

Argyll Community Housing Association

Board of Management Meeting

Thursday 30th April 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*

*Nancy dropped out part way through the meeting due to IT issues

Pat McVey
Councillor Iain Shonny Paterson
Betty Rhodick
Brian Tester

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
Janice Kilgour, Senior Regeneration Officer
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. ACHA needs to continue to deliver services and operate as a business, but also to manage risk to employees, tenants and the volunteer Board. There are important approvals to be made so that the business can continue.

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

Kirsteen McGinn is absent for personal reasons and Investment and Regeneration will be represented by Janice Kilgour

Item 9 Cowal Place has been put back to a future Board meeting.

Item 10 Dynamic Purchasing System – updated tables were sent out yesterday by Janice.

Item 14 Strategic Planning Exercise is a verbal briefing

Item 23 AOCB

23.1 Furloughing of ACHA Group employees.

(email sent out yesterday with details)

23.2 Letter of Appreciation

23.3 Area Committees

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'.

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 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.

For the items which are for noting I will ask the author if they received any queries and their response. I am not trying to prevent discussion and if anyone has a burning question on a noted item which they have not addressed to author, please speak up.

In event conference collapse or a lost line. Replace phone and await call.

Does anyone have any AOCB?

Any other burning questions?

1.	Apologies Councillor Donnie MacMillan Leave of Absence request to be covered later in the meeting for David Carmichael and Sonja Aitken	Actions to be completed by 28/05/20
2.	Minutes of Meetings 1. 6th February 2020 The Board of Management APPROVED the minute as a true and accurate record of the meeting. Proposed by: Bruce Marshall Seconded by: Cathy Grant 2. 19th March 2020 The Board of Management APPROVED the minute as a true and accurate record of the meeting. Proposed by: Cathy Grant Seconded by: Ian McIntyre	
3.	Matters Arising Page 2 – Item 3 (letter to SHR) – the Chief Executive confirmed a reply had been issued. Page 3 – Item 4 (letter to SHR re fraud) – the Chief Executive confirmed a reply had been issued. Page 3 – Item 4 (report on Red Kite HA) – the Chair confirmed the report had been included in the Board Info Pack	

	<p>Page 4 – Item 6 (letter to new members) – the Director of Human Resources & Corporate Services confirmed the letter to new members had been amended to include an invitation to attend their local Area Committee meeting.</p> <p>Page 11 – Item 15 (complaints within Mid Argyll and Kintyre) – the Chief Executive advised he had spoken to the Regional Manager who had indicated the higher number of complaints may have been related to issues with dampness in properties in Tarbert.</p> <p>Page 11 – Item 15 (complaint reporting) – the Chair confirmed that following discussions with the Directors of Housing & Neighbourhood Services and Human Resources & Corporate Services reporting on complaints and anti-social behaviour complaints could not be reported together.</p> <p>Page 11 – Item 15 (customer satisfaction to be added to website) – the Director of Human Resources & Corporate Services confirmed the website had been updated.</p> <p>Page 17 – Item 31 (letter to Mr Sinclair) – the Secretary confirmed a letter has been issued to Mr Sinclair and to date there had been no response to his letter.</p>	
	<p>Minute of Meeting – 19th March 2020</p> <p>Page 8 – Item 32 – the Chief Executive confirmed he was issuing a weekly update by way of email to Governing Body members.</p>	
4.	<p>Minute of Audit Committee Meeting – 7th November 2019</p> <p>The Chair of the Audit Committee took the meeting through the minutes and provided an update on each of the agenda items.</p> <p>The Board of Management RATIFIED the minute of the Audit Committee meeting 7th November 2019.</p>	
5.	<p>Correspondence</p> <p>Leave of absence – David Carmichael and Sonja Aitken</p> <p>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 APPROVED Leave of Absence for David Carmichael and Sonja Aitken.</p>	
6.	<p>Declaration of Interest</p> <p>None.</p>	
7.	<p>Proposed Additional Single Item Board Meeting - Thursday 30 July to Consider the ARC Return</p> <p>The Chair advised the Scottish Housing Regulator had agreed to extend the submission date to Thursday 30th July 2020. He advised the timeline of the June Board meeting would be too tight to allow the ARC return to be produced and requested the Board of Management agree to hold a single item Board meeting on 30th July to consider the return. He further advised the Senior Management Team would review the return on 23rd July before</p>	

