

## Argyll Community Housing Association

### Board of Management Meeting

Thursday 28<sup>th</sup> March 2019 at 10.30am in the Inveraray Inn, Inveraray

#### Minute

##### Present:

Jim Milne (Chair)  
 Danny Kelly (Chair Audit Committee)  
 Cameron Grant  
 Nancy McDonald  
 Ian McIntyre  
 Councillor Donnie MacMillan  
 Bruce Marshall  
 Councillor Ian Shonny Paterson  
 Betty Rhodick  
 Pat McVey (Item 3 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  
 Colette Benham, Director of Human Resources & Corporate Services  
 Gayle Stead, Governance & Compliance Manager  
 Lesley Lindsay, PA to Board of Management

The Chair advised Freya Lees would commence her presentation and training at 2.00pm

The Chair advised Board members the next Board meeting would be held in nine weeks' time. He reminded the Board of Management that Office Bearers had delegated authority to deal with urgent issues. The Chair confirmed if any matters arose during that period the Board of Management would be updated at their next meeting.

The Chair reminded the Audit Committee members their next meeting would be on 23<sup>rd</sup> May 2019.

The Chair advised the Association had purchased a voice amplification device which was in use today.

The Chair drew Board Members attention to two very interesting articles contained within the Information Pack:

- Summary of Corporate Governance Conference – Supporting Your Committee/Board
- Update on the In-House Grounds Maintenance project

1.	<b>Apologies</b>	<b>Actions to be</b>
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	Councillor Roddy McCuish Leave of Absence – David Carmichael	completed by 30/05/19
2.	<p><b>a. Election of Vice Chair</b> Cameron Grant left the meeting.</p> <p>The Chair nominated Cameron Grant to fill the position of Vice Chair. The Chair asked if there were any other proposals for the position of Vice Chair. No other proposals were received. The Chair of the Audit Committee seconded the proposal for Cameron Grant to be elected Vice Chair. The Board of Management unanimously <b>APPROVED</b> Cameron Grant be elected as Vice Chair</p> <p><b>b. Filling of Casual Vacancy (Tenant)</b> The Chief Executive advised Pat McVey, tenant member, was interested in becoming a Board member. The Chief Executive advised that Mr McVey would fill a tenant vacancy on a casual basis until the Association's AGM in September. The Board were advised Mr McVey was in attendance at the venue and if the Board were minded to approve Mr McVey as a Board member he would join the meeting. The Chair advised that Mr McVey had previous experience on Loreburn Housing Association's Scutiny Panel. The Board of Management unanimously <b>APPROVED</b> Mr McVey as a Board member filling a tenancy vacancy on a casual basis.</p> <p>Cameron Grant returned to the meeting</p> <p>Pat McVey joined the meeting</p>	
3.	<p><b>Minute of Previous Meeting – 7<sup>th</sup> February 2019</b> The Board of Management <b>APPROVED</b> the minute as a true and accurate record of the meeting.</p> <p>Proposed by: Cameron Grant Seconded by: Danny Kelly</p>	
4.	<p><b>Matters Arising</b> Page 2 – Item 3 - Torlochan – the Director of Investment &amp; Regeneration advised she would cover under agenda item 15.</p> <p>Page 2 – Item 3 – Training Proposal – the Director of Human Resources &amp; Corporate Services advised she would cover her report under agenda item 19.</p> <p>Page 3 – Item 3 – the Director of Housing &amp; Neighbourhood Services advised that peer performance information has been added to the action plan which will be presented to the Board of Management on a quarterly basis.</p> <p>Page 3 – Item 4 – Sandra Glazsher – the Chair advised he had written to Sandra on behalf of the Board thanking her for her contribution. He showed the Board the engraved brandy glass that would be presented to Sandra at the next Helensburgh &amp; Lomond Area Committee meeting by the Chair of the Area Committee. The Chair advised that Sandra would not be able to travel to Inveraray to join the Board for lunch.</p>	

