Page 19 – Item 25 – the Director of Housing & Neighbourhood Services stated it had been her intention to provide the Board with an update report in relation to the Welfare Rights Service for the meeting today but advised a further meeting would be taking place with all partners. She stated she	<b>Colette Benham</b>

	would provide an outcome report to the Board at the October meeting.	<b>Christine Johnston</b>
4.	<b>Minute of Audit Committee of 8<sup>th</sup> February 2018 for Ratification</b> The Board of Management <b>RATIFIED</b> the minute of the Audit Committee from 8 <sup>th</sup> February 2018.	
5.	<b>Conflict of Interest to Declare</b> Bruce Marshall and Betty Rhodick declared an interest in relation to Item 9 – Proposed Independent Members. They advised they would leave the meeting for that item.	
6.	<b>Report by Secretary Confirming Rules 68 – 72 have been followed</b> The Chair read out the statement prepared by the Secretary confirming Rules 68 – 72 had been followed.  The Board of Management <b>NOTED</b> the contents of the report.	
7.	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• <b>Letter from Mrs Hazel Devine</b></li> </ul> The Chair advised a letter of thanks had been received from Mrs Devine thanking the Association for the services and assistance provided to her. He read the letter to Board members.	
8.	<b>Board Members Required to Stand Down/AGM Arrangements</b> The Chair took the meeting through his report.  The Board of Management <b>NOTED</b> and <b>APPROVED</b> the position in relation to the Tenant members and nomination forms received.  The Board of Management <b>NOTED</b> and <b>APPROVED</b> the position in relation to Independent Members.  The Board of Management <b>NOTED</b> the position in relation to Council Nominees.  The Chair advised as of 13 <sup>th</sup> August 2018, 59 apologies had been received and 17 members had indicated they would be attending the AGM. The Chair advised that 20 members were required for a quorum.	
9.	<b>Proposed Independent Members</b> Bruce Marshall and Betty Rhodick left the meeting.  The Director of Human Resources & Corporate Services advised that since the Board papers had been issued, an additional Independent Nomination form had been received for Mr Henderson and confirmed there were 3 nomination forms for 2 Independent vacancies.  The Board of Management discussed which 2 members they wished to nominate to the AGM for election onto the Board. Mike Brown stated that in the past Independent members had been interviewed but added that based on the paperwork in front of him he would be happy to nominate Bruce Marshall and Betty Rhodick for election.  The Chair asked if there was a proposer for Bruce Marshall;	

	<p>Douglas Prophet proposed Bruce Marshall Danny Kelly seconded the proposal</p> <p>The Chair asked if there was a proposer for Betty Rhodick; Douglas Prophet proposed Betty Rhodick Councillor MacMillan seconded the proposal</p> <p>The Chair asked if there was a proposer for David Henderson; Councillor Donnie MacMillan proposed David Henderson There was no seconder for the proposal.</p> <p>The Chair stated that based on the decision taken by the Board, Bruce Marshall and Betty Rhodick would be nominated to the AGM for election onto the Board of Management.</p> <p>The Chair advised a letter would be issued to Mr Henderson advising him of the outcome and thanking him for his interest.</p> <p>Bruce and Betty returned to the meeting</p>	Jim Milne
10,	<p><b>New Membership Applications</b> The Board of Management <b>APPROVED</b> eight new membership applications.</p>	
11.	<p><b>Cancelled Memberships</b> The Board of Management <b>NOTED</b> the cancellation of eight memberships.</p> <p>The Board of Management <b>NOTED</b> the current membership total as at 14<sup>th</sup> August 2018 was 251 members.</p>	
12.	<p><b>Chief Executive Presentation</b> The Director of Housing &amp; Neighbourhood Services delivered a presentation on behalf of the Chief Executive covering:</p> <ul style="list-style-type: none"> <li>• Key Issues</li> <li>• Other Updates</li> </ul> <p>The Board of Management <b>NOTED</b> the contents of the presentation.</p> <p>Members in attendance were provided with a copy of the presentation.</p> <p>The Vice Chair asked what the main refusal reasons were. The Director of Housing &amp; Neighbourhood Services advised the highest reasons for refusal were the applicant had not been aware of the type/location of the property, rooms were not large enough, garden was not large enough, property not close enough to schools. She further advised that in Lomond discussions were ongoing with Argyll and Bute Council to ensure they only put forward homeless applicants where the vacant property would be suitable for their needs.</p> <p>Mike Brown asked why the target for emergency and routine repairs was not being met and what the Association were doing to resolve the issue. The Director of Investment &amp; Regeneration stated there had been a small fall in performance which had now improved and would continue to</p>	