	<p>submitting to the Board of Management. The Board of Management unanimously AGREED to hold a single item Board meeting on Thursday 30th July 2020.</p> <p>Following discussion, it was confirmed the meeting would be quorate.</p>	
8.	<p>Chief Executive Presentation</p> <p>The Chief Executive advised an electronic copy of his presentation had been circulated by email on Wednesday 29th April.</p> <p>The Chief Executive took the meeting through his presentation covering:</p> <ul style="list-style-type: none"> • COVID 19 • Challenges • Short Term Way Forward • The ACHA Group Staff • Normal Business <p>The Board of Management NOTED the contents of the presentation.</p> <p>The Secretary asked if the revised suspension of recycling uplifts had been helpful to tenants and asked for clarification whether staff had noticed any increase in fly tipping.</p> <p>The Director of Housing & Neighbourhood Services advised the overturned decision regarding recycling uplifts had been very helpful. She confirmed that AHFA staff had noticed an increase in fly tipping which was being reported back to ACHA. The Chief Executive advised the Managing Director of AHFA had mentioned evidence of fly tipping. The Chief Executive stated that AHFA did have some access to some refuse centres and they had been assisting where possible. He stated the level of fly tipping would continue to be monitored.</p> <p>The Director of Housing & Neighbourhood Services stated that families of deceased tenants were struggling to clear properties.</p> <p>Betty Rhodick stated the bin men were working very hard to keep rubbish under control. The Chief Executive agreed and stated the cleansing workers of Argyll and Bute were carrying out a sterling job and should be applauded. Members of the Board agreed.</p> <p>Bruce Marshall asked how the cleansing workers were managing to self-isolate while carrying out their duties. The Secretary advised he had noticed that additional trucks were being used to ensure only two workers per lorry. Betty Rhodick confirmed the same process was in operation in Mid Argyll. Councillor Paterson confirmed the same process was in operation in the Arrochar area. Pat McVey advised two operatives were in the lorry with cars carrying operatives following behind.</p> <p>Councillor Paterson asked if AHFA/ACHA workers had sufficient PPE. The Chief Executive advised the organisation did have sufficient PPE to meet its needs although there had been the odd pressure on some items. He further advised the Association had donated some items of PPE to the NHS last Friday. Councillor Paterson advised Mountain Rescue teams</p>	

	<p>were carrying out deliveries to vulnerable/high risk residents on a weekly basis and stated they did not have adequate supplies of PPE. He asked if the Association had any spare PPE they could donate. The Chief Executive advised he would have a conversation with the Managing Director of AHFA and the Health, Safety and Environmental Officer and feedback to Councillor Paterson. The Chief Executive advised Michael Russell had been very helpful to the Association at the outbreak of the pandemic and stated it may be useful to liaise with him on behalf of the Mountain Rescue teams.</p> <p>The Chair, on behalf of the Board of Management, thanked the Chief Executive and staff for their efforts and hard work and advised he would cover again later under item 23.</p>	Alastair MacGregor
9.	<p>Cowal Place, Dunoon</p> <p>The Board of Management unanimously AGREED to remit the item to a future Board meeting.</p>	
10.	<p>Dynamic Purchasing Scheme Report</p> <p>The Senior Regeneration Officer advised an additional document had been circulated by email on Wednesday 29th April.</p> <p>The Senior Regeneration Officer took the meeting through the background advising that following the procurement audit completed by Procurement for Housing, it had been recommended that the preferred form of procurement for ACHA would be Dynamic Purchasing Systems. She stated it was proposed two Dynamic Purchasing Systems be implemented, the first being the Investment and Regeneration DPS which would then be followed by the Professional Services DPS. The Senior Regeneration Officer advised a DPS is an electronic system of pre-qualified suppliers, for commonly used purchases from which the Scottish public sector can invite tenders. As a procurement tool, it has some aspects that are similar to a framework agreement, but provides a greater degree of flexibility for the Association. However, it is an electronic process, with opportunities competed for through call-off competition. She advised there was no limit to the number of suppliers that could be on the DPS and suppliers would have the ability to apply to join at any time. The proposed DPS's being implemented would replace the Associations current Approved List of Contractors and Approved List of Consultants which are no longer compliant and it would also replace the Investment Framework which ended in March 2019.</p> <p>The Senior Regeneration Officer highlighted the benefits of the Dynamic Purchasing Scheme:</p> <ul style="list-style-type: none"> • A faster process • Encourages competition • Provides continuous access to a wide range of suppliers • Suppliers can apply to join at any time • Simple and proportionate entry for suppliers - especially SMEs • Create your own specification and evaluation criteria • Provides a greater deal of flexibility in relation to procurement • Ensures full compliance with the Procurement Regulations and Legislation 	