	<p>Page 4 – Item 6 – the Chair advised the first training session on Cyber Security had been held and stated it was an excellent session. He advised a further session would take place on 15<sup>th</sup> May 2019 in Lochgilphead and encouraged members to attend.</p> <p>Page 6 – Item 9 – the Chief Executive provided an update following a meeting with Islay estates regarding further new build proposals.</p> <p>Page 7 – Item 9 - Aids and Adaptations – the Chief Executive advised he would provide an update during his presentation.</p> <p>Page 9 – Item 12 – Community Action Fund budget– the Chair advised this would be covered under item 22.</p> <p>Page 10 – Item 14 – Grounds Maintenance update – the Chair advised the update was included in the Board Information Pack.</p> <p>Page 11 – Item 16 – Stock Condition Survey – the Director of Investment &amp; Regeneration advised work was ongoing in relation to the programme for cyclical works.</p> <p>Page 13 – Item 18 – the Director of Investment &amp; Regeneration advised all comments had been incorporated into the Draft Design Brief and would be covered under item 12.</p> <p>Page 14 – Item 20 – the Chair advised Dalintoher would be covered under item 17.</p> <p>Page 15 – Item 20 – the Chair advised the purchase of the off the shelf property in Dunoon would be covered under item 11.</p> <p>Page 16 – Item 23 – the Director of Investment &amp; Regeneration advised the repairs issues raised during the rent consultation would be covered under item 23.</p> <p>Page 18 – Item 24 – the Director of Housing &amp; Neighbourhood Services advised the relevant governing body members had attended a session with TIS.</p>	
5.	<p><b>Approved Minute of the Audit Committee – 8<sup>th</sup> November 2018 for ratification</b></p> <p>The Chair of the Audit Committee took the meeting through the minute.</p> <p>There were no questions and the Board of Management unanimously <b>RATIFIED</b> the minute of the Audit Committee.</p>	
6.	<p><b>Declaration of Interest</b></p> <p>There were no declarations of interest.</p>	
7.	<p><b>Correspondence</b></p> <p><b>Leave of Absence Request – David Carmichael</b></p> <p>The Chair advised a further leave of absence covering a three meeting period had been requested by David Carmichael by telephone to the PA of</p>	

	<p>the Board of Management. The Chair advised he planned to visit David. The Board of Management noted the Rules allowed for a 12 meeting break. The Board of Management unanimously <b>AGREED</b> a further three meeting leave of absence for David Carmichael.</p> <p><b>SFHA (do you want to sign up for £25,215 and would you like to invite a FHA representative to attend a Board meeting to provide further information)</b></p> <p>The Chief Executive advised a letter had been received from the SFHA as part of a campaign to source additional members. He advised ACHA had ceased being members of the SFHA four years ago due to concerns over service. Bruce Marshall asked how happy the Association was with the services provided by GWSF. The Chief Executive stated the service received was excellent with nearly all queries being responded to on the same day. He further stated that the forum was well respected by its peers and had an equal status with the SFHA in terms of meetings with Ministers. The Chief Executive advised that the Association attend a number of the GWSF's working groups. The Chair added that the GWSF and SFHA worked together on important matters.</p> <p>The Chair asked if the Board wished to invite a representative from the SFHA to attend to highlight the benefits of being a member to the Board. Following discussion, the Board of Management agreed they did not want to invite a representative from the SFHA to meet with them, nor did they wish to re-join the organisation.</p> <p><b>Letter from Michael Russell MSP</b></p> <p>The Chief Executive advised a letter had been received from Michael Russell MSP regarding the Gypsy/Traveller Site at Torlochan. He advised he would cover under item 15.</p>	
8.	<p><b>New Membership Applications</b></p> <p>The Board of Management unanimously <b>APPROVED</b> 7 new membership applications.</p> <p>The Board of Management <b>NOTED</b> the current membership total as at 19<sup>th</sup> March 2019 was 262 members.</p> <p>Bruce Marshall advised that three of the newly approved members would be part of the reforming of the Bute &amp; Cowal Area Committee. He advised a meeting was held on 27<sup>th</sup> March 2019 where all members in attendance had agreed to commit to reforming the Area Committee.</p>	
9.	<p><b>Chief Executive Presentation</b></p> <p>The Chief Executive welcomed Pat McVey onto the Board of Management and congratulated Cameron Grant on his election as Vice Chair.</p> <p>The Chief Executive delivered a presentation covering:</p> <ul style="list-style-type: none"> <li>• Key Updates</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>Bruce Marshall, on behalf of the Board of Management, congratulated the Director of Investment &amp; Regeneration on the success of her application to the Warm Homes Fund. The Director of Investment &amp; Regeneration advised she was delighted as the Warm Homes Fund would have a hugely positive impact on tenants in Argyll and Bute. She further advised the Association had been awarded over £5 million of funding to install over 1000 Air Source Heat Pumps as well as £754,000 of ECO funding for installing insulation measures to tenants homes. She stated that by installing the Air Source Heat Pumps ACHA would receive at least another £4.2 million of Renewable Heat Incentive funding that would enable the Association to carry out further energy efficiency investment projects. The Board of Management noted the Warm Homes Fund is a National Grid and Community Interest Company, Affordable Warmth Solution (AWS) that have established a £150m <b>Warm Homes Fund (WHF)</b> designed to support local authorities, registered social landlords and other organisations working in partnership with them, to address some of the issues affecting fuel poor households. In Argyll &amp; Bute fuel poverty levels are</p> <ul style="list-style-type: none"> <li>Fuel Poverty Rates <ul style="list-style-type: none"> <li>Scotland <b>26.5%</b> <u>Argyll &amp; Bute 45%</u></li> </ul> </li> <li>Extreme Fuel Poverty <ul style="list-style-type: none"> <li>Scotland <b>8%</b> <u>Argyll &amp; Bute 15%</u></li> </ul> </li> </ul> <p>Our award of over £5 million is the entire amount awarded to Scotland in this round of funding, which highlights the enormity of the issues in Argyll &amp; Bute. ACHA will be able to play a huge part in reducing fuel poverty and hopefully in some of our communities eradicating fuel poverty across Argyll &amp; Bute. The project is due to commence in August 2019 and will run until December 2021.</p>	
10.	<p><b>GWSF Affiliation Fees</b></p> <p>The Chair advised the affiliation fee to join the GWSF for 2019/20 was £1,192.</p> <p>The Board of Management unanimously <b>APPROVED</b> membership renewal of the Glasgow and West of Scotland Forum of Housing Associations.</p>	
11.	<p><b>Dunoon Demolition</b></p> <p>The Director of Housing &amp; Neighbourhood Services reminded the Board of the report considered at the October Board meeting regarding the future of Eton Avenue. She stated the Board had considered a number of options and had agreed to consider demolition subject to consultation being carried out. The Director of Housing &amp; Neighbourhood Services advised the report for consideration today was the outcome of the consultation process. She advised the majority of tenants agreed the properties were no longer fit for purpose. The Director of Housing &amp; Neighbourhood Services advised that in line with previous demolition projects the current tenants would be entitled to home loss payments as per their statutory obligation. She further advised the current tenants should be awarded up to 200 Management Points to facilitate an early move to an alternative property.</p> <p>The Board of Management <b>NOTED</b> the outcome of the consultation The Board of Management unanimously <b>AGREED</b> to award 200 Management Points to enable rehousing for current tenants.</p>	