	<p>improve. She advised a 6 monthly review would be undertaken. Mike questioned the possible use of PDAs for tradespeople. The Director of Investment &amp; Regeneration advised the tradespersons already operated with handheld mobile devices but there had been issues with connectivity. She stated the matter was being investigated and should be addressed through the introduction of the new housing management system. The Director of Housing &amp; Neighbourhood Services commented that although performance was below target, satisfaction levels remained high.</p>	
13.	<p><b>Future of Mid Argyll &amp; Kintyre Area Committee</b></p> <p>The Director of Housing &amp; Neighbourhood Services took the Board through her report and advised that following the issue of the termination notice on 30<sup>th</sup> May 2018 an extensive publicity campaign had been undertaken which had resulted in twenty notes of interest being lodged; from the twenty notes of interest, 9 members had taken the next step to submit formal notes of interest to join the Mid Argyll &amp; Kintyre Area Committee if the termination notice was lifted.</p> <p>The Director of Housing &amp; Neighbourhood Services stated the Mid Argyll &amp; Kintyre Area Committee requested the Board reconsider the termination notice that had been issued. Councillor Donnie MacMillan advised a huge effort had been made by staff members on the campaign.</p> <p>The Vice Chair proposed the removal of the notice of termination. Councillor Donnie MacMillan seconded the proposal.</p> <p>The Board of Management <b>AGREED</b> to the removal of the current Termination Notice issued by the Board of Management on 30<sup>th</sup> May 2018.</p>	
14.	<p><b>Proposed Amendments to Association Rulebook</b></p> <p>The Chair stated that as a result of the decision taken at Item 13 he wished to include an additional recommendation:</p> <p>Recommendation 4</p> <p>The Board of Management to note:</p> <ol style="list-style-type: none"> <li>The decision at Item 13 of these Board Minutes to remove the Termination Notice on the Mid Argyll and Kintyre Area Committee.</li> <li>The successful recruitment campaign by the Mid Argyll and Kintyre Area Committee.</li> </ol> <p>And to:</p> <ol style="list-style-type: none"> <li>Agree to a similar recruiting campaign on behalf of the Bute and Cowal Area Committee between September and December 2018.</li> <li>Agree to defer discussion/decision on the proposed amendment to the Association Rulebook until the result of the Bute and Cowal recruiting campaign has been evaluated and reported to the Board of Management at the February 2019 Board meeting.</li> </ol> <p>The Chair stated the rationale behind the proposal to move to 2 Regional Committees had been due to the possible termination of the Mid Argyll and Kintyre Area Committee but as it looked likely the Mid Argyll and Kintyre Area Committee would return to a full complement of members the proposal to move to Regional Committees may not be required.</p> <p>Bruce Marshall advised he welcomed the additional recommendation. He</p>	

	<p>stated that a recruitment campaign in Bute and Cowal had previously been unsuccessful but stated it was his view it would be worth carrying out another campaign. He further stated it was his view the Bute and Cowal Area Committee amalgamating with the Helensburgh &amp; Lomond Area Committee would be unsuccessful.</p> <p>The Governance &amp; Compliance Manager took the Board through the outcome of the consultation that had been undertaken with members of the Association:</p> <p>59 members had voted in favour of moving to Regional Committees  14 members had voted against moving to Regional Committees  1 vote was void.</p> <p>The Chair asked if correspondence could be issued to those members who took part in the consultation explaining why the decision had been overturned. The Governance &amp; Compliance Manager advised it would not be possible to directly respond as there had been no requirement for members to provide their name and address. The Governance &amp; Compliance Manager stated an article could be written for the next Tenants Newsletter. Mike Brown suggested an explanation also be provided under AOCB at the AGM. Ian McIntyre stated an article could be put onto the Association's website.</p> <p>The Chair took the meeting through each of the recommendations contained within the report:</p> <ol style="list-style-type: none"> <li>1. Board of Management to consider outcome responses from consultation with Association members – <b>NOTED</b></li> <li>2. Board of Management to approve and progress proposed amendments to a Special General Meeting of the Association's Members – <b>NO LONGER REQUIRED</b></li> <li>3. Association Members to give consideration to the proposals and grant approval to adopt at Special General Meeting, following final confirmation from the Scottish Housing Regulator and Financial Conduct Authority – <b>NO LONGER REQUIRED</b></li> <li>4. The Board of Management to note: <ol style="list-style-type: none"> <li>a. The decision at Item 13 of these Board Minutes to remove the Termination Notice on the Mid Argyll and Kintyre Area Committee.</li> <li>b. The successful recruitment campaign by the Mid Argyll and Kintyre Area Committee.</li> </ol> <p>And to</p> <ol style="list-style-type: none"> <li>c. Agree to a similar recruiting campaign on behalf of the Bute &amp; Cowal Area Committee between September and December 2018</li> <li>d. Agree to defer discussion/decision on the proposed amendment to the Association Rulebook until the result of the Bute &amp; Cowal recruiting campaign has been evaluated and reported to the Board of Management at the February 2019 Board meeting - <b>APPROVED</b></li> </ol> </li> </ol> <p>The Chair thanked the Governance &amp; Compliance Manager for the work carried out on the rule amendment.</p>	Colette Benham
15.	<b>KPI Scorecard</b>	