	<p>The Senior Regeneration Officer advised Appendix 2 had been broken down into nine lots and took the meeting through each of the lots.</p> <p>The Board noted that a small number of contractors had not yet submitted all relevant paperwork but would be included if satisfactory information is provided.</p> <p>The Senior Regeneration Officer advised that if approved, acceptance letters would be issued and once the system was live other contractors could apply.</p> <p>The Chair stated a huge amount of work had gone into the project and the reports had taken a while to read through. The Chair stated that MacLeod Construction did not appear on the list. The Senior Regeneration Officer advised they had not been satisfied with their own submission but would apply once the system is live.</p> <p>The Chair of the Audit Committee congratulated the Department on the production of such excellent information. Betty Rhodick and Bruce Marshall agreed and stated thanks should be conveyed for the informative, understandable reports. Bruce Marshall added the system would stand ACHA in good stead for the future. The Director of Human Resources & Corporate Services advised she would issue the message of thanks in the next BCT update issued.</p> <p>The Chief Executive clarified MacLeod Construction could continue with any current works.</p> <p>The Chair took the meeting through each of the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. Note the Lot Criteria - NOTED 2. Note the results of the tender for the Lot Criteria - NOTED 3. Approve the list of contractors for the Lot Criteria – unanimously APPROVED 4. Approve the launch of the ACHA DPS in May 2020 using the approved contractor list for each lot. – unanimously APPROVED 	<p>Colette Benham</p>
11.	<p>Factored Owners Conference Remitted from March meeting.</p> <p>The Director of Housing & Neighbourhood Services took the meeting through her report advising that following a request from the Chief Executive the Factored Owners Survey explored owner's views on holding a factored owners conference. She advised that feedback identified more than half the respondents (57%) would be interested in attending such an event.</p> <p>The Director of Housing & Neighbourhood Services stated that on reviewing the feedback it was assessed that their main interests are largely area specific and therefore a conference may not be the most appropriate format and it was considered that a more appropriate format would be a drop in day and a pilot is being recommended to assess interest and outcome.</p>	

	<p>The Director of Housing & Neighbourhood Services advised a provisional budget of £3,000 for correspondence, hire of facilities, refreshments, travel, staff overtime (if required) and all other related costs. She stated the budget could be accommodated via an adjustment to the Tenants and Members Conference budget which has been underspend over the last three years. The Director of Housing & Neighbourhood Services further advised £3k was only an estimated cost and it was anticipated the cost would be less.</p> <p>The Director of Housing & Neighbourhood Services stated the running of open days may assist in developing and extending the factoring service.</p> <p>The Director of Housing & Neighbourhood Services advised her report had been written before the COVID 19 outbreak and stated that because of lockdown restrictions the timeline may drift into 2021.</p> <p>The Board of Management unanimously APPROVED the Association holding a test pilot open day in the Lomond Area for formally factored owners. The Board of Management further AGREED £3,000 from the Tenants and Members Conference budget be set aside to fund the pilot open day.</p> <p>The Chair asked Board members to note it would be appreciated if representatives from the Board could attend the open day.</p>	
12.	<p>Installation of Laminate or Hard Tiled Flooring Remitted from March meeting.</p> <p>The Director of Housing & Neighbourhood Services advised a report had been presented to the Board of Management in October 2019 regarding some issues in relation to the installation of laminate/hard tiled flooring in upper flats. Following consideration of the content of the report the Board requested that an immediate ban on new installations of laminate or hard tiled flooring was put in place and that a further report be brought back with further comments and information on:</p> <ul style="list-style-type: none"> • Complaints information • Installation for health reasons • Retrospective approval • Full ban • Technical specification if permitted <p>She stated her report provided further information on the each of the areas and took the meeting through each of the headings. The Director of Housing & Neighbourhood Services asked the Board to consider again approving that future installations of laminate or hard tiled flooring is subject to approval via the alteration and improvement procedures which will include guidance to tenants and staff regarding the specification of such installations.</p> <p>The Director of Housing & Neighbourhood Services stated that should a full ban on the installation of laminate/hard tiled flooring remain in place it would create a number of negative issues for ACHA and could lead to</p>	