12.	<p><b>Draft Design Brief</b></p> <p>The Chair stated the Design Brief had been considered at the February Board meeting where some amendments had been proposed. The Director of Investment &amp; Regeneration confirmed that all amendments had been incorporated into the document.</p> <p>The Board of Management <b>NOTED</b> the final draft of the proposed new Design Brief</p> <p>The Board of Management unanimously <b>APPROVED</b> the final draft of the Design Brief be implemented on all new projects with effect from 31<sup>st</sup> March 2019 onwards.</p>	
13.	<p><b>AHFA Contract Review Process</b></p> <p>The Director of Investment &amp; Regeneration advised the current 3-year contract to carry out responsive repairs ends on 31<sup>st</sup> March 2020 although there is provision for extending the contact by a further year.</p> <p>The Director of Investment &amp; Regeneration took the Board through her report highlighting Options A &amp; B contained within the report:</p> <p>Option A – Extend the contract by the further year until March 2021</p> <p>Option B – end the 3-year contract in March 2020 with a new contract commencing 1<sup>st</sup> April 2020.</p> <p>Bruce Marshall advised the AHFA Board of Directors had discussed at their meeting and had agreed Option A would be the favoured option.</p> <p>The Director of Investment &amp; Regeneration advised she was keen to report back to the June 2019 Board meeting and asked the Board to consider the recommendations:</p> <ol style="list-style-type: none"> <li>1. Agree the remit of the working group</li> <li>2. Agree the personnel of the working group</li> <li>3. Agree implementation plan</li> <li>4. Agree governance/reporting framework</li> </ol> <p>The Chair stated he was happy with the remit of the working group. He questioned whether the governing body personnel would be made up of one ACHA Board member and one AHFA Board member. The Director of Investment &amp; Regeneration confirmed it would be one member from each Board in addition to an independent member and staff from ACHA and AHFA.</p> <p>The Director of Investment &amp; Regeneration stated the Board may wish to consider an external individual for the independent place on the working group. The Chief Executive provided the option of utilising the retainer paid to BTO. He stated he was positive BTO would have experience of contract reviews and would have the relevant up to date legal knowledge. He added the Association were paying for the service via the retainer fee so there would be no additional cost. The Board of Management unanimously <b>AGREED</b> they would be happy with a representative from BTO as the independent member on the working group. The Chief Executive advised he would contact BTO.</p>	Alastair MacGregor