	<p>The Chair stated there were a number of headings contained within the KPI Scorecard that were also reported on by Officers. He suggested reviewing the KPI Scorecard information at the Strategic Review in October 2018. The Board of Management <b>AGREED</b>.</p> <p>Mike Brown commented that the Board of Management should only be focussing on any exceptions.</p> <p>Mike Brown commented that the staff absences had crept up again. The Director of Human Resources &amp; Corporate Services advised that a few long term sick employees had now left the business and there had also been a death in service. She stated that the absence figure was gradually reducing and the target of 3% was being aimed for.</p> <p>The Board of Management <b>NOTED</b> the contents of the KPI Scorecard.</p>	Jim Milne
16.	<p><b>ACHA Internal Audit Annual Report 2017/18</b> The Governance &amp; Compliance Manager advised she was presenting the report on behalf of the Audit Committee, who had been reviewing the audits throughout the year and now wished to make the Board of Management aware of the audit work undertaken during the previous financial year and the outcome as per Regulatory Standard 3.11.</p> <p>The Governance &amp; Compliance Manager took the Board through her report and stated a reasonable assurance rating had been awarded by TIAA. She stated that all audits undertaken were contained within appendix A of the report.</p> <p>The Board of Management <b>NOTED</b> the contents of the report.</p>	
17.	<p><b>Proposed Programme of Meetings for 2019</b> The Chair advised the AHFA Board of Directors had agreed to temporarily move their meetings to the Wednesday before the Board meetings as their Managing Director would be carrying out a procurement qualification on day release on Tuesday of each week.</p> <p>The Board of Management <b>AGREED</b> the proposed programme of meetings for 2019.</p>	
18.	<p><b>Investment &amp; Regeneration Update</b> The Director of Investment &amp; Regeneration took the meeting through her report: <b>Investment</b> <b>Current Programme</b> - the Windows and Doors contract behind target. She further advised that the specification had been upped to triple glazing. She stated the contracts had now been awarded and surveys were being carried out. <b>SHQS and EESSH</b> – too early in the year to comment <b>Special Projects</b> – road upgrade to Dunchologan Gypsy Traveller Site complete <b>Demolition Contracts</b> – Tenders accepted. Watson Place to start on-site September 2018. AHFA completed the removal of recyclable items <b>Stock Restructure</b> – covered under Item 32 <b>TMS Projects</b> – all projects contained within report along with an update</p>	

