

## Argyll Community Housing Association

### Board of Management Meeting

Thursday 30<sup>th</sup> July 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  
Pat McVey  
Betty Rhodick

#### Not in Attendance:

#### In Attendance:

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

The Chair took the meeting through his introduction highlighting the usual rules for the arrangements for the virtual meeting and advising of one additional item under AOCB. He advised the Chief Executive would provide a verbal update on the likely costs associated to ensuring offices comply with Covid 19 health and safety requirements.		
1.	<b>Apologies</b> Councillor Iain Shonny Paterson Leave of Absence for David Carmichael, Sonja Aitken and Brian Tester	<b>Actions to be completed by 20/08/20</b>
2.	<b>Minutes of Meeting – 18<sup>th</sup> June 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: Ian McIntyre	
3.	<b>Matters Arising</b> Page 3 – Item 5 – the Chair confirmed the letter of appreciation had been issued to staff.	

	<p>Page 7 – Item 11 – Drumfork Court – the Director of Housing &amp; Neighbourhood Services advised she still had to speak to Councillor Paterson re his enquiry.</p> <p>Page 14 – Item 26 – Board Meetings – it was confirmed the Director of Human Resources &amp; Corporate Services had a teleconference with the Inveraray Inn and the action was ongoing.</p>	
4.	<p><b>Annual Return on the Charter</b></p> <p>The Governance &amp; Compliance Manager advised the Annual Return on the Charter had been compiled for presenting to the Board of Management for approval, and thereafter, submission to the Scottish Housing Regulator prior to 31<sup>st</sup> July 2020 (extended date due to COVID-19). She further advised the Annual Return on the Charter is a statutory requirement for social landlords to submit information on an annual basis to state performance against the Scottish Social Housing Charter, and subsequent technical guidance, to the Scottish Housing Regulator. This process is referred to as the Annual Return on the Charter and encompasses the period 1<sup>st</sup> April to 31<sup>st</sup> March of each financial year (normally). This year, however, the submission date was amended to 31<sup>st</sup> July 2020 as a result of COVID-19. It is a requirement for the data provided to be as accurate as possible so that the Scottish Housing Regulator, our lenders, our tenants and other service users, can have confidence in our performance.</p> <p>The Governance &amp; Compliance Manager stated the information contained within the Annual Return on the Charter would be used by the Scottish Housing Regulator to assess the Association's risk level and decide on their level of engagement with ACHA. ACHA are responsible for the performance management system and the retention of the evidence of calculations and workings for the Annual Return on the Charter.</p> <p>It is a requirement that the Board of Management review and approve the information, prior to the submission of the Annual Return on the Charter, to the Scottish Housing Regulator.</p> <p>The Governance &amp; Compliance Manager took the meeting through Appendix one of the report which covering the indicators.</p> <p>The Chair raised questions in relation to aids and adaptations and factoring fees which were answered by the Directors of Investment &amp; Regeneration and Housing &amp; Neighbourhood Services.</p> <p>The Vice Chair thanked the Governance &amp; Compliance Manager for the huge amount of work involved in pulling together the return. The Board of Management also gave their thanks.</p> <p>The Board of Management unanimously <b>APPROVED</b> submission of the Annual Return on the Charter to the Scottish Housing Regulator.</p>	
5.	<p><b>Furlough Update</b></p> <p>The Director of Finance &amp; IT took the meeting through the joint report and reminded members that the Board of Management had previously agreed to meet the top up costs from 80% to 100% of the pay of staff placed on</p>	