	<p>The Chair volunteered to serve on the working group from the ACHA Board of Management. Bruce Marshall volunteered to serve on the working group from the AHFA Board of Directors. The Board of Management unanimously <b>AGREED</b> Jim Milne and Bruce Marshall serve on the working group subject to approval by the AHFA Board of Directors. The Chair and Bruce Marshall to contact the AHFA Board of Directors to obtain approval.</p> <p>The Chair asked who would Chair the group. He was advised it would be between the Chief Executive, the Director of Finance &amp; IT and the Director of Investment &amp; Regeneration.</p> <p>The Director of Investment &amp; Regeneration stated she would wish the first meeting to take place as soon as possible and before the end of April. She advised staff members would carry out background work to present to the first working group meeting.</p> <p>The Board of Management unanimously <b>APPROVED</b> the recommendations contained within the report.</p>	<p><b>Jim Milne/ Bruce Marshall</b></p>
<p>14.</p>	<p><b>Regeneration Update</b></p> <p>The Director of Investment and Regeneration took the Board through the recommendations contained within her report:</p> <ol style="list-style-type: none"> <li>1. To note the progress of the development programme against the targets</li> <li>2. To note the planning process for Glencruitten is now underway</li> <li>3. To approve the acquisition of existing properties at 99 Millknowe Terrace, Campbeltown, Port Ellen Schoolhouse, 39 Dixon Avenue, Dunoon and 9 Glebe Terrace, Rothesay subject to funding approvals, demand and inclusion within the HAG programme</li> <li>4. To note future planning of the development programme to 2025/26 is underway for discussion with funders</li> </ol> <p>The Director of Investment &amp; Regeneration provided an update on the future projects:</p> <p>Inveraray – tender was not compliant as quality assessment was missing. Will be re-tendered within next couple of weeks.</p> <p>Garelochhead – issue with planning due to the site being in the Faslane blast zone.</p> <p>Tarbert Phase 2 – awaiting confirmation from Argyll and Bute Council for funding.</p> <p>Kilmartin – on site.</p> <p>Cairnbaan – will be on site shortly.</p> <p>Bowmore Phase 4 – Islay Estates Board agreement in principle.</p> <p>Glencruitten – PAC notice submitted will now proceed to consultation.</p> <p>Millknowe Terrace – looking as possibility of wheelchair/dementia unit downstairs and dementia unit upstairs.</p> <p>Port Ellen School – Dorran bungalow which could be demolished and site used.</p> <p>39 Dixon Avenue – off the shelf purchase. DV valuation received. Hope to make offer within next couple of days.</p> <p>Keills – proposal submitted to Islay Estates.</p> <p>Castlewood Phase 2 – currently not progressing but is hoped further</p>	

	<p>meetings may take place with the woodland group to explore if a project can be taken forward.</p> <p>Benmore Phase 2 – feasibility on hold until Council master planning and business use issues have been clarified.</p> <p>Council Depot, Bowmore – feasibility on hold until rationalisation process concluded.</p> <p>Blairvadach – Council still assessing offers.</p> <p>Eton Avenue – feasibility work started and Association made offer for adjacent property. BTO working on issue with title and concluding missives.</p> <p>Geilston Farm – early stages, will update when more information is available.</p> <p>The Board of Management <b>NOTED</b> the satisfaction figures included within the report.</p> <p>Bruce Marshall advised the Garelochhead site was within a conventional blast zone.</p> <p>The Chief Executive advised the Secretary was making representation to the Council on the appraisal of the Council Depot, Bowmore.</p> <p>The Board of Management unanimously <b>NOTED</b> and <b>APPROVED</b> the recommendations contained within the report.</p>	
15.	<p><b>Disposal of Torlochan</b></p> <p>The Director of Investment and Regeneration took the Board through the recommendations in her report:</p> <ol style="list-style-type: none"> <li>1. Note that DSAR have withdrawn their interest</li> <li>2. Consider alternative options: <ol style="list-style-type: none"> <li>i) Moth ball the site</li> <li>ii) Remarket the site for other uses</li> <li>iii) Re-open the site <ol style="list-style-type: none"> <li>a. Note the results of the survey to ascertain whether the site meets the new site standards</li> <li>b. Note the estimated costs to bring the site up to the new standards</li> </ol> </li> </ol> </li> </ol> <p>The Director of Investment &amp; Regeneration took the meeting through the site inspection regime.</p> <p>Bruce Marshall asked if there had been any further interest from Gypsy/Travellers to live on the site. The Director of Housing &amp; Neighbourhood Services advised she had been contacted by a Gypsy/Traveller activist claiming there were 20 people living in and around the Dunoon area that wished to move into the Torlochan site. The Director of Housing &amp; Neighbourhood Services advised she had given a commitment to meet with Mr Donaldson and representatives from the families to establish needs. She further advised that Argyll and Bute Council had confirmed there were no illegal encampments.</p> <p>The Director of Investment &amp; Regeneration advised there would be a major cost associated around the environment of the site. In addition, the Association do not own the access road so an agreement would require to</p>	