	<p>on progress</p> <p><b>Regeneration</b>  <b>Castlewood Court, Helensburgh</b> – ahead of programme but may slip due to issues with Scottish Water  <b>Bowmore Phase 3</b> – ahead of programme  <b>Benmore View, North Connel</b> – on target  <b>Glenshellach Phases 11 and 12</b> – on target</p> <p><b>In Progress</b> – all projects contained within report along with an update on progress  <b>Future Projects</b> - all projects contained within report along with an update on progress</p> <p><b>Ground Maintenance Update</b>  The Director of Investment &amp; Regeneration took the Board through her report highlighting that at a meeting on 2<sup>nd</sup> August 2018, ISS Tivoli had been advised formally by letter and verbally that the contract would not be re-tendered next year and that ACHA would provide the service in-house. The contractor was also advised ACHA would not be providing any winter work. The Board were advised the contractor was approximately 3 cycles behind across the contract. The Vice Chair stated that when ISS first started the contract they had 4 employees but now that number had reduced to 2. He added ISS had not been attending to all the areas they should have been. The Director of Investment &amp; Regeneration stated the contract was being closely monitored.</p> <p>Bruce Marshall asked if ISS were previously given a lot of winter work and who would take on the workload. The Director of Investment &amp; Regeneration stated there was not a huge amount and AHFA would be asked to take on the work. Bruce Marshall asked if AHFA would be paid for the work. The Director of Investment &amp; Regeneration advised they would as it was not part of the contract.</p> <p>Mike Brown asked if a tender process would be undertaken for the grounds maintenance contract as AHFA were a stand-alone business. The Director of Investment &amp; Regeneration stated formal procurement would not be required as the contract was being brought in-house. Mike queried whether AHFA were in fact “in-house”. The Director of Human Resources &amp; Corporate Services advised there was potential for TUPE transfer if required. Mike asked the Director of Investment &amp; Regeneration to obtain advice to provide comfort that AHFA were “in-house” and a formal procurement process was not required.</p> <p>David Carmichael stated he had been asked many times when the windows would be replaced where he lived. The Director of Investment &amp; Regeneration advised the current years’ programme was already set and she hoped to set the next year and the following years programmes by September 2018 to allow the Association to notify tenants in advance of when works will be carried out. She explained the process would be part of the new housing management system.</p> <p>David Carmichael raised concerns about the fencing in the area. The Director of Investment &amp; Regeneration advised work was ongoing with a</p>	<p><b>Kirsteen McGinn</b></p>
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	<p>landscape architect for external estate management and she hoped to provide a report to the October Board meeting for consideration. David recommended the avoidance of timber fencing as it did not have a long life span. The Director of Investment &amp; Regeneration advised that all materials will be considered during the exercise. Betty Rhodick suggested the use of recycled materials for fencing. The Director of Investment &amp; Regeneration confirmed that option would also be considered.</p> <p>The Chair stated that AHFA had removed all useful/reusable items from Watson Place and advised that some of the boilers removed had already been recycled.</p> <p>The Board of Management <b>NOTED</b> the contents Monthly Investment &amp; Regeneration Update.</p>	
19.	<p><b>AHFA Financial Statements 2017-18</b> The Director of Finance &amp; IT advised that most of the papers were for noting with the exception of the letter of support from ACHA to AHFA.</p> <p><b>1. AHFA Summary Report – Financial Statements</b> The Director of Finance &amp; IT took the Board through his summary report, highlighting AHFA's financial position excluding the pensions deficit has improved by £2k during 2017/18. At 31 March 2017 the net liabilities stood at £150k and by 31 March 2018 they had reduced to £148k, an improvement of £2k. The Board of Management <b>NOTED</b> the summary report.</p> <p><b>2. AHFA Audited Accounts</b> The Board of Management <b>NOTED</b> the information provided on AHFA's Income Statement and Financial Position.</p> <p><b>3. AHFA Audit Findings Report</b> Phil Morrice from Alexander Sloan advised the Audit Findings Report had been approved by the AHFA Board of Directors. He stated it was worth drawing attention to the letter of support from ACHA to AHFA as it was critical to the audit process as Alexander Sloan had a duty to look forward over the next twelve months to agree with the assumption that AHFA are a going concern. He further stated AHFA would always be tightly run and shouldn't make huge profit as it was tenants' money. The Board of Management <b>NOTED</b> the Audit Findings Report.</p> <p><b>4. AHFA Letter of Representation</b> The Director of Finance &amp; IT explained the Letter of Representation was the AHFA Board of Directors providing assurance to Alexander Sloan. He further explained there was no reason why the Letter of Representation should not have been approved. The Board of Management <b>NOTED</b> the contents of the Letter of Representation.</p> <p><b>5. AHFA Draft Letter of Support from ACHA</b> Phil Morrice stated the letter provided confirmation of the longer term support ACHA were prepared to give to AHFA. He further stated that a letter of support from ACHA would always be required as ACHA provided AHFA with 80 to 90% of their workload and without ACHA AHFA would not exist. Phil advised the Board should not be alarmed that a letter of comfort</p>	