	<p>furlough leave and also to meet the additional cost for staff earning over £2,500 per month.</p> <p>He advised there would be changes to the furlough grant scheme from 31 July 2020 and highlighted the changes as:</p> <ul style="list-style-type: none"><li>• For August, the government will pay 80% of wages up to a cap of £2,500 for the hours an employee is on furlough and employers will pay ER NICs and pension contributions for the hours the employee is on furlough.</li><li>• For September, the government will pay 70% of wages up to a cap of £2,187.50 for the hours the employee is on furlough. Employers will pay ER NICs and pension contributions and top up employees' wages to ensure they receive 80% of their wages up to a cap of £2,500, for time they are furloughed</li><li>• For October, the government will pay 60% of wages up to a cap of £1,875 for the hours the employee is on furlough. Employers will pay ER NICs and pension contributions and top up employees' wages to ensure they receive 80% of their wages up to a cap of £2,500, for time they are furloughed</li></ul> <p>The Director of Finance &amp; IT advised there was currently only 1 ACHA employee on furlough leave and should they continue to be furloughed the cost which ACHA would meet after the furlough grant is estimated at £500 for August, £600 for September and £800 for October out of the total cost of £1,800 in each of these months.</p> <p>The Board of Management unanimously <b>APPROVED</b> the recommendation that where staff were on furlough leave the Association would continue to top up pay to 100% of pay and to top up pay for any staff earning more than £2,500 per month to their actual salaries.</p>															
6.	<p><b>Outcome of Legal Services Tender</b></p> <p>The Director of Finance &amp; IT took the meeting through his report and advised a competitive tendering exercise for the appointment of legal advisors to ACHA and AHFA had been carried out in accordance with the Scottish/EU procurement regulations, which had been overseen by Stephen Herriot, an independent procurement advisor. He stated the existing contract with BTO Solicitors had come to the end of its 5-year contract period in April 2020 and tenders had been invited through the Public Contracts Scotland website and following that process four tender submissions had been received.</p> <p>He advised that tenders had been evaluated based on the following key factors:</p> <table><tr><td>Sector experience</td><td>10 points</td></tr><tr><td>Resources and cover arrangements</td><td>15 points</td></tr><tr><td>Contract Management, KPI's, and Transition</td><td>10 points</td></tr><tr><td>Innovation and Support</td><td>5 points</td></tr><tr><td>Alternative pricing proposals</td><td>15 points</td></tr><tr><td>Hourly rate pricing</td><td>45 points</td></tr><tr><td><b>Total</b></td><td><b>100 points</b></td></tr></table> <p>The Director of Finance &amp; IT advised the evaluation process had been</p>	Sector experience	10 points	Resources and cover arrangements	15 points	Contract Management, KPI's, and Transition	10 points	Innovation and Support	5 points	Alternative pricing proposals	15 points	Hourly rate pricing	45 points	<b>Total</b>	<b>100 points</b>	
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	<p>completed having been evaluated by the Chief Executive, Finance Manager, and Director of Finance and IT and stated that all Tenderers had now been advised of the outcome and confirmed the standstill period (during which the tender process and outcome could be challenged) had now ended and the contract from 1 August 2020 awarded.</p> <p>The Board of Management <b>NOTED</b> the winning tender had been submitted by TC Young Solicitors and had scored a total of 92.33 points. The Board of Management further <b>NOTED</b> a total of four tenders had been received; one scored 79.36 points and another 84.51 points and one tender had been withdrawn.</p> <p>The Director of Finance &amp; IT advised the contract had been tendered on the basis of a minimum three-year period with the option to extend for up to a further two years and will commence on 1 August 2020.</p> <p>The Board of Management <b>NOTED</b> the contents of the update.</p> <p>The Chief Executive advised he had written to Brechin Tindal Oatts thanking them for their services since 2004.</p>	
7.	<p><b>A.O.C.B.</b>  <b>Costs for the office estate to comply with Covid 19 requirements</b>  The Chief Executive advised he wished to bring the Board up to date with the reality of the situation in terms of the Covid situation costs that were not budgeted for. He advised that an exercise was being carried out to prepare to get staff back into its 7 offices and 10 sheltered housing offices and associated common rooms. He stated that it was a fluid situation as some evaluations were still being undertaken but it was likely to cost the Association in the region of £40k to invest in the works required to ensure health and safety compliance.</p> <p>The Chief Executive advised a full report would be provided to the August Board meeting on costs and savings incurred during the pandemic.</p> <p>The Board of Management <b>NOTED</b> the update.</p> <p>The Chair thanked the meeting for attending and their patience in dealing with one or two IT issues.</p>	
8.	<p><b>Date &amp; Time of Next Meeting</b>  Thursday 20<sup>th</sup> August 2020 at 10.00am via Skype.</p>	