	<p>higher levels of voids as ACHA properties could be seen as undesirable. The meeting was directed to section 3.1 of the report which provided feedback from the Mid Argyll and Kintyre Area Committee.</p> <p>The Chair thanked the Director of Housing & Neighbourhood Services for the hard work carried out in producing the report. The Chair of the Audit Committee reiterated thanks for a detailed report.</p> <p>The Chair of the Audit Committee stated it was his view the installation standard in new build properties was poor and if possible the standard should be increased. The Senior Regeneration Officer stated that all ACHA new builds met the requirement set out by building control and a sample of sound tests are carried out to ensure compliance. The Chair of the Audit Committee stated it was his view the building standard was lacking and not the Association's compliance.</p> <p>The Vice Chair asked if it would be appropriate to include vinyl and silicone based floorings. Following discussion, it was agreed the inclusion of vinyl and silicone based floorings would be too prescriptive and may put people off applying for ACHA properties. The Chair thanked the Vice Chair for the suggestion.</p> <p>The Chief Executive stated the Association had powers to address noise related anti-social behaviour. The Director of Housing & Neighbourhood Services advised if complaints regarding noisy footsteps are made they are dealt with through the normal processes in place.</p> <p>The Chair took the meeting through the recommendations contained within the report:</p> <p>Recommendations</p> <ol style="list-style-type: none"> 1. The Board of Management agree the installation of laminate/hard tiled flooring in all properties be subject to approval via the alteration and improvement procedures 2. The Directors of Housing & Neighbourhood Services and Investment & Regeneration will update the current guidance for staff and tenants 3. Information on the use of laminate/hard tiled flooring will be included in the new tenant information pack 4. A newsletter and Facebook article will be developed to advise tenants of the restriction 5. The restriction will not apply retrospectively <p>The Board of Management unanimously APPROVED recommendations 1 – 5.</p>	
13.	<p>Board of Management Standing Orders and Sub-Committee Terms of Reference Remitted from March meeting.</p> <p>The Director of Human Resources & Corporate Services advised a programmed review of the Board of Management Standing Orders and Sub-Committee Terms of Reference had been carried out in accordance with the required three yearly review period. She stated the identified items</p>	

	<p>for proposed amendment related to:</p> <ul style="list-style-type: none"> • The replacement of the previous Regulatory Standards of Governance and Financial Management with the new standards published in February 2019 • The inclusion of reference to Governing Body Succession Strategy • The inclusion of specific Rule references • The inclusion of minor clarifications and expansion of terms • Clarification of 18 Board of Management members, a reduction from 20 as previously stated <p>The Board of Management unanimously APPROVED the revisions for adoption.</p>	
14.	<p>Strategic Planning Exercise Remitted from March meeting.</p> <p>The Director of Human Resources & Corporate Services advised the revised documentation had been circulated following the Strategic Planning sessions held in February but due to the Coronavirus pandemic some of the targets are now not achievable. She advised that the Senior Management Team would be holding a single item meeting on 11th May 2020 to revise the documents with realistic objectives and timeframes.</p> <p>The Board of Management were asked to approve a timeline of May or June 2020 to bring the revised documents back for consideration which was unanimously APPROVED.</p>	
15.	<p>ACHA's Welfare Rights Service Remitted from March meeting.</p> <p>The Director of Housing & Neighbourhood Services took the meeting through her report advising ACHA's involvement in the Money Skills Argyll Project (MSA) ended in December 2019 after having failed to generate anticipated levels of income due to the overly complicated payment regime which negatively impacted on all agencies across Scotland that had set up similar projects. The Director of Housing & Neighbourhood Services advised that staff had continued to deal with administrative audit requirements for the project in order to protect the small amount of income received but this had to be stopped due to the high increase in tenants requiring assistance from the Welfare Rights Service following the Coronavirus pandemic.</p> <p>The Director of Housing & Neighbourhood Services stated that prior to the ending of the MSA project a funding application to continue the Welfare Rights services to the "Investing in Communities Fund" had been submitted but had been unsuccessful and therefore going forward into the next financial year there was currently no external funding for the Welfare Rights Service.</p> <p>The Director of Housing & Neighbourhood Services stated the Board of Management previously agreed funding of the service would continue internally up to around £184k per year which supports three Welfare Rights Officers and advice from Bute Advice to cover the Bute & Cowal area. The</p>	