	<p>was required. The Board of Management <b>APPROVED</b> the letter of support from ACHA to AHFA.</p> <p>The Vice Chair highlighted a typo on page 3 of the covering report; the word <b>but</b> should be <b>by</b>.</p>	
20.	<p><b>AHFA Management Accounts to 30<sup>th</sup> June 2018</b></p> <p>The Director of Finance &amp; IT took the Board through his report highlighting page 8 of his report, appendix 1 Income Statement and explained the reasons for the adverse YTD variance. He added there was income of £55k still to be recognised within the Management Accounts and the July Management Accounts should show a £28k positive variance.</p> <p>The Director of Finance &amp; IT took the Board through his summary report and provided an update on:  <u>Expenditure</u>  General Repairs  Paycosts  Materials</p> <p>The Board noted that careful monitoring would continue but agreed the Management Accounts showed a fair first quarter of the financial year.</p> <p>Mike Brown asked when the mid-market rent properties would be removed from the Management Accounts. The Director of Housing &amp; Neighbourhood Services confirmed they had been removed within the last couple of weeks.</p> <p>The Director of Investment &amp; Regeneration stated improvements had taken place and there had been a good turnaround with progress. She advised that ACHA had been late in providing the painting list to AHFA and confirmed she would ensure that did not occur again.</p> <p>The Board of Management <b>NOTED</b> the contents of the AHFA Management Accounts to 30<sup>th</sup> June 2018.</p>	
21.	<p><b>ACHA Financial Statements</b></p> <p>The Director of Finance &amp; IT circulated the Financial Statements and associated paperwork and stated the situation was not ideal but the Association was working with Lloyds to close out the issue in relation to the cashflow covenant breach. He added that Lloyds were not being difficult and the Relationship Manager had been very supportive but all correspondence was required to go through their legal team which was causing a delay in ACHA receiving the required waiver letter to allow Alexander Sloan to sign off the financial statements. The Director of Finance &amp; IT advised an email had been received from Lloyds confirming they did not plan on taking action but further advised Alexander Sloan would require this in a formal letter.</p> <p>The Director of Finance &amp; IT stated that due to the bureaucratic processes of the bank the letter may be received in a couple of days.</p> <p><b>1. ACHA Summary Report – Financial Statements</b></p> <p>The Director of Finance &amp; IT advised the financial statements were very</p>	

similar to the draft position in June 2018 and were in line with the draft accounts considered and approved by the Audit Committee at their meeting on 8<sup>th</sup> August 2018. The Director of Finance & IT took the Board through the key figures within the report:

- Turnover
- Operating Costs
- Financing Costs
- Pension Valuation
- Statement of Financial Position
- Creditors Position – long term and short term
- Pension Deficit

## **2. ACHA Audited Accounts**

### **3. ACHA Audit Findings Report**

Phil Morrice advised the Audit Findings Report had been prepared on the assumption a letter of waiver would be received. He confirmed it was Alexander Sloan's opinion the Board of Management should approve the annual accounts and associated documentation. Phil Morrice took the Board through the Audit Findings Report, providing an update on the Scope of the Audit, Financial Statements and the Key Audit Risks:

- Management Override of Controls
- Revenue Recognition
- Property impairment
- Component replacements
- Development risk
- Bank Loan Covenants
- Defined Pension Scheme

Phil Morrice stated one control weakness in relation to rent reconciliation had been identified. He advised it was not a systemic issue and the Director of Finance & IT had confirmed he and his team would undertake addition work to rectify the weakness.

Mike Brown asked whether the cashflow covenant breach should have been picked up during the on-site audit. Phil Morrice advised Alexander Sloan would be carrying out a separate exercise along with the Director of Finance & IT and a report would be provided to the Board once that work had been done.

### **ACHA Letter of Representation**

The Director of Finance & IT advised the Letter of Representation was similar to previous years but with additional information confirming no default had been triggered with Argyll and Bute Council in relation to the cashflow covenant breach. He reiterated the bank's position was to take no action and he expected the letter of waiver to be received within the next couple of days.

The Chair took the Board through each of the recommendations contained within the summary report:

1. The ACHA Board approved the ACHA financial statements 2017/18 for signature subject to receipt of a suitably worded letter of waiver

	<p>from Lloyds Banking Group</p> <ol style="list-style-type: none"> <li>2. The ACHA Board agree to submit the ACHA financial statements 2017/18, assuming a suitably worded letter of waiver is received, to the AGM and recommend these for adoption</li> <li>3. The ACHA Board approve the ACHA Audit Management Letter 2017/18 and approve the management comments</li> <li>4. The ACHA Board approve the ACHA Letter of Representation 2017/18 and agree it can be signed by the Chair and Secretary and submitted to Alexander Sloan</li> </ol> <p>The Board of Management <b>APPROVED</b> the recommendations contained within the report as outlined above.</p>	
22.	<p><b>ACHA Management Accounts to 30<sup>th</sup> June 2018</b></p> <p>The Director of Finance &amp; IT took the meeting through his report highlighting the financial table on page 4 and commenting on income and expenditure.</p> <p>The Board of Management <b>NOTED</b> the ACHA Management Accounts to 30<sup>th</sup> June 2018</p>	
23.	<p><b>Lease of Three Properties to the Health &amp; Social Care Partnership for “Core &amp; Cluster” Accommodation: Helensburgh, Oban and Dunoon</b></p> <p>The Director of Housing &amp; Neighbourhood Services advised ACHA had recently been approached by the Health &amp; Social Care Partnership (H&amp;SCP) with a request to lease properties in Helensburgh, Oban and Dunoon to allow them to primarily support children and young people to live independently, prior to moving into their won secure tenancies. The Director of Housing &amp; Neighbourhood Services advised the initiative had been previously carried out in other areas.</p> <p>The Board of Management were advised in order to meet the Care Inspectorate requirements the H&amp;SCP require to lease a 2 or 3 bedroom property that has a separate toilet for the use of carers. As ACHA have very few properties of that design the H&amp;SCP understand that they would be responsible for paying for any adaptations required to a property meet the Care Inspectorate requirements.</p> <p>The Director of Finance &amp; IT commented that from previous experience due to the limited powers of the H&amp;SCP the lease may require to be in the name of Argyll and Bute Council.</p> <p>Bruce Marshall advised he was very supportive of the scheme.</p> <p>The Director of Housing &amp; Neighbourhood Services advised the lease attached to her report was an example only.</p> <p>The Board of Management <b>APPROVED</b> the leasing of properties to the Health &amp; Social Care Partnership; one in Helensburgh, one in Dunoon and one in Oban to be used as core and cluster accommodation, primarily for children and young people to assist with independent living.</p>	
24.	<p><b>Sheltered Housing Service Charge Review</b></p> <p>The Director of Housing &amp; Neighbourhood Services provided the</p>	