	<p>be entered into with the owner of the road. The Director of Investment &amp; Regeneration took the meeting through all the fail areas included within the report.</p> <p>Councillor Paterson asked if there were any other charitable organisations interested in leasing Torlochan. The Director of Investment &amp; Regeneration advised there were. The Chief Executive advised he had received correspondence from Sandbank Community Development Trust expressing interest. He further advised he had also received correspondence from Michael Russell MSP on the matter. He stated the Association should be careful not to rule anything in or out at this stage.</p> <p>The Chief Executive advised that Michael Russell MSP had met with the Gypsy/Traveller representative, Mr Donaldson to discuss his request to have the site re-opened. The Board of Management noted that substantive evidence that there were potential residents would be required prior to upgrading the site. The Director of Investment &amp; Regeneration advised that in the meantime she would obtain further in-depth information to ascertain the cost of bringing the site up to the new Scottish Government site standards. Bruce Marshall advised the site was very basic and would require a high level of work.</p> <p>The Chair stated the general consensus of the Board was that there was not enough information available for a decision to be taken. He asked that a further report be brought back to a future Board meeting. The Director of Investment &amp; Regeneration advised a joint report from Investment &amp; Regeneration and Housing &amp; Neighbourhood Services would be presented to a future Board meeting.</p> <p>The Chief Executive advised he would respond to both Michael Russell MSP and Sandbank Community Trust on the decision taken by the Board.</p>	<p><b>Kirsteen McGinn</b></p> <p><b>Alastair MacGregor</b></p>
16.	<p><b>EESSH Update</b></p> <p>The Director of Investment &amp; Regeneration advised her original report had been written before the outcome of the Warm Homes Fund was known. The Director of Investment &amp; Regeneration tabled an updated report. The Director of Investment &amp; Regeneration stated she was confident the Association would meet the target.</p> <p>The Director of Investment &amp; Regeneration took the meeting through her report highlighting the breakdown on how the conclusion was reached. She advised the majority of fails fell within the Mid Argyll area mainly due to electric heating which was already being targeted.</p> <p>The Director of Investment &amp; Regeneration advised that by December 2020 a minimum of 94% compliance would be achieved.</p> <ul style="list-style-type: none"> <li>• The Board of Management unanimously <b>NOTED</b> and <b>APPROVED</b> the methodology of the report</li> <li>• The Board of Management unanimously <b>NOTED</b> and <b>APPROVED</b> the EESSH Compliance of 62.9%</li> <li>• The Board of Management unanimously <b>APPROVED</b> the contents of the report be submitted to the Scottish Housing Regulator</li> <li>• The Board of Management <b>NOTED</b> the target for 19/20 of a</li> </ul>	

	<p>minimum of 74% compliance (upgrading approximately 800 properties)</p> <ul style="list-style-type: none"> <li>The Board of Management <b>NOTED</b> the target for 20/21 of a minimum of 94% compliance (upgrading approximately 800 properties) (allowing for 309 abeyances and exemptions this would enable compliance)</li> </ul>	
17.	<p><b>Dalintober Update</b></p> <p>The Director of Investment &amp; Regeneration took the Board through the recommendations contained within her report:</p> <ol style="list-style-type: none"> <li>Note the recommendations from Argyll and Bute Council and HES</li> <li>Note the legal advice from BTO</li> <li>Note the comments from the SHR</li> <li>Agree to appoint a registered conservation architect to substantiate the initial report</li> <li>Note the costs for the façade retention option</li> <li>Discuss the marketing of the 30 void properties as a portfolio of 30 flats valued at approximately £2,181,327</li> <li>Agree to proceed with the pre-application process for the demolition</li> </ol> <p>The Director of Investment &amp; Regeneration highlighted the cost of façade retention would be in the region of £7,413,717 and stated that the properties that would be available would not meet housing need or demand. Bruce Marshall stated it was ridiculous HES would force the Association to carry out work to a building that could not be used. The Chief Executive confirmed that there was no demand to live in the properties and stated that the façade was not appealing enough to make people want to live there.</p> <p>The Director of Investment &amp; Regeneration advised she had drafted a letter for the Board's consideration which, if approved, would be sent to Argyll and Bute Council. The Director of Investment &amp; Regeneration took the Board through the draft letter.</p> <p>The Chair thanked the Director of Investment &amp; Regeneration for drafting the letter at short notice at the request of the Office Bearers.</p> <p>The Board of Management unanimously <b>AGREED</b> the letter be issued to Argyll and Bute Council as soon as possible.</p> <p>The Board of Management <b>NOTED</b> and <b>AGREED</b> the recommendations contained within the report.</p>	Kirsteen McGinn
18.	<p><b>Land Disposal Request – First Steps Nursery, Croft Road, Oban</b></p> <p>The Director of Investment &amp; Regeneration advised the Land Disposal Request had previously been agreed but it had been established the nursery had extended the car park without permission. The Association are currently in discussions with the nursery to obtain evidence of the planning, building warrant and structural engineers report.</p> <p>The Board of Management unanimously <b>APPROVED</b> the Land Disposal Request subject to the correct documentation being received.</p>	
19.	<b>Governing Body Leadership Proposal 2019</b>	

