

## **Argyll Community Housing Association**

### **Board of Management Meeting**

Thursday 28<sup>th</sup> May 2020 at 10.00am via Skype

#### **Minute**

##### **Present:**

Jim Milne (Chair)  
Cameron Grant (Vice Chair)  
Councillor Roddy McCuish (Secretary)  
Ian McIntyre (Chair of the Audit Committee)  
Cathy Grant  
Bruce Marshall  
Nancy McDonald  
Councillor Donnie MacMillan (Items 1 – 23)  
Pat McVey

##### **Not in Attendance:**

##### **In Attendance:**

Alastair MacGregor, Chief Executive  
Bruce West, Director of Finance & IT  
Colette Benham, Director of Human Resources & Corporate Services  
Christine Gannon, Director of Housing & Neighbourhood Services  
Kirsteen McGinn, Director of Investment & Regeneration  
Lesley Lindsay, PA to Board of Management

The Chair took the meeting through his introduction:

#### **INTRODUCTION**

Thank you all for participating in this Board Meeting.

In order to make this work there are some ground rules which I will explain shortly. Firstly, an update on participants & the agenda: -

Have you all received Lesley's email which contains Helpful Information?

Items 23 & 24 have been reversed and staff apart from Alastair, Colette and Lesley will be asked to leave the meeting for the Notifiable Event.

Councillor Jim Lynch has been proposed and elected onto the AHFA Board.

#### **GROUND RULES**

I will be running a register. I will run through the register before we start to confirm that people are present and can hear me and other people clearly. As I go through the register just say 'Here'.

(Go through register)

Back to the Ground Rules

Each Item introduced by the lead author.

For the items requiring Board approval I will ask for comments/questions etc. However, I will not go through the register order. I believe the first meeting showed that this is unnecessary.

Please make your comment/question and make the content as concise as possible.

Remember that Lesley is minuting this meeting and she needs to know who is speaking and

what you are saying!  
Once discussion over – remind what approval is being sought  
Ask for approval.  
Silence = approval; Not approve = speak up.  
In the event a vote is required I will go through the register list using For and Against.  
Does anyone have any AOCB?  
Any other burning questions?

The Secretary suggested it would be a good idea to mute microphones when not speaking to reduce background noise.

1.	<b>Apologies</b> Brian Tester, Councillor Ian Shonny Paterson, Betty Rhodick  Leave of Absence request to be covered later in the meeting for David Carmichael and Sonja Aitken	<b>Actions to be completed by 18/06/20</b>
2.	<b>Minutes of Meeting – 30<sup>th</sup> April 2020</b> The Board of Management <b>APPROVED</b> the minute as a true and accurate record of the meeting.  Proposed by: Cathy Grant Seconded by: Cameron Grant	
3.	<b>Matters Arising</b> Page 5 – Item 8 – PPE for Arrochar Mountain Rescue. The Chief Executive stated he had advised Councillor Paterson there was a hub that would assist in obtaining PPE. He further advised Arrochar Mountain Rescue should have no difficulty in obtaining PPE equipment via that hub.  Page 6 – Item 10 – Dynamic Purchasing message of thanks to staff – the Director of Human Resources & Corporate Services confirmed the Board’s message of thanks had been issued.  Page 6 – Item 10 – Dynamic Purchasing Scheme the Chief Executive clarified his statement with regarding MacLeod Construction during the April meeting “ <i>The Chief Executive clarified MacLeod Construction could continue with any current works</i> ”. He advised the comment had been made in the context of existing schemes and not during the period of lockdown.  Page 14 – Item 23.2 – Letter of Appreciation – the Chair confirmed the letter of appreciation to staff had been issued.	
4.	<b>Correspondence</b> <b>Leave of absence – David Carmichael and Sonja Aitken</b> The Chair advised that neither members were on-line and asked the Board of Management to consider granting a special leave of absence to David and Sonja as they were missing the meeting by force of circumstance. The Board of Management unanimously <b>APPROVED</b> Leave of Absence for David Carmichael and Sonja Aitken for the duration of the Coronavirus pandemic.	
5.	<b>Declaration of Interest</b>	

