

Argyll Community Housing Association

Board of Management Meeting

Thursday 30th May 2019 at 10.00am in the Inveraray Inn, Inveraray

Minute

Present:

Jim Milne (Chair)
Cameron Grant (Vice Chair)
Councillor Roddy McCuish (Secretary)
Nancy McDonald
Ian McIntyre
Councillor Donnie MacMillan
Bruce Marshall
Councillor Ian Shonny Paterson (Item 8 onwards)
Betty Rhodick
Pat McVey

Not in Attendance:

In Attendance:

Alastair MacGregor, Chief Executive
Christine Johnston, Director of Housing & Neighbourhood Services
Bruce West, Director of Finance & IT
Matthew MacAulay, Regeneration Manager
Colette Benham, Director of Human Resources & Corporate Services
Gayle Stead, Governance & Compliance Manager
Lesley Lindsay, PA to Board of Management

The Chief Executive advised he had received a message from Councillor Paterson advising he was running late and would arrive at 10.30am.

The Chair opened the meeting with a one-minute silence in remembrance of former Board member John Muir who sadly passed away.

The Chair advised that Danny Kelly had spent a week in Lanzarote recuperating and advised he was feeling better and would return in June.

The Chair advised he had spoken to David Carmichael twice on the phone. The Chair stated that as part of his treatment David was walking a lot and was much happier and looking forward to returning to Board.

The Chief Executive advised there were a number of issues with the Board reports regarding their consistency, template and formatting. He advised the Chair would highlight each of the issues as they arose during the meeting. The Chief Executive advised he would report back to the Board following a review of the report template.

The Chief Executive advised that Matthew MacAulay, Regeneration Manager would be leaving

<p>the Association third week in June. He asked for it to be noted for the record that Matthew had pushed through many new build programmes against many obstacles. He thanked Matthew for the work he had done and stated he would be missed. The Chair reiterated the Chief Executive's comments.</p>		
1.	<p>Apologies Danny Kelly Leave of Absence – David Carmichael</p>	<p>Actions to be completed by 20/06/19</p>
2.	<p>Minute of Previous Meeting – 28th March 2019 Page 2 – Item 2b – the Vice Chair highlighted a spelling error on the first line of item 2b. “Pay” be replaced with “Pat”.</p> <p>Page 2 – Item 2b – Pat McVey stated he had not been a Board member of Loreburn Housing Association but had been a member of the Scrutiny Panel. The Chief Executive apologised as he thought Pat had conveyed that to him at the recruitment roadshow in Rothesay earlier in the year.</p> <p>Page 8 – Item 14 – Bruce Marshall asked that the minute be amended to remove “and not a nuclear blast zone”.</p> <p>Page 12 – Item 22 – insert the content of Options 2 and 3 into the minute.</p> <p>Subject to the above amendments, the Board of Management APPROVED the minute as a true and accurate record of the meeting.</p> <p>Proposed by: Bruce Marshall Seconded by: Betty Rhodick</p>	<p>Lesley Lindsay</p> <p>Lesley Lindsay</p> <p>Lesley Lindsay</p> <p>Lesley Lindsay</p>
3.	<p>Matters Arising Page 7 – Item 13 – action complete</p> <p>Page 7 – Item 13 – action complete – covered under Item 18</p> <p>Page 9 – Item 15 – action complete – covered under Item 25</p> <p>Page 10 – Item 15 – Chief Executive replied to Michael Russell MSP and Sandbank Community Development Trust</p> <p>Page 11 – Item 17 – the Regeneration Manager advised there had been no response from Argyll and Bute Council. He further advised that Angus Gilmour would be retiring and that he, along with the Director of Investment & Regeneration had met with Angus Gilmour's successor, Fergus Murray. The Regeneration Manager advised a positive meeting with local residents and local members had been held to prepare for the submission of a planning application due in June.</p> <p>Page 13 – Item 25 – action remains outstanding – will be covered under Item 14.</p> <p>Page 14 – Item 26 – the Chief Executive advised the itinerary for the stock tour would be issued next week</p>	<p>Alastair MacGregor</p>