	<p>The Director of Human Resources &amp; Corporate Services took the meeting through her report and advised it had been suggested by the Vice Chair following his attendance at the Wider Leadership Programme.</p> <p>The Director of Human Resources &amp; Corporate Services advised the session would not just be for current governing body members to attend but would also assist in upskilling members who may have an interest in becoming a governing body member.</p> <p>Ian McIntyre advised he was supportive and looked forward to attending the session.</p> <p>The Director of Human Resources &amp; Corporate Services advised there was sufficient budget to run two sessions if required.</p> <ul style="list-style-type: none"> <li>• The Board of Management unanimously <b>AGREED</b> to appoint Gordon Robb from VR Growth to undertake a one-day Leadership Programme for ACHA and AHFA Governing Body Members including Area Committee Members</li> <li>• The Board of Management unanimously <b>APPROVED</b> running the programme for members who are interested in joining the governing body</li> <li>• The Board of Management unanimously <b>AGREED</b> the number of sessions held would be based on demand.</li> </ul>	
20.	<p><b>ACHA Business Plan</b></p> <p>The Director of Finance &amp; IT advised that prior to the start of each financial year the Association required to submit a Business Plan to Lloyds Banking Group for approval. He advised if approved the Business Plan would be submitted to Lloyds.</p> <p>The Director of Finance &amp; IT advised there were a lot of assumptions within the Business Plan and most remained unchanged.</p> <p>The Director of Finance &amp; IT took the Board through his report and advised that appendix 1 sets out the key assumptions and how they have changed and appendix 2 sets out the financial results/outcomes and how they have been changed. He stated the comments column in appendices 1 and 2 have been highlighted red/yellow/green to identify matters that may be of concern to Lloyds Banking Group which the Association will require to explain in further detail.</p> <p>The Director of Finance &amp; IT took the meeting through the assumptions highlighting borrowing, peak debt, expected repayment date and inflation rates. He stated that the repayment date had not changed.</p> <p>The Chair asked how long Lloyds Banking Group would take to respond. The Director of Finance &amp; IT advised LBG had given a commitment to respond by the end May/beginning June. He stated he hoped to be in a position to provide an update to the Board of Management at the June meeting. The Chief Executive advised concerns had been expressed over timeline slippage. He advised that LBG had acknowledged the slippage and had given a commitment to meet timelines required by the Association for good governance.</p>	

	<ul style="list-style-type: none"> <li>The Board of Management <b>NOTED</b> the key issues arising from the draft Business Plan.</li> <li>The Board of Management unanimously <b>APPROVED</b> the draft Business Plan be submitted to Lloyds Banking Group.</li> </ul>	
21.	<p><b>Treasury Management Strategy</b></p> <p>The Director of Finance &amp; IT advised the Association was required to update its Treasury Management Strategy annually. He further advised the revised strategy had been considered and agreed by the Audit Committee.</p> <p>The Director of Finance &amp; IT advised the first two pages of his report set out the key issues and the full strategy was attached as an appendix to his report.</p> <p>The Director of Finance &amp; IT took the meeting through the bullet points on pages one and two and highlighted the changes made.</p> <p>The Board of Management unanimously <b>APPROVED</b> the Treasury Management Strategy for 2019/20.</p>	
22.	<p><b>Community Action Fund Budget</b></p> <p>The Director of Finance &amp; IT advised that as a result of the request by the Board of Management at their February meeting to increase the budget available for the Community Action Fund he had drafted a report which provided three options for the Board to consider and took the Board through the options contained within his report:</p> <p><b>Option 1</b></p> <p>There is a budget of £20,000 to meet the cost of the SFHA membership fee for 2019-20. The Board has not yet agreed to join the SFHA therefore at this stage the budget of £20,000 is available to meet the cost of the £10,000 increase in the Community Action Fund.</p> <p><b>Option 2</b></p> <p>The budget approved for 2019-20 contained a general provision of £100,000 for the new letting standard. This general provision could be reduced to £90,000 thereby freeing up £10,000 to meet the cost of the increase in the Community Action Fund.</p> <p><b>Option 3</b></p> <p>The budget for cost associated with the Board (excluding staff costs) is underspent by £12,440 at end of February 2019. In addition the same budgets for 2019-20 have increased by £15,330 (mainly due to increased budget for hire of facilities £2,000 increase and £12,500 due to consultancy fees). If these budgets could be reduced by £5,000 the balance of £5,000 could be made up by a further reduction in interest costs as the current £9m of variable rates loans will continue to float on a variable rate of around 1% until end of April giving a saving of £5,000.</p> <p>The Director of Finance &amp; IT stated that as the Board of Management had taken the decision under item 7 not to re-join the SFHA option 1 may be the most straightforward.</p>	