	None.	
6.	<p><b>Chief Executive Presentation</b></p> <p>The Chief Executive advised an electronic copy of his presentation had been circulated by email on Wednesday 27<sup>th</sup> May 2020.</p> <p>The Chief Executive took the meeting through his presentation covering:</p> <ul style="list-style-type: none"> <li>• COVID 19 – What and How We Do Things</li> <li>• COVID 19 – We are now doing</li> <li>• COVID 19 – We are not doing</li> <li>• Other Covid Related Activity</li> <li>• COVID 19 – The Way Forward</li> <li>• COVID 19 – Phase 1</li> <li>• COVID 19 – Phase 2</li> <li>• COVID 19 – Phase 3</li> <li>• COVID 19 – Phase 4</li> <li>• Other Business</li> <li>• External Issues</li> </ul> <p>The Board of Management <b>NOTED</b> the contents of the presentation.</p> <p>The Secretary stated it was fantastic the amount of things the Association were able to do and stated it was a great testament to staff. He commented the partnership working with Argyll and Bute Council was very much appreciated. The Secretary asked for Board approval to get that message across to staff. The Board of Management unanimously <b>APPROVED</b> the message being cascaded to staff.</p> <p>The Chief Executive advised he was incredibly proud of the work done by ACHA and AHFA staff and the way they had risen to the challenge. He thanked the brave work carried out by many who helped people in a multitude of ways.</p> <p>The Chair stated there had been a great community spirit shown within the group.</p>	Colette Benham
7.	<p><b>Strategic Planning</b></p> <p>The Director of Human Resources &amp; Corporate Services reminded the meeting that on 26<sup>th</sup> and 27<sup>th</sup> February 2020, the Governing Body met to discuss the future direction, challenges and risks of the Group. The Governing Body was joined by the AHFA Board of Directors, the Senior Management Team and third tier managers. She advised that on the 11<sup>th</sup> May 2020 the Group Senior Management Team met to undertake a further review of the Group`s identified objectives and risks as a result of the Coronavirus (COVID-19) Pandemic and further amendments were incorporated within the attached documentation for consideration by the Board of Management.</p> <p><b>a. Corporate Plan</b></p> <p>The Director of Human Resources &amp; Corporate Services advised the tracked changes had been left in to allow Board members to easily identify</p>	

	<p>the amendments to the document. The Chair stated there were no policy changes, only changes relating to the Covid 19 pandemic. The Director of Human Resources &amp; Corporate Services stated the document would be reviewed again at the six monthly Strategic Planning review in October 2020. The Board of Management unanimously <b>APPROVED</b> the Group Corporate Strategic Plan.</p> <p><b>b. PEST Analysis</b> The Director of Human Resources &amp; Corporate Services advised the tracked changes had been left in to allow Board members to easily identify the amendments to the document. She advised slight amendments had been made to take cognisance of the Covid 19 pandemic. The Board of Management unanimously <b>APPROVED</b> the PEST Analysis.</p> <p><b>c. SWOT Analysis</b> The Director of Human Resources &amp; Corporate Services advised the tracked changes had been left in to allow Board members to easily identify the amendments to the document. She advised slight amendments had been made to take cognisance of the Covid 19 pandemic. She further advised IT resilience had been added as a strength. The Board of Management unanimously <b>APPROVED</b> the SWOT Analysis.</p> <p><b>d. ACHA Risk Register</b> The Director of Human Resources &amp; Corporate Services advised the changes made were highlighted in red and stated that in light of the Covid 19 pandemic an additional Covid 19 risk had been added to the register. The Board of Management unanimously <b>APPROVED</b> the ACHA Risk Register.</p> <p><b>e. AHFA Risk Register</b> The Director of Human Resources &amp; Corporate Services advised the changes made were highlighted in red and stated that in light of the Covid 19 pandemic an additional Covid 19 risk had been added to the register. The Board of Management unanimously <b>APPROVED</b> the AHFA Risk Register.</p> <p>The Director of Human Resources &amp; Corporate Services reminded the meeting that all documents would be reviewed again in October 2020.</p>	
8.	<p><b>Board Appraisal Report 2019/20 (Remitted from April meeting)</b> The Chair advised he did not propose taking the meeting through his report line by line but drew the meeting's attention to the summary.</p> <p>He advised the North Star Board Appraisal Report from 2018/19 had been used as a model format for this report. The grading method of North Star using 3 responses to survey questions is thought to be more effective/efficient than the 10 responses used in this current appraisal. He stated the age profile of the Board has worsened with 50% over aged 71. However, the length of service had improved with new Board members and the Gender Profile was slowly rebalancing, now 29% to 71%. Attendance at Board meetings has improved by 5% but attendance at training sessions remains static.</p> <p>The Chair highlighted the areas for development as; age profile, financial</p>	