	<p>Page 13 – Item 26 – the Chair advised the hotel had been booked for the Board Away Day in October and a formal programme would be issued to members in due course.</p> <p>Page 15 – Item 29 – covered under item 12.</p> <p>Page 15 – Item 30 – the Chair advised the issue of fire door servicing had been discussed at the joint RSL meeting. It had been agreed the other RSLs would discuss and revert to ACHA once they had established if there was a merit in sharing the service. The Chair advised he would report back to the Board once feedback had been received.</p> <p>Page 16 – Item 33 – Notifiable Event – the Chief Executive advised the Director of Finance & IT had carried out an investigation and the conclusion had been shared with the relevant parties and the Scottish Housing Regulator had also been advised of the outcome.</p> <p>Page 16 – Item 33 – Cyber Security Training – the Vice Chair advised the Secretary of the Tenants and Residents Association was progressing the Facebook page.</p>	
4.	<p>Correspondence Scotland Housing Network Membership Renewal The Secretary advised an invoice had been received and the renewal fee for membership of Scotland’s Housing Network was £2,638.31.</p> <p>The Director of Human Resources & Corporate Services advised Scotland’s Housing Network provided the annual performance review as part of the membership fee. She further advised they held different forums which ACHA could attend. The Board noted that the Association had been a member for a number of years. The Director of Human Resources & Corporate Services advised SHN also provided links to regulatory information and it was her view they provided good value for money.</p> <p>The Board of Management unanimously APPROVED membership renewal of Scotland’s Housing Network at a cost of £2,638.31.</p>	
5.	<p>Declaration of Interest There were no declarations of interest.</p>	
6.	<p>CONFIDENTIAL Invitation – Lunch and Presentation</p>	
7.	<p>New Membership Applications The Board of Management unanimously APPROVED three new membership applications.</p> <p>The Board of Management NOTED the current membership total as at 20th May 2019 was 265 members.</p>	
8.	<p>Chief Executive Presentation The Chief Executive delivered a presentation covering:</p> <ul style="list-style-type: none"> • Key Updates 	

	<ul style="list-style-type: none"> • Other Updates <p>The Board of Management NOTED the contents of the presentation.</p> <p>Members in attendance were provided with a copy of the presentation.</p> <p>The Director of Housing & Neighbourhood Services advised communication had been received from a travelling family who wished to return to the Dunoon area and live on the Torlochan site. She advised that two members of the family had previously lived on the site around 10 years ago. The Director of Housing & Neighbourhood Services stated she had advised the family that the site was not currently available. Discussions remain ongoing.</p> <p>Councillor Paterson joined the meeting.</p> <p>The Secretary stated that in respect of the FOI training it was his view that FOI was the most misused legislation. He advised Argyll and Bute Council employ two full time officers to work on FOI. He commented that if people were to ask for information the FOI legislation would not be required. The Secretary advised he was flagging up the issue that the FOI could be onerous to the Association. The Chief Executive advised he had issued the information provided by Brechin Tindal Oatts which was contained within the Information Pack.</p>	
9.	<p>Annual Return on the Charter</p> <p>The Governance & Compliance Manager advised all the required information had been received and collated from each department. She stated she had compiled a covering summary which highlighted the key areas as red, amber and green in comparison to the previous year and peer groups.</p> <p>The Governance & Compliance Manager advised it was a statutory requirement the Annual Return on the Charter be submitted to the Scottish Housing Regulator by 31st May 2019.</p> <p>The Governance & Compliance Manager advised the information contained covered the period 1st April 2018 to 31st March 2019. She further advised the information helped the SHR to assess the risk level for ACHA and was also used to input into the Landlord Report.</p> <p>The Governance & Compliance Manager advised the covering sheet highlighted some red areas and confirmed the Association were undertaking a 100% stock condition survey and the information obtained following the survey would be submitted to the Regulator.</p> <p>The Governance & Compliance Manager advised on page 16 of the return the figure entered into C8.4 of 115 would become 0 and the 0 in C8.5.3 would become 115. She advised the amendment did not change the overall total just the category.</p> <p>The Board of Management unanimously APPROVED the submission of the Annual Return on the Charter 2018/19 to the Scottish Housing Regulator.</p>	