	<p>background to the introduction of the sheltered housing service charge and advised that sheltered housing services had been limited to reduce costs.</p> <p>In 2009 the Board agreed that existing tenants should pay a fixed charge of £10 per week for a set period of time. There have been a number of extensions to the timescale with the current one due to end in April 2020.</p> <p>The Director of Housing &amp; Neighbourhood Services took the Board through the various options contained within her report.</p> <p>The Vice Chair proposed a fourth option for consideration:</p> <ul style="list-style-type: none"> <li>• Gradually increase the £10 service charge on an annual basis.</li> </ul> <p>Betty Rhodick seconded the proposal.</p> <p>The Director of Finance &amp; IT advised that for each £1 increase would result in £18k per annum. The Director of Housing &amp; Neighbourhood Services advised she could take that proposal back for consideration as another option for the way forward.</p> <p>David Carmichael asked what the service charge was for. He was advised the service charge was based on actual expenditure for the community alarm service, staff costs, electricity in the common areas and laundry facilities where appropriate.</p> <p>Mike Brown commented it was his opinion recommendation 3 was the most appropriate option.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that some service charges were a hindrance to allocating properties.</p> <p>Bruce Marshall proposed recommendation 3 for the way forward. Mike Brown seconded the proposal.</p> <p>The Chair asked for a show of hands for recommendation 3: 5 votes in favour of recommendation 3 2 votes against</p> <p>The Chair stated that as a result of the voting process, the Board of Management <b>APPROVED</b> recommendation 3; maintain the status quo with no end date for lower charges (section 3.3 of the main report).</p>	
25.	<p><b>MacDougall Place Operational Review</b></p> <p>The Director of Housing &amp; Neighbourhood Services advised that in August 2017 the Board of Management had reviewed the status of demand for MacDougall Place and agreed that a further report be provided in August 2018 to further review the situation and took the Board through her report.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that MacDougall Place was a poorly designed sheltered housing complex with no possibility for reconfiguration to make it more accessible.</p> <p>The Board were asked to consider continuing to allocate to mainstream applicants if there were no sheltered housing applicants when a property was void. The Vice Chair asked if a mainstream tenant would be required</p>	

	<p>to pay the service charge. He was advised they would not and explained the Association would be required to take the loss. She further advised that whilst no service charge fee would be received by allocating the property the Association would save on void rent loss costs and paying the Council Tax on the property.</p> <p>Bruce Marshall advised he supported the recommendation.</p> <p>The Director of Housing &amp; Neighbourhood Services advised there were currently no vacancies in MacDougall Place.</p> <p>The Board of Management <b>APPROVED</b> the recommendations contained within the report:</p> <ol style="list-style-type: none"> <li>1. Continue with lets to mainstream applicants if there are no Sheltered Housing applicants when properties are void.</li> <li>2. Bring a further report to the ACHA Board of Management in August 2019 to review the current status of tenancies and demand for MacDougall Place. If the number of sheltered housing tenants falls below 50% of the total tenant number a report will immediately be brought to the Board of Management to advise, if this predates the August 2019 date.</li> <li>3. ACHA pursue funding from the MacDougall Bequest for additional handrails for the existing step and ramp access, as this seems to be the most practical way of improving access within the complex.</li> </ol> <p>Phil Morrice from Alexander Sloan left the meeting</p>	
26.	<p><b>Request to Consider Renaming Address of Gypsy/Traveller Sites</b></p> <p>The Director of Housing &amp; Neighbourhood Services advised that a request had been received from the Scottish Government to consider renaming site addresses to remove reference to travelling persons sites as it was felt it lead to discrimination against Gypsy/Travellers when applying for jobs and other services.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that 2 rounds of consultation had been carried out and details were contained within appendix 4 of her report.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that no name change for Dunchologan was being proposed but the site at Ledaig was being proposed to change the name to 1-8 Bayview, Ledaig. The Board were advised there would be a charge of £185.50 for each name which the Association would bear the cost for.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that if the name change were to be approved by the Board, final decision would be taken by Argyll and Bute Council.</p> <p>The Board of Management <b>APPROVED</b> the recommendations contained within the report:</p> <ol style="list-style-type: none"> <li>1. No change for Dunchologan site, other than updating Capita to reflect the correct terminology i.e. change Travelling Persons Site to Gypsy Traveller Site.</li> <li>2. Change the site address at Ledaig to 1 – 8 Bayview, Ledaig, PA37</li> </ol>	