	<p>scrutiny and challenge, meeting room acoustics, and the introduction of a Board Portal system which is currently on hold. The Chair added that training had currently been postponed due to the lockdown but training attendance required to be addressed.</p> <p>The Chair added some of the matters arising from Board appraisal discussions had been the improvement of Board papers by use of graphical charts where appropriate, recruitment of members with financial expertise and improving communication with tenants.</p> <p>The Chair took the meeting through the recommendations contained within his report:</p> <ol style="list-style-type: none"> <li>1. Future Annual Appraisal Reports follow the same reporting format enabling comparisons to be made.</li> <li>2. Future Annual Appraisal Reports adopt a 3 response criteria.</li> <li>3. Board Report authors are encouraged to use pie-charts and graphs.</li> <li>4. Renewed efforts are made to recruit a 'financial' expert to the Board.</li> <li>5. Renewed efforts to recruit younger, female and diverse Board members.</li> <li>6. Board members be encouraged to give more support to training sessions in particular Finance, Strategy and Performance Management sessions.</li> </ol> <p>The Secretary thanked the Chair for his report and stated that areas of development are always provided but never contain guidance on how to achieve the areas of development. He questioned how the Board could get younger people involved. The Chair advised that once the current Covid 19 situation was over he would meet with the Director of Human Resources &amp; Corporate Services to discuss.</p> <p>The Chief Executive stated he had discovered during the pandemic that the reality was many people over the age of 65 were doing the most to help in communities. He advised that commitment was of far more importance than age. He further added that if younger people could be encouraged to become involved that would be great but the current Board were doing a good job and were fully committed.</p> <p>Bruce Marshall advised he had been on the Board for a number of years and thanked the Chair for the process in which he carried out the appraisals. He stated the process had been superb and he would support continuing in the same way.</p> <p>Nancy McDonald stated she agreed with the Chief Executive's comments and added that older people did amazing work in the voluntary sector.</p> <p>Nancy stated she did not approve of the word "<i>worsened</i>" (The age profile of the Board has worsened with 50% over aged 71) and asked the word be replaced with something more positive.</p> <p>Cathy Grant advised she was in complete agreement with the Chief Executive; it would be a bonus to get younger people on board but the current members were doing a good job.</p> <p>The Director of Finance &amp; IT commented on the reference to financial papers being considered by the Audit Committee before being considered by the Board. He stated the Audit Committee only met 4 times per year and decision making should not be delayed waiting on an Audit Committee meeting. He added that a purist view would be that Audit Committees are</p>	<p><b>Jim Milne</b></p>
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	<p>not Finance Committee; instead Audit Committees cover organisational risk and scrutiny. The Chair stated that in reviewing his report, most important financial papers were considered by the Audit Committee.</p> <p>The Chair thanked the meeting for the positive comments in relation to the appraisal process and feedback report.</p> <p>The Board of Management unanimously <b>APPROVED</b> recommendations 1 – 6 contained within the report.</p>	
9.	<p><b>Community Action Fund Applications:</b> The Director of Human Resources &amp; Corporate Services stated the Community Action Fund applications were usually considered by each of the Area Committees but as their meetings had been put on hold until October 2020 the Board were being asked to provide a decision on each of the applications.</p> <p>Following discussion regarding delegating the decision making to Area Chairs it was agreed that Chairs of the Area Committees who were present would recommend approval, or otherwise, on applications relevant to their area to the Board. The Chair of MAKI had tendered her apologies to the meeting and MAKI applications would be approved by the Board.</p> <p>The Director of Human Resources &amp; Corporate Services advised that as it was a new financial year, a full budget remained available.</p> <p><b>a. Argyll and Bute Rape Crisis</b> The application for a £500 grant was unanimously <b>APPROVED</b>.</p> <p><b>b. Feis Latharna</b> The Board noted the event had been cancelled due to Covid 19 and was being rescheduled for October 2020. The Board of Management unanimously <b>APPROVED</b> their application for a £500 grant on the condition the event did proceed.</p> <p><b>c. South Kintyre Development Trust</b> The application for a £500 grant was unanimously <b>APPROVED</b>.</p> <p><b>d. Islay and Jura Community Enterprises Ltd</b> The application for a £500 grant was unanimously <b>APPROVED</b></p> <p><b>e. Interloch Transport</b> The application for a £500 grant was unanimously <b>APPROVED</b></p> <p><b>f. Tarbert After School Care</b> The application for a £480 grant was unanimously <b>APPROVED</b></p>	
10.	<p><b>Employee of the Season Winter Award</b> The Director of Human Resources &amp; Corporate Services stated the Employee of the Season nominations were usually considered by the Area Committees but as their meetings had been put on hold until October 2020 the Board were being asked to vote on who should win the winter award.</p> <p>The Director of Human Resources &amp; Corporate Services advised that the</p>	