	<p>The Board of Management unanimously <b>AGREED</b> Option 1.</p> <p>The Board of Management unanimously <b>AGREED</b> to increase the budget in future years for the Community Action Fund from £10,000 to £20,000 each year.</p>	
23.	<p><b>Report on Dampness Issues Raised During Rent Consultation</b></p> <p>The Director of Investment &amp; Regeneration advised that 11 comments had been received during the rent consultation process.</p> <p>She advised that 7 had been resolved and 4 remained ongoing.</p> <p>Of the 4 ongoing, 2 would be included within the improvement works next year (1 new roof and 1 new heating system) and 2 would require further survey work due to the scale of the issue.</p> <p>The Board of Management <b>NOTED</b> the update.</p>	
24.	<p><b>ACHA Risk Register Quarterly Review</b></p> <p>The Director of Human Resources &amp; Corporate Services advised the Board were considering the last year's final quarterly review, which was not the same as the version considered at the Strategic Planning session. She advised each of the Directors had populated the December update.</p> <p>The Board of Management <b>NOTED</b> the contents of the update.</p>	
25.	<p><b>Corporate Strategic Plan 2019/2024 and associated appendices</b></p> <p>The Director of Human Resources &amp; Corporate Services advised the Strategic Plan and associated appendices had been reviewed at the Strategic Planning sessions. She advised the amendments had been populated into the documents as discussed.</p> <p>The Director of Human Resources &amp; Corporate Services advised the SMT were still required to consider each of the lines on the Benefit of Implementation.</p> <p>The Chief Executive advised in relation to the SWOT analysis item EESSH2 and the potential implications, a meeting had been held between the GWSF, SFHA and Scottish Government officials and it would now appear the timeline may switch to 2032 and be less prescriptive.</p> <p>The Board of Management unanimously <b>APPROVED</b> the revised Corporate Strategic Plan 2019/24 and associated appendices for implementation.</p>	<b>SMT</b>
26.	<p><b>Board Away Day 2019</b></p> <p>The Chair advised the Board Away Days had provisionally been planned for 2<sup>nd</sup> and 3<sup>rd</sup> October 2019. He suggested two options:</p> <p>Option 1 – meet at lunchtime on Wednesday 2<sup>nd</sup> October to go on a stock tour following by an evening meal with the Board meeting being held on Thursday 3<sup>rd</sup> October, or</p> <p>Option 2 – meet for dinner on Wednesday 2<sup>nd</sup> October with the Board meeting and stock tour being held on Thursday 3<sup>rd</sup> October 2019.</p>	