	<p>Bruce Marshall stated the ARC required a high level of work and input.</p> <p>The Chair stated the charter had been revised. The Governance & Compliance Manager confirmed there was new guidance in place and there were fewer indicators to report on. She stated the 2019/20 return would be submitted against the new guidance next year.</p>	
10.	<p>Board Development Action Plan</p> <p>The Chair advised the amendments to the Succession Strategy had been drafted but had not been scrutinised and stated that was the reason for the Strategy being remitted to the June meeting.</p> <p>The Chair took the meeting through the Action Plan, highlighting:</p> <p><i>Chair to discuss with other RSL Chairs about the possibility of a member of their staff team becoming a Board member of ACHA.</i> The Chair commented that Fyne Homes had expressed an interest that one of their Finance team join ACHA's Board but no further communication had been received.</p> <p><i>Establish a working group which should consist of a Board member that successfully uses a tablet for meetings, a Board member that has never used a tablet to access Board papers, a Board member that has previously used a tablet but had handed it back. The working group should also include a member of the IT Department.</i> The Chair stated that volunteers should speak to him during lunch.</p> <p><i>Additional audio equipment purchased.</i> The Chair asked the meeting to make it known if they could not hear a speaker and they would be passed a microphone.</p> <p><i>Resurrect the annual meeting between the Chair of the Board of Management and the Chairs of each of the Area Committees. Regional Managers to be invited to attend.</i> The Chair advised he would arrange a suitable date to hold a meeting once the Bute & Cowal Area Committee Chair had been elected.</p> <p><i>Board members to write a personal profile which would include information on their background, skills, what they bring to the Association etc. This would be added onto the Association's website.</i> The Chair asked the Board members to review other Association Board member profiles and then draft their own personal profile. It was AGREED the Director of Human Resources & Corporate Services would produce guidance to assist.</p> <p>The Chair advised he would bring an updated action plan back to a future meeting.</p> <p>The Board of Management NOTED the contents of the action plan and unanimously AGREED to produce a personal profile.</p>	<p>Colette Benham</p> <p>Jim Milne</p>
11.	<p>Welfare Rights Funding</p> <p>The Director of Housing & Neighbourhood Services reminded the Board</p>	

	<p>the Money Skills Advice funding stream had been problematic as it operated an unusual methodology of payment. Previously the Board agreed if funding did not meet the anticipated rate, the Association would provide a budget to accommodate.</p> <p>The Director of Housing & Neighbourhood Services advised it was unlikely the Money Skills Advice project would continue and the Association had begun looking for alternative opportunities. She advised a new opportunity had arisen via the Scottish Government in the form of the Investing in Communities Fund. She further advised grant funding was provided in advance of the work being carried out but would require the Association to match fund.</p> <p>The Director of Housing & Neighbourhood Services advised that the deadline for applications was 14th June 2019.</p> <p>The Director of Housing & Neighbourhood Services advised that the Business Plan committed to £184k from 2020/21 onwards to fund the Welfare Rights Services and any successful grant application would reduce costs to ACHA. She further advised there was an element of the unknown but ACHA would be utilising the budget provision already in place.</p> <p>Betty Rhodick advised she fully supported the proposal.</p> <p>The Chair took the meeting through the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. ACHA commits to providing match funding at a rate that will allow an application to be made to the Scottish Government's Investing in Communities Fund. 2. If the application is unsuccessful, ACHA will commit to funding the Welfare Rights project as per the Business Plan assumptions at a rate of £184,000 per annum. <p>The Board of Management unanimously APPROVED the recommendations.</p>	
12.	<p>Bute & Cowal Area Committee</p> <p>The Director of Housing & Neighbourhood Services advised that as a result of a successful recruitment campaign, the required number of members to re-form the Bute & Cowal Area Committee had been recruited.</p> <p>The Director of Housing & Neighbourhood Services stated that subject to Board approval the Bute & Cowal Area Committee would be re-formed and an AGM arranged to be held sometime in July 2019.</p> <p>The Secretary stated he was delighted the Bute & Cowal Area Committee could be re-formed.</p> <p>The Board of Management unanimously APPROVED the formation of a new Bute & Cowal Area Committee.</p> <p>The Governance & Compliance Manager advised she would update the Scottish Housing Regulator.</p>	<p>Gayle Stead</p>