	<p>table of scores had been circulated with the Bute Team nomination receiving 401 points and Yvonne Angus receiving 360 points. As a result, the Board of Management unanimously <b>AGREED</b> the Bute Team be awarded Employee of the Season Winter 2019.</p> <p>The Chair stated it was his view Yvonne Angus should be awarded a special recognition for her actions. The Board of Management unanimously <b>AGREED</b> that Yvonne Angus be awarded £40 gift vouchers. The Chair and the Director of Human Resources &amp; Corporate Service will meet to discuss the letter to Yvonne Angus and format of the presentation.</p> <p>It was further <b>AGREED</b> the Chair and the Director of Human Resources &amp; Corporate Services would review the Employee of the Season form as concerns were raised about the suitability of the nomination form.</p> <p>The Chair stated the award to Yvonne Angus was a one off special award and not a change to the Employee of the Season policy.</p>	<p><b>Jim Milne/ Colette Benham</b></p> <p><b>Jim Milne/ Colette Benham</b></p>
11.	<p><b>10<sup>th</sup> Anniversary Legacy School Awards Scheme</b></p> <p>The Director of Human Resources &amp; Corporate Services advised the next round of legacy awards would be due for award and further advised that 7 applications covering 9 schools had been received to date for 2020 (year 4) with a closing date of the end May 2020. ACHA will be looking to go ahead with the planned review of applications, which is programmed for 10<sup>th</sup> June 2020.</p> <p>The Director of Human Resources &amp; Corporate Services advised that the 2019 applications submitted may not all be able to be progressed due to Covid19 and schools being closed, although funding had already been issued for these. She asked the Board of Management to consider relaxing the terms of reference and the 10-10-10 group review each 2019 application with the following options;</p> <ol style="list-style-type: none"> <li>1. Continue as expected within current timescale</li> <li>2. Extend same project and carry forward for a further year</li> <li>3. Identify a different project that would need to be assessed, and carry forward, complete within 1 year</li> <li>4. Abandon project and repay the award issued</li> </ol> <p>The Board of Management unanimously <b>APPROVED</b> the relaxation of the terms of reference due to the Covid 19 pandemic.</p> <p>The Director of Human Resources &amp; Corporate Services will report back on any changes.</p>	<p><b>Colette Benham</b></p>
12.	<p><b>Group Grievance Procedure and Policy</b></p> <p>The Director of Human Resources &amp; Corporate Services advised consideration was being sought for 12b; the clean version of the revised policy. She advised 12a had been included to show the tracked changes made to the policy. She stated that a sub-committee of the Board had requested the Grievance Procedure be reviewed to ensure that informal resolution is more prominent, with the aim to avoid escalating formal grievance hearings, if at all possible, and for relevant cases, to consider adding information about supporting the person who is subject to the</p>	