	<p>The Board of Management <b>AGREED</b> option 1.</p> <p>The Chief Executive advised he would provide an itinerary for the stock tour.</p> <p>The Chair stated arrangement would continue to be progressed with updates being provided to the Board.</p>	<p><b>Alastair MacGregor</b></p> <p><b>Jim Milne</b></p>
27.	<p><b>AHFA Management Accounts to 28 February 2019</b></p> <p>The Board of Management <b>NOTED</b> the content of the AHFA Management Accounts.</p>	
28.	<p><b>ACHA Management Accounts to 28 February 2019</b></p> <p>The Board of Management <b>NOTED</b> the contents of the ACHA Management Accounts and update.</p>	
29.	<p><b>Update on Bute &amp; Cowal Area Committee Recruitment</b></p> <p>The Director of Housing &amp; Neighbourhood Services advised that following a successful recruitment drive 6 members had been recruited to serve on the Bute &amp; Cowal Area Committee. She further advised the Association would move forward with re-establishing the Area Committee.</p> <p>Bruce Marshall stated he was delighted with the outcome of the recruitment drive. Bruce further stated that new Board member Pat McVey would be one of the Bute &amp; Cowal Area Committee members.</p> <p>The Chair advised that he, along with the Chief Executive would attend the Bute &amp; Cowal Area Committee's first meeting to offer support.</p> <p>The Board of Management <b>NOTED</b> the update.</p>	
30.	<p><b>Scottish Government New Fire Regulations</b></p> <p>The Director of Investment &amp; Regeneration advised the Scottish Government introduced two new fire standards for smoke and carbon monoxide detectors. In addition, the Scottish Government have proposed new standards around fire doors as outlined in the appendix to the report.</p> <p>The Director of Investment &amp; Regeneration advised her report highlighted the implication for the Association. She further advised ACHA had already been upgrading smoke detectors, heat detectors and co2 detectors.</p> <p>The Director of Investment &amp; Regeneration advised no date had been issued by the Scottish Government of when compliance was required. She stated there would be a substantial financial impact on the Association as highlighted within the report.</p> <p>The Director of Investment &amp; Regeneration advised she would provide an update report once further information had been made available by the Scottish Government of when the standards require to be met by. She confirmed at this stage no additional funding would be made available by the Scottish Government to support the new standards.</p> <p>Bruce Marshall asked where the funding would come from. The Director of</p>	

	<p>Finance &amp; IT advised either from rental income or a reallocation from other budget headings.</p> <p>The Director of Investment &amp; Regeneration advised that representations had been made to the Scottish Government advising that Associations had no financial provision for the new fire regulations and asking if funding would be made available. No response has been issued by the Scottish Government.</p> <p>The Director of Investment &amp; Regeneration advised she would look into the possibility of a joint approach to the servicing of the new standard doors by all RSLs in Argyll and Bute.</p> <ul style="list-style-type: none"> <li>• The Board of Management <b>NOTED</b> the contents of the briefing note.</li> <li>• The Board of Management <b>NOTED</b> an implementation plan would be produced.</li> <li>• The Board of Management <b>NOTED</b> the implications for training and staff resources.</li> <li>• The Board of Management <b>NOTED</b> that a further report would be produced detailing the financial implications.</li> </ul>	<b>Kirsteen McGinn</b>
31.	<p><b>Investment Update</b></p> <p>The Director of Investment &amp; Regeneration took the Board through all headings included within her report and provided a progress update.</p> <p>She advised the stock condition survey was ongoing.</p> <ul style="list-style-type: none"> <li>• The Board of Management <b>NOTED</b> progress of the Investment Programme against the targets.</li> <li>• The Board of Management <b>NOTED</b> the projected underspend of approximately £1.1million.</li> </ul>	
32.	<p><b>Preliminary Report from Procurement for Housing</b></p> <ul style="list-style-type: none"> <li>• The Board of Management <b>NOTED</b> the preliminary findings.</li> <li>• The Board of Management <b>NOTED</b> an action plan would be developed and presented in April 2019.</li> </ul>	
33.	<p><b>A.O.C.B.</b> <b>Notifiable Event</b> Confidential</p> <p><b>Remuneration Committee Vacancy</b> The Chair advised Ian McIntyre was willing to serve on the Remuneration Committee. The Board of Management unanimously <b>APPROVED</b> Ian McIntyre as a member of the Remuneration Committee.</p> <p><b>Audit Committee Vacancy</b> The Chair advised that Betty Rhodick and Nancy MacDonald were willing to serve on the Audit Committee. The Board of Management unanimously <b>APPROVED</b> Betty Rhodick and Nancy MacDonald as members of the Audit Committee.</p> <p><b>Cyber Security Training</b></p>	

	<p>The Vice Chair suggested members of Tenant and Residents Groups be invited to attend the Cyber Security training as Cardross were contemplating setting up a Facebook page. This was not agreed by the Board of Management however the Director of Housing &amp; Neighbourhood Services indicated that if the Vice Chair sent her the full details of any courses, she would ascertain if it could be payable via the annual participation grant. The Director of Finance &amp; IT advised it was specialist training that could not be delivered in-house.</p> <p><b>Employee of the Year Award</b>  Betty Rhodick advised that Jenna Philips had been awarded Employee of the Year Award.</p>	<b>Cameron Grant</b>
34.	<p><b>Date &amp; Time of Next Meeting</b>  Thursday 30<sup>th</sup> May 2019 at 10.00am in the Inveraray Inn, Inveraray</p>	