13.	<p>Proposed Purchase of Property at Glebe Terrace, Rothesay The Chair advised approval had been given at the March 2019 Board meeting and therefore the item had been withdrawn.</p>	
14.	<p>a. Outcome of ACHA's Tenants and Members Conference 2019 The Director of Housing & Neighbourhood Services advised 30 delegates had attended the Conference and stated that while numbers were disappointing the conference had been highly interactive and feedback had been excellent.</p> <p>The Director of Housing & Neighbourhood Services apologised for the error in the numbering of her recommendations and clarified there were 8 recommendations within her report.</p> <p>The Director of Housing & Neighbourhood Services asked the Board to consider whether the date of the next conference should be changed to October to try to encourage higher levels of participation. The Secretary stated that 64% of attendees had requested the next conference be held in February. He commented that if questions were asked then the outcome could not be ignored. As a result, the Board of Management unanimously AGREED the 2020 conference should be held in February.</p> <p>The Director of Housing & Neighbourhood Services asked whether three topics may be too many and questioned whether it should be reduced to two. Following discussion, it was agreed to keep to three topics and extend the day by half an hour if required.</p> <p>The Chair took the meeting through the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. Board approve that ACHA hold a Tenants and Members Conference in 2020. <p>The Board of Management unanimously APPROVED recommendation 1.</p> <ol style="list-style-type: none"> 2. Board approve that ACHA hold the Tenants and Members Conference in October 2020. <p>The Board of Management unanimously REJECTED recommendation 2 and unanimously APPROVED the 2020 conferences be held in February 2020 following feedback received.</p> <ol style="list-style-type: none"> 3. Board approve that ACHA hold a 2020 conference in Inveraray at the Inveraray Inn. <p>The Board of Management unanimously APPROVED recommendation 3.</p> <ol style="list-style-type: none"> 4. Board approve that "How do we improve performance", "Investing in your home" and "Getting young people involved" are topics at the next conference. <p>The Board of Management unanimously APPROVED recommendation 4 with the addition of extending the conference by half an hour if required.</p> <ol style="list-style-type: none"> 5. Board approve that feedback on satisfaction levels should be fed back to agencies who attended, the Inveraray Inn and ACHA staff who assisted on the day. <p>The Board of Management unanimously APPROVED recommendation 5.</p> <ol style="list-style-type: none"> 6. Officers will provide an outline proposal of the 2020 conference for the Board to consider by November 2019, this will include proposals for publicity. <p>The Board of Management unanimously APPROVED recommendation 6.</p>	

	<p>7. Copies of the presentations delivered by the Director of Housing & Neighbourhood Services, the Chief Executive and the Director of Finance & IT can be provided to Board members on request. The Board of Management unanimously APPROVED recommendation 7.</p> <p>8. Attendees are sent a copy of the minute of the meeting. The Board of Management unanimously APPROVED recommendation 8.</p> <p>The Chief Executive stated he had been energised by discussions on the day and commented he had found the conference refreshing. He suggested trying to build on numbers via previous attendees. The Director of Housing & Neighbourhood Services advised that Facebook was now an additional advertising tool. Bruce Marshall commented that the re-forming of the Bute & Cowal Area Committee may spark interest to attend from that area.</p> <p>The Chair advised that during the pre-meeting, two subjects had been raised; community art and outdoor gyms.</p> <p>He asked if the community art topic could be covered under “Investing in your home”. The Director of Housing & Neighbourhood Services advised the Director of Investment & Regeneration was looking into the community art suggestion. The Chief Executive advised that caution should be exercised as to who pays for the maintenance of community art.</p> <p>The Secretary commented there was an outdoor gym in Tarbert which was well utilised. Betty Rhodick advised there was also an outdoor gym at Blarbuie in Lochgilphead that was very popular. Betty further advised the outdoor gym was interspersed with pieces of art.</p> <p>b. Feedback from ACHA’s Tenants and Members Conference 2019 Interactive Sessions</p> <p>The Director of Housing & Neighbourhood Services advised that following the 2019 Tenants and Members Conference all feedback received was submitted to the Strategic Planning session held in February 2019. She advised that Officers had been charged with completing a plan.</p> <p>The Director of Housing & Neighbourhood Services advised the key things had been identified as: Improvements to services New services, including close cleaning and grass cutting Better communications</p> <p>She stated that as the key topics had been raised so often Officers would look at those items to establish what could be done.</p> <p>The Director of Housing & Neighbourhood Services stated that as better communication had been raised frequently it was her view the Association were not promoting clearly enough what the Association already do. She stated she wished approval to them the services already carried out and disseminate the information to tenants via the Tenants Newsletter and Facebook.</p> <p>The Chair took the meeting through the recommendations contained within the report:</p>	
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	<p>1. Board approve that improvement/new service comments along with better communications should be part of priority work for the future. The Board of Management unanimously APPROVED recommendation 1.</p> <p>2. Board approve promotion of services ACHA already provide which Tenants and Members from the conference were unaware of on Facebook and in newsletters. The Board of Management unanimously APPROVED recommendation 2.</p>	
15.	<p>Outcome of Repairs Consultation</p> <p>The Regeneration Manager advised a report had been submitted to the Board in September 2018 for consideration on increasing the emergency repairs time from 2 hours to 4 hours and to review the “no access” procedure. He advised that before any of the proposed changes could be considered, a consultation exercise would require to be carried out with tenants. The Regeneration Manager advised the consultation had been completed and the outcomes were contained within the report.</p> <p>The Chair stated that a return rate of 28% was fairly good.</p> <p>The Chair took the meeting through the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. To note the results of the repairs consultation on the following two proposed changes to the repairs policy/procedure: <ol style="list-style-type: none"> a. Increase the emergency repairs time from 2 hours to 4 hours b. Review the “no access” procedure <p>The Board of Management NOTED the results of the consultation.</p> <ol style="list-style-type: none"> 2. To agree the change to the emergency repairs time from 2 hours to 4 hours. <p>The Board of Management unanimously AGREED recommendation 2.</p> <ol style="list-style-type: none"> 3. To agree the change to the no access procedure. <p>The Board of Management unanimously AGREED recommendation 3.</p>	
16.	<p>Succession Strategy</p> <p>Remitted to June meeting.</p>	
17.	<p>Lone Working Monitoring System Budget Request</p> <p>The Director of Housing & Neighbourhood Services advised that ACHA have up to 21 sheltered housing staff who would at some point be working during periods when ACHA offices were closed meaning they had no means of contacting other ACHA staff. She advised this predominately affected staff who worked weekends and public holidays. She advised there was no adequate Lone Working procedure in place to cover those staff. She further advised there had never been an incident but it would only take one incident to be potentially damaging.</p> <p>The Director of Housing & Neighbourhood Services advised it was being proposed to reintroduce the Hanover Telecare Lone Working Monitoring system for Sheltered Housing staff as soon as possible. She advised it had been hoped to accommodate the cost within the Health & Safety budget but this would require a virement of £3,060 from budget savings to the Health & Safety budget. The Director of Housing & Neighbourhood Services confirmed there would be no requirement for an increase to budget lines.</p>	