	<p>grievance. A full review involving legal advice from BTO Solicitors was carried out and changes summarised as:</p> <ul style="list-style-type: none"> <li>• Section 1 – minor amendments to make it as easy as possible for employees to approach concerns informally</li> <li>• Section 2 – refers to minimum requirements rather than good practice</li> <li>• Section 3 – informal stage and mediation more prominently worded, and grievance given wider context - <i>A formal grievance relates to the way in which you have been treated during your employment with the Group.</i></li> <li>• Added - Further detail if grievance raised while you are subject to disciplinary proceedings.</li> <li>• Section 4 – objectives include how grievances can extend disharmony to wider teams, and reference to employee counselling for any party involved in a formal grievance.</li> <li>• 4.1.2 Mediation and other informal resolution, and 4.1.3 preliminary investigation moved into the process. <ul style="list-style-type: none"> <li>▪ More detail on what the Grievance Manager can determine when investigating a grievance. Added in, wherever possible, a face to face meeting to confirm the grievance outcome, and explanation. Clarification that any disciplinary procedure, may run after any appeal process relating to the grievance.</li> <li>▪ More flexibility on timescales added in</li> </ul> </li> <li>○ refers to special cases</li> <li>○ the right to be accompanied – moved within procedure</li> </ul> <p>The Board of Management unanimously <b>APPROVED</b> the revised Group Grievance procedure.</p>	
13.	<p><b>Duty of Candour</b></p> <p>The Director of Housing &amp; Neighbourhood Services advised that all health and social care services in Scotland have a Duty of Candour, which is a legal requirement meaning that when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and organisations learn how to improve for the future.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that each time ACHA submit a notifiable event to the Care Inspectorate the question is asked whether the Duty of Candour had come into play. The Director of Housing &amp; Neighbourhood Services stated ACHA could confidently respond there had been no incidents to which the Duty of Candour applied.</p> <p>The Board were advised an important part of this duty is that ACHA provides an annual report about the Duty of Candour in services. This report outlines how the service has operated the duty of candour during the time between 1 April 2019 and 31 March 2020.</p> <p>The Director of Housing &amp; Neighbourhood Services recommended the Board of Management agreed to publish the Duty of Candour report 2019/2020 in Sheltered Housing complexes, on ACHA's Website, and be provided to the Care Inspectorate. She advised that full details of the report could be found in Appendix 1- Duty of Candour Report 2019/2020.</p>	



	<p>The Chair asked if she had sight of any Duty of Candour reports from other RSLs. The Director of Housing &amp; Neighbourhood Services advised she had not but she had seen a Duty of Candour where evoked which was a very different report.</p> <p>The Board of Management unanimously <b>APPROVED</b> publishing the Duty of Candour Report 2019/2020 in Sheltered Housing complexes, on ACHA's Website, and provide to the Care Inspectorate.</p>	
14.	<p><b>Outcome of ACHA's Tenant &amp; Member Conference</b></p> <p>The Director of Housing &amp; Neighbourhood Services advised the Association's Third Tenants &amp; Members conference had been held in the Inveraray Inn, Inveraray on Saturday 8th February 2020 where 30 delegates attended and had been split into five groups. She advised the conference had been highly participative focusing on the following topics- "Involving young people", "How do we improve performance" and "Investing in your home".</p> <p>The Director of Housing &amp; Neighbourhood Services further advised there had been three interactive sessions during the conference where attendees had been asked in groups to consider questions on each of the topics. Almost 300 comments and suggestions were received during these sessions and the summary of themes were considered by the Board of Management during ACHA's Strategic Planning days on 26<sup>th</sup> &amp; 27<sup>th</sup> February 2020.</p> <p>The Director of Housing &amp; Neighbourhood Services stated that unfortunately the information room did not work well with attendees preferring to remain in the conference room and chat to staff which left ACHA, Alienergy and Argyll and Bute Council staff in the information room for long periods with no one visiting.</p> <p>The Board noted that normally plans would have already started on the 2021 conference but with lockdown/Covid 19 pandemic it was unclear whether the Conference would be able to proceed in February 2021. The Director of Housing &amp; Neighbourhood Services asked the Board to consider moving the Conference to September/October 2021 as this would align better with Strategic Planning inputs and the Rent Consultation. She stated that in addition weather conditions may be better leading to a higher attendance.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that attendees at the February 2020 Conference had been asked for suggested topics for the next Conference and the three top rating suggestions had been:</p> <ul style="list-style-type: none"> <li>• How we handle customer complaints</li> <li>• Improving and maintaining estates</li> <li>• How to reduce household fuel costs</li> </ul> <p>The Vice Chair agreed the information room had not been well used and suggested erecting stands in the main room with lunch being held in the dining room.</p>	