	<p>1NY and submit to Argyll and Bute Council.</p> <p>3. ACHA will bear the cost of the address name change.</p> <p>4. Signage at both sites changed where appropriate to state either Duncholgan or Ledaig only.</p> <p>The Board of Management requested the Director of Housing &amp; Neighbourhood Services reconfirm the associated costs for the proposed name change and if significantly different to the figures contained within her report she should report back to the Board.</p> <p>The Director of Housing &amp; Neighbourhood Services advised she would provide an update on the response from Argyll and Bute Council.</p>	<p><b>Christine Johnston</b></p> <p><b>Christine Johnston</b></p>
27.	<p><b>Board of Management Away Days Arrangements</b></p> <p>The Chair stated that if any amendments were required they should be directed to the PA to the Board of Management.</p> <p>The Board of Management <b>NOTED</b> the arrangements for the away days.</p>	
28.	<p><b>Garden in Bloom Competition Bute and Cowal</b></p> <p><u>Cowal – Best Garden</u>  1<sup>st</sup> place – 4 Sanda Gardens, Kirn  2<sup>nd</sup> place – 42 Newton Park, Innellan</p> <p><u>Cowal – Best Container</u>  1<sup>st</sup> – 4 Sanda Gardens, Kirn</p> <p><u>Bute – Best Garden</u>  Joint 1<sup>st</sup> place – Chapelhill Villa and 1b Bush Road, Rothesay  2<sup>nd</sup> place – 1 St Andrews Walk, Rothesay</p>	
29.	<p><b>Community Action Fund Application Forms</b>  <b>Bute &amp; Cowal</b></p> <p><b>a. Comann nam Parant Comphall</b>  £500 award <b>APPROVED</b></p> <p><b>b. Kilfinan Community Forest</b>  £500 award <b>APPROVED</b></p> <p><b>c. Nevis Ensemble</b>  It was noted the Nevis Ensemble application was for funding for events being held in Argyll.  £500 award <b>APPROVED</b></p> <p><b>Mid Argyll &amp; Kintyre</b></p> <p><b>1. People and Agencies Coming Together Mid Argyll and Kintyre (PACT MAK)</b>  Due to the high number of applications received a reduced award of £250 was <b>APPROVED</b></p> <p><b>2. Kintyre Youth Forum</b>  Due to the high number of applications received a reduced award of £250 was <b>APPROVED</b></p> <p><b>3. Tarbert Youth Group</b>  Due to the high number of applications received a reduced award of £250</p>	