	<p>Director of Housing & Neighbourhood Services advised the Chief Executive was currently seeking other funding opportunities and an update would be provided in October in relation to any external funding obtained.</p> <p>The Chair stated he was glad the Board had agreed to continue to fund the Welfare Rights Service as it was currently extremely busy assisting tenants.</p> <p>The Board of Management NOTED the current position in relation to external funding of the Welfare Rights Services and further NOTED Officers would bring back a report to the Board by October 2020 regarding progress towards obtaining external funding and/or the future of the current service.</p>	
16.	<p>Cancelled Memberships</p> <p>The Board of Management NOTED the cancellation of one membership.</p> <p>The Board of Management NOTED the current Membership total of 256 as at 17th April 2020.</p>	
17.	<p>AHFA Management Accounts</p> <p>The Director of Finance & IT took the meeting through the Management Accounts highlighting the financial table of income and expenditure on page 7 of his report. He advised that not all information had been compiled for the annual accounts as yet.</p> <p>There were no questions and the Board of Management NOTED the content of the AHFA Management Accounts at 29th February 2020.</p>	
18.	<p>ACHA Management Accounts</p> <p>The Director of Finance & IT took the meeting through the Management Accounts highlighting the income and expenditure financial table on page 7 of his report which provided the position as at 29th February 2020. He advised the finalised accounts were not completed as yet but most entries had been put through.</p> <p>The Director of Finance & IT confirmed as at the end of March 2020 the cash balance had been sufficient to demonstrate to Lloyds Banking Group the Association was compliance with the cashflow covenant.</p> <p>There were no questions and the Board of Management NOTED the content of the ACHA Management Accounts to 29th February 2020.</p>	
19.	<p>Regeneration Update</p> <p>The Senior Regeneration Officer took the meeting through the report highlighting the development programme against targets.</p> <p>She further advised that as at the end of March 2020 53 units had been completed with a further 29 to be completed by March 2021 and a further 21 by the summer of 2021.</p> <p>The Senior Regeneration Officer advised that work on all new build sites had halted due to the lockdown implemented by the Government. She further advised that concerns had been raised over the possible</p>	

	<p>deterioration of the fabric of the new build Passivhaus properties in Garelochhead so the contractor was back on-site to ensure the structure of the building did not deteriorate further.</p> <p>The Board of Management NOTED progress of the development programme against the targets and NOTED the proposals for potential future developments.</p>	
20.	<p>Investment Update</p> <p>The Senior Regeneration Officer took the meeting through the report providing an update on target and spend.</p> <p>The Board noted there had been a delay with demolition works due to the ongoing lockdown.</p> <p>The Senior Regeneration Officer advised the final assessment of tenders for the Eton Avenue demolition was currently being carried out and work would commence as soon as practically possible.</p> <p>The Chief Executive stated further guidance would be issued following the Government's review on the lockdown on 7th May 2020 if required.</p> <p>The Board of Management NOTED progress of the Investment Programme against the targets.</p>	
21.	<p>ACHA Risk Register Quarterly Update</p> <p>The Director of Human Resources & Corporate Services advised the report provided the final quarterly update for March 2020. She stated revised Risk Registers would be presented to the Board once reviewed by the Senior Management Team.</p> <p>The Board of Management NOTED the final quarterly update for 2020.</p>	
22.	<p>Notifiable Events</p> <p>The Director of Human Resources & Corporate Services provided an update on the Notifiable Event submitted:</p> <p>Three in total; one to the Scottish Housing Regulator providing updates in relation to the Coronavirus pandemic and two to the Care Inspectorate relating to suspected/actual Covid 19 cases in sheltered housing complexes.</p> <p>The Board of Management NOTED the update.</p> <p>The Secretary asked if ACHA were required to update the Care Inspectorate on whether sheltered housing tenants were confirmed as having COVID 19. The Director of Housing & Neighbourhood Services advised she received updates on a weekly basis from staff and family members and provided updates to the Care Inspectorate.</p> <p>The Secretary stated he believed no-one should be released from hospital back to a sheltered housing complex with COVID. The Director of Housing & Neighbourhood Services advised that all necessary precautions were put in place before being allowed back into the property. She further advised</p>	