	<p>The Secretary stated it was his view three presentations should be delivered to maximise the benefits of attendance.</p> <p>The Chair took the meeting through the recommendations contained within the report:</p> <ol style="list-style-type: none"> <li>1. The Board approve that ACHA hold a Tenants &amp; Members Conference in September/ October 2021 to tie in with Strategic Planning review and rent consultation periods. Unanimously <b>APPROVED</b>.</li> <li>2. Board approve that ACHA hold a 2021 conference in the Inveraray Inn, Inveraray. Unanimously <b>APPROVED</b>.</li> <li>3. Board decide on whether to have two or three presentations at the 2021 conference. Top three topics to decide on are: “how we handle customer complaints”, “Improving and maintaining estates” and “how to reduce household fuel costs”. Three presentations unanimously <b>APPROVED</b>.</li> <li>4. Board approve that attendees are sent a copy of the minute of the meeting (Appendix 1). Unanimously <b>APPROVED</b>.</li> <li>5. Board approve a review of the information room is carried out to determine if more display boards could be added to the main hall in order to make better use of the space and reduce the number of room’s hired by ACHA. Unanimously <b>APPROVED</b> with the Vice Chair’s suggestion to be considered.</li> <li>6. Board approve that the name of the event continues to be “Tenant &amp; Member Conference” Unanimously <b>APPROVED</b>.</li> </ol> <p>The Director of Housing &amp; Neighbourhood Services stated that attendees at the 2019 Conference had suggested change the name but that attendees at the 2020 Conference has stated the name should not be changed.</p>	
15.	<p><b>Sheltered Housing – McCracken Court, Lochgilphead</b></p> <p>The Director of Housing &amp; Neighbourhood Services took the meeting through her report advising that the primary proposal was for the Board to consider allowing 2 McCracken Court being returned to its original position as mainstream accommodation with additional recommendations that the Board of Management consider the future re-design/improvement opportunities for McCracken Court and review potential service charges for McCracken Court tenants.</p> <p>Councillor Donnie MacMillan stated he was very supportive of the recommendations contained within the report. He commented it would be very useful to return the property to mainstream housing.</p>	

	<p>The Director of Housing &amp; Neighbourhood Services advised that less sheltered housing tenants may increase service charges for existing tenants but she would undertake a review of the service charges to try to mitigate the impact on remaining tenants if possible and arrange for welfare assessments to be carried out to ensure tenants were receiving appropriate benefits.</p> <p>The Chair took the meeting through the recommendations:</p> <ol style="list-style-type: none"> <li>1. Agree to 2 McCracken Court being returned to its original position as Mainstream Accommodation.</li> </ol> <p>The Board of Management unanimously <b>APPROVED</b> recommendation1.</p> <ol style="list-style-type: none"> <li>2. Consider the future re-design / improvement opportunities for McCracken Court</li> <li>3. Review potential service charges for McCracken Court tenants</li> </ol> <p>The Board of Management unanimously <b>APPROVED</b> recommendations 2 and 3 subject to consultation and further reports being provided to the Board.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that recommendations 2 and 3 would be in the future.</p>	
16.	<p><b>Exemplar Estates</b></p> <p>The Director of Investment &amp; Regeneration advised the first year of the Exemplar Estates Programme had been delivered by AHFA who either delivered the works in house or procured external sub-contractors and project managed the works. She further advised that AFHA has the in-house expertise to compile the specifications and act as clerk of works for these projects. ACHA do not have this expertise within any of the departments.</p> <p>The Director of Investment &amp; Regeneration advised that it was being proposed that AHFA be awarded the works as the facilitating body for the next four years under the existing agreed programme of Exemplar estates. She added that by awarding AHFA the programme it would give them the ability to produce a business plan that will allow them to properly resource a comprehensive team to deliver a substantial amount of works themselves, thereby saving ACHA VAT on the labour element. Larger projects may still be sub-contracted and managed by AHFA.</p> <p>The Board of Management noted there is an existing blend of projects; small, medium and large to be delivered of the next four years and AHFA will develop a transparent pricing model with agreed margins to allow decision making on the projects to take forward and facilitate owner engagement. There will be a regular contract performance meeting involving colleagues from AHFA, Investment &amp; Regeneration and Housing &amp; Neighbourhood Services, to provide oversight and performance management.</p> <p>The Director of Investment &amp; Regeneration advised that approval of the proposal would allow ACHA to have a better control of the contractor providing works as well as saving money on the VAT on labour and perhaps more importantly building a resilience for service delivery in the</p>	