	<p>Betty Rhodick advised she was supportive of the recommendations as it was an insurance policy for staff.</p> <p>The Chair asked for confirmation that funds were available. The Director of Finance & IT confirmed funds were available from the SFHA Membership budget line which had not been utilised and there was currently £10k available.</p> <p>Nancy McDonald asked whether the Hanover Telecare Lone Working safety system only applied to Sheltered Housing staff. The Director of Housing & Neighbourhood Services confirmed it was only Sheltered Housing staff as all other staff have a separate system in operation. The Director of Housing & Neighbourhood Services advised the AHFA operatives also used the Hanover service.</p> <p>The Board of Management unanimously APPROVED the virement of £3,060 from budget savings to the Health & Safety budget.</p> <p>The Board of Management NOTED from 2020/21 Human Resources and Corporate Services would make the appropriate budget provision within the Health & Safety budget to accommodate ongoing costs of Lone Working monitoring.</p>	
18.	<p>Review of AHFA Contract</p> <p>The Regeneration Manager advised a report had been submitted to the Board in March 2019 asking for a review of the AHFA contract where two options had been considered:</p> <p>Option A – extend the contract for a further year to March 2021</p> <p>Option B – end the 3-year contract in March 2020 with a new contract commencing 1st April 2020.</p> <p>The Board of Management agreed a review group should analyse the costs and benefits of each of the options. The Regeneration Manager advised the review group had met on 1st May 2019 and considered both options and the recommendation from the review group was Option A. The Regeneration Manager advised the reasons behind the proposal from the review group were contained within the report.</p> <p>The Board of Management unanimously APPROVED the recommendation from the review group of Option A.</p> <p>The Board of Management NOTED a project plan would be developed and submitted for consideration in July 2019.</p>	
19.	<p>AHFA Management Accounts</p> <p>The Director of Finance & IT advised the Management Accounts set out provisional information on the financial position for 2018/19.</p> <p>He took the meeting through his report focussing on the Income and Expenditure table on page 4</p> <p>The Board of Management NOTED the content of the AHFA Management Accounts and the update from the Director of Finance & IT.</p>	