	<p>no-one had been released back into sheltered housing as yet. The Chief Executive stated the First Minister had announced care home residents would require to be tested twice before being released from hospital. The Director of Housing & Neighbourhood Services believed that anyone returning from hospital into sheltered housing would be tested and adequate care provisions put in place. The Chief Executive stated the First Minister had been very specific that two tests were required for residents returning to care homes.</p> <p>Bruce Marshall stated the number of COVID cases in Argyll and Bute had increased and asked if that was the case generally. The Chief Executive advised the Scottish Government's website Covid Update section provided a breakdown of each of the health authorities in Scotland. The Director of Housing & Neighbourhood Services advised that tenants were asked to tell the Association if they were displaying symptoms, to assist if emergency repairs were required. She added that there were not many confirmed cases, mostly unconfirmed but symptomatic.</p>	
23.	<p>A.O.C.B.</p> <p>23.1 Furloughing of ACHA Group Employees (email sent out yesterday with details)</p> <p>The Director of Human Resources & Corporate Services confirmed that all members had received the email she had circulated the previous day and asked if Board members were happy with the approach being taken prior to staff being advised.</p> <p>The Director of Human Resources & Corporate Services asked the Board for questions and asked that consideration be given to the two recommendations proposed.</p> <p>The Chair advised the AHFA Board had approved the recommendations for AHFA staff. The Secretary stated there would be no cost to the Association and that in order of consistency ACHA should follow AHFA's direction.</p> <p>The Chair stated it would be wrong at this time for employees to have to worry about their salary.</p> <p>The Director of Finance & IT clarified for members that the Government's scheme was a grant scheme and not a loan scheme.</p> <p>The Chair took the meeting through the recommendations:</p> <ol style="list-style-type: none"> 1. Top up the salary of furloughed staff from 80% up to 100% of their normal salary. 2. Continue to pay those staff earning more than £2,500 per month their full salary <p>The Board of Management unanimously APPROVED both recommendations.</p> <p>Pat McVey stated that while furloughed staff could not be asked to work it was his understanding they could be asked to undertake training and asked if that would be appropriate. The Director of Human Resources &</p>	

	<p>Corporate Services advised this was something ACHA were considering.</p> <p>23.2 Letter of Appreciation</p> <p>The Chair stated the Secretary had suggested issuing a letter of thanks to all staff for their hard work and dedication. The Chair advised he would draft a carefully worded letter of appreciation and circulate to Board members over the weekend. He stated he would like to have it issued to staff by the middle of week commencing 4th May 2020. Betty Rhodick suggested a mention to “raise a glass” be incorporated into the letter in recognition of VE Day anniversary.</p> <p>It was agreed the Chair would draft a letter and circulate to Board members for approval in advance of issuing to staff next week.</p> <p>23.3 Area Committees</p> <p>The Chief Executive asked Board members to take a view on whether Area Committee activity should be suspended until October 2020. He stated that Area Committee’s had an important role within the Governance of the Association but as part of the Resilience Group, Officers had been reviewing what can realistically be carried out to allow focus on key operational and governance issues. The Chief Executive advised there would also be an issues with logistics of holding Area Committee meetings.</p> <p>Betty Rhodick, Chair of the Mid Argyll & Kintyre Area Committee stated it was her view a suspension of Area Committees until October 2020 would be welcomed as many Area Committee members were actively assisting in their own communities.</p> <p>Cathy Grant, Chair of the Bute & Cowal Area Committee stated it would be a very sensible course of action but raised a concern over Community Action Fund applications. The Chief Executive advised any CAF applications received between now and October would be remitted to the Board of Management for decision.</p> <p>Ian McIntyre, Chair of the Oban, Lorn & Isles Area Committee agreed as he was concerned how much effort would be required to facilitate and hold Area Committee meetings.</p> <p>Cameron Grant, Chair of the Helensburgh & Lomond Area Committee agreed to the suspension of Area Committee meetings until October 2020.</p> <p>The Chief Executive advised he would continue to provide weekly updates to Governing Body members.</p> <p>The Board of Management unanimously AGREED to suspend Area Committee Meetings until October 2020.</p> <p>The Chair thanked all attendees for their participation and patience through the glitches.</p>	Jim Milne
24.	<p>Date & Time of Next Meeting</p> <p>Thursday 28th May 2020 at 10.00am venue TBC</p>	