	<p>future.</p> <p>The Secretary stated he was delighted to read the report. He commented there are some large areas of mixed tenure properties and asked if owners would be asked to make a contribution to the costs. The Director of Investment &amp; Regeneration confirmed they would be asked to contribute and a consultation will be undertaken. She further confirmed ACHA would work in partnership with other RSLs operating in the areas.</p> <p>The Director of Investment &amp; Regeneration advised a report containing information on the whole programme covering the next 4 years would be presented to a future Board meeting, likely to be July.</p> <p>The Chair stated the AHFA Board had approved the report and welcomed the opportunity for AHFA to participate.</p> <p>The Board of Management unanimously <b>APPROVED</b> AHFA deliver the Exemplar Estates project for the next 4 years and beyond.</p>	
17.	<p><b>AHFA Management Accounts</b></p> <p>The Director of Finance &amp; IT took the meeting through the Management Accounts.</p> <p>There were no questions and the Board of Management <b>NOTED</b> the content of the AHFA Management Accounts at March 2020.</p>	
18.	<p><b>ACHA Management Accounts</b></p> <p>The Director of Finance &amp; IT advised there were still a few adjustments to be made for the year end position.</p> <p>The Director of Finance &amp; IT took the meeting through the Management Accounts.</p> <p>There were no questions and the Board of Management <b>NOTED</b> the content of the ACHA Management Accounts to 2020.</p>	
19.	<p><b>KPI Scorecard</b></p> <p>There were no questions and the Board of Management <b>NOTED</b> the contents.</p>	
20.	<p><b>Health &amp; Safety Update</b></p> <p>The Director of Investment &amp; Regeneration took the meeting through her report.</p> <p>The Board of Management <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• The current status of the legionella audit</li> <li>• The current status of the asbestos audit</li> <li>• ACHA have 1076 properties within the stock that currently do not comply with the new fire regulations that come into force in February 2021</li> <li>• ACHA have 1931 properties that will require to have an Electrical Periodic Inspection completed in 2020</li> <li>• In response to the above findings ACHA have commissioned the</li> </ul>	

	<p>following to address any failures in service and to implement service improvement plans:</p> <ul style="list-style-type: none"> <li>○ Water Safety Group</li> <li>○ Asbestos Safety Group</li> <li>○ Fire Safety Group</li> <li>○ Electrical Safety Group</li> </ul> <p>The Director of Investment and Regeneration confirmed the Terms of Reference have been set out along with service improvement plans and training requirements.</p> <p>The Vice Chair stated the last page of the report (page 256) was too small to read. The Director of Investment &amp; Regeneration apologised and advised she would issue the spreadsheet as a separate document to Board members.</p>	<b>Kirsteen McGinn</b>
21.	<p><b>Regeneration Update</b></p> <p>The Director of Investment &amp; Regeneration advised that due to the Coronavirus lockdown there was no update to report.</p> <p>The Board of Management <b>NOTED</b> progress of the development programme against the targets and <b>NOTED</b> the proposals for potential future developments.</p>	
22.	<p><b>Investment Update</b></p> <p>The Director of Investment &amp; Regeneration advised that due to the Coronavirus lockdown there was no update to report.</p> <p>The Board of Management <b>NOTED</b> progress of the Investment Programme against the targets.</p>	
23.	<p><b>Notifiable Events</b></p> <p>All staff with the exception of the Chief Executive, Director of Human Resources &amp; Corporate Services and PA to the Board left the meeting.</p> <p>Councillor MacMillan left the meeting due to a prior engagement.</p> <p>The Director of Human Resources &amp; Corporate Services provided an update on all Notifiable Events reported since the last Board meeting.</p> <p>The Board of Management <b>NOTED</b> the update.</p> <p>The Board of Management discussed a private and confidential item.</p>	
24.	<p><b>A.O.C.B.</b></p> <p>No other competent business.</p>	
25.	<p><b>Date &amp; Time of Next Meeting</b></p> <p>Thursday 18<sup>th</sup> June 2020 at 10.00am venue TBC – likely to be via Skype</p>	