	<p>was <b>APPROVED</b></p> <p><b>4. Tarbert Soup Group</b> Due to the high number of applications received a reduced award of £250 was <b>APPROVED</b></p> <p><b>5. Kintyre Alcohol and Drug Advisory Services (KADAS)</b> Due to the high number of applications received a reduced award of £250 was <b>APPROVED</b></p> <p><b>6. Kintyre Food Bank</b> Due to the high number of applications received a reduced award of £250 was <b>APPROVED</b></p> <p><b>7. Men's Shed Lochgilphead</b> Due to the high number of applications received a reduced award of £250 was <b>APPROVED</b></p> <p><b>8. Tarbert Castle Trust</b> The Board of Management <b>REJECTED</b> the application as the group was deemed only to have a narrow link to the community and was not inclusive to the whole community.</p> <p><b>9. Heart of Argyll Wildlife</b> The Board of Management <b>REJECTED</b> the application as it was felt the application did not demonstrate community engagement. It was suggested the group demonstrate involvement with the local community and re-apply.</p> <p>The Board of Management noted the Mid Argyll &amp; Kintyre Area Committee would be left with a balance of £750 to award through the Community Action Fund.</p> <p>The Chair stated the meeting had reached its 3 hour limit and asked Board members for approval to suspend the Standing Orders to allow the meeting to continue. The Board of Management <b>UNANIMOUSLY AGREED</b> to suspend the Standing Orders.</p>	
30.	<p><b>AHFA Risk Register Quarterly Review</b> The Director of Human Resources &amp; Corporate Services apologised to Board members as the June update column was missing from the report. It was <b>AGREED</b> the revised version would be emailed to Board members with a paper copy being sent to those members not on email.</p>	<b>Colette Benham</b>
31.	<p><b>ACHA Risk Register Quarterly Review</b> The Board of Management <b>NOTED</b> the contents of the quarterly review of the ACHA Risk Register.</p>	
32.	<p><b>Stock Restructure Update August 2018</b> The Director of Investment &amp; Regeneration took the Board through her report and advised Board members should note progress on the purchases previously agreed. She advised that the two amounts would be required to balance and that the Association required to sell more properties.</p> <p>The Board of Management <b>NOTED</b> progress with the purchases as previously agreed in May 2017 and <b>APPROVED</b> the sales strategy for</p>	



	properties identified for sale.	
33.	<p><b>Torlochan</b></p> <p>The Director of Investment &amp; Regeneration reminded Board members of the previous discussions that had taken place over the last few months and advised that 3 Business Plans had been received and took the Board through each of the Business Plans submitted.</p> <p>She then took the Board through the 3 options available:</p> <ol style="list-style-type: none"> <li>1. Progress the redevelopment of the vacant site at Torlochan</li> <li>2. Mothball the site and continue to accrue the additional council tax debt</li> <li>3. Mothball the site and demolish the utility units for future development</li> </ol> <p>She advised that the Dunoon Small Animal Rescue proposal did meet the Association's charitable requirements. She further advised that the proposal from Sandbank Community Council may meet the charitable requirements but further information would be required on how excess income would be used.</p> <p>The Chair asked if the Board of Management chose option 1 what the next step would be. The Director of Investment &amp; Regeneration advised that the further discussions would take place with the preferred group.</p> <p>Following discussion, the Board of Management <b>AGREED</b> their preferred option would be to lease the site to the Dunoon Small Animal Rescue.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that despite no interest in the site over the last 3 years last week 2 caravans had illegally parked on the site. It is believed West Dunbartonshire Council may have thought the site was open and provided that information. The Director of Housing &amp; Neighbourhood Services advised the site remains closed and she will try to ensure all agencies are aware of that. Bruce Marshall strongly suggested the caravans may have been in the area to attend Cowal Games.</p> <p>The Board of Management <b>AGREED</b> to progress the redevelopment of the vacant site at Torlochan and further <b>AGREED</b> their preferred proposal was from the Dunoon Small Animal Rescue.</p> <p><b>Post Meeting Note</b></p> <p>The Director of Investment &amp; Regeneration advised the Board at the October meeting that the Dunoon Small Animal Rescue had not progressed their charitable status application. They had given written confirmation that they intend to register as a charitable organisation. She further confirmed that BTO will advise when and if the Dunoon Small Animal Rescue meet the conditions of charitable status. The lease will state that this is a condition and we would not proceed if they could not meet this condition.</p>	
34.	<p><b>A.O.C.B.</b></p> <ul style="list-style-type: none"> <li>• <b>Request for permission to allocate a tenancy at Chalmers Court, Inveraray to an applicant under 60 years of age</b></li> </ul>	

	<p>The Director of Housing &amp; Neighbourhood Services advised approval had already been given by the Chair and Chief Executive. The Board of Management <b>APPROVED</b> the request to allocate a sheltered housing property to an applicant below the age of 60.</p> <p><b>Permission to recruit a Connected Person</b>  The Director of Human Resources &amp; Corporate Services asked the Board for ratification for a permission to recruit a connected person. She advised a contract of employment to the position of Repairs Officer within Investment &amp; Regeneration had been awarded to the brother of an AHFA employee. The Director of Human Resources &amp; Corporate Services confirmed that the AHFA employee had played no part in the recruitment process. The Board of Management <b>RATIFIED</b> the permission to recruit.</p>	
35.	<p><b>Date &amp; Time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Thursday 20<sup>th</sup> September 2018 following the AGM for the purposes of electing Office Bearers in the Inveraray Inn, Inveraray</li> <li>• Thursday 4<sup>th</sup> October 2018 at 10.00am in the Machrie Hotel, Port Ellen, Isle of Islay</li> </ul>	

Meeting closed at 1.15pm