20.	<p>ACHA Management Accounts</p> <p>The Director of Finance & IT advised his Department were still working through the year end entries and adjustments to finalise the accounts. He advised the Management Accounts were the draft position as at 31st March 2019.</p> <p>The Director of Finance & IT took the meeting through his report, highlighting the income statement on page 6:</p> <ul style="list-style-type: none"> Net rental income Management costs Sheltered Housing Major repairs New build Interest receivable and payable <p>The Director of Finance & IT advised the final set of accounts were on target and an unaudited set of accounts would be presented to the June meeting.</p> <p>The Board of Management NOTED the content of the ACHA Management Accounts and the update from the Director of Finance & IT.</p>	
21.	<p>Regeneration Update</p> <p>The Regeneration Manager took the meeting through his report which he advised followed a similar format to previous months.</p> <p>The Regeneration Manager advised a separate report on the proposed new build development at Glencruitten, Oban had also been issued for information.</p> <p>The Chair asked whether the new build site at Garelochhead was unstable and if it would require piling and if so what level of disruption that would cause. The Regeneration Manager advised the Garelochhead site had relatively good ground conditions but small piles may be required. He advised that all residents living close to the site would be notified of any disruption in advance and would be provided with contact details to discuss any issues they may have.</p> <p>The Secretary asked why there were comments but no remarks on the Glencruitten report. He asked if the Association were going to address the comments and given the fact comments had been received what would be done with them. The Regeneration Manager advised the document was a work in progress and as part of the masterplan the document would be provided to Argyll and Bute Council. The Regeneration Manager advised the remarks column would be populated in advance of submission and consultees would be responded to. He further advised the consultees would have a further opportunity to comment once the detailed planning application is submitted.</p> <p>The Chief Executive asked if there would be a value in the Association taking a decision on each of the comments and asking ACHA's consultants to populate the remarks column to make available on the website. The Regeneration Manager advised the Director of Investment & Regeneration would bring a further update to the Board which would include comments in</p>	<p>Kirsteen McGinn</p>

	<p>Bruce Marshall stated it was great to see refusal rates reduced to 41% but commented that ACHA had not reached the national average. The Director of Housing & Neighbourhood Services advised the very high refusal rate at Drumfork Court completely skewed the figures and advised if the figures relating to Drumfork Court were removed, ACHA would have met its target for refusal rates. She reiterated she would carry out an options appraisal and report back to the Board.</p> <p>The Board of Management NOTED the improvement in refusal rates. The Board of Management NOTED the content of the report. The Board of Management NOTED a further report would be brought to the Board specifically relating to Drumfork Court, Helensburgh.</p>	
24.	<p>Investment Update The Regeneration Manager took the meeting through the report highlighting the programme actual spend against budget. He confirmed the spread of different elements totalled £10,480k as outlined in 1.3 of the report.</p> <p>The Regeneration Manager advised there was no financial information available as yet in relation to Grounds Maintenance but information would be included in the June update.</p> <p>The Board of Management noted the figures contained within the customer satisfaction section.</p> <p>The Secretary stated it remained his few that ACHA did not publicise well enough the huge investment being made. The Chair stated that while good news stories could be issued there was no guarantee the media would cover the stories. The Secretary asked if ACHA would consider sending information to the Chairs of each of the Council's Area Committees. The Chief Executive advised that a press release was issued every year on the agreed budget. He further advised he attended each of the Council's four Area Committees on an annual basis to deliver a presentation which included a breakdown of investment in housing stock. The Chief Executive asked if there were any other suggestions he would be willing to them take forward. It was agreed information would be issued to Community Councils regarding investment.</p> <p>The Board of Management NOTED the progress of the Investment Programme against the targets for 2018/19. The Board of Management NOTED the programme for 2019/20 with a spend of £10.48m. The Board of Management NOTED the proposed special projects. The Board of Management NOTED progress with the Grounds Maintenance project.</p>	Alastair MacGregor
25.	<p>Torlochan Update The Regeneration Manager stated as at the last update the Dunoon Small Animal Rescue had decided not to proceed with the lease for Torlochan. He further advised that in light of representations made to re-open the site the Association have carried out a full survey of the site to ascertain more accurate costs of bringing the site up to standard. He stated the costs</p>	

	<p>contained within the report may be on the modest side.</p> <p>The Director of Housing & Neighbourhood Services advised that as previously indicated she had received communication from a Gypsy/Traveller activist advising there were 20 families wishing to live on the site. In addition, direct contact has been received from a family of 16 advising they wish to move onto the site and are requesting the Association re-open the site.</p> <p>The Director of Housing & Neighbourhood Services advised that because the site had been vacant for so long, improvement works had not been carried out on the site to bring it up to the new site standard. In addition, the site would be required to have a licence.</p> <p>The Director of Housing & Neighbourhood Services further advised that Argyll and Bute Council had also been contacted and had asked the Association to consider re-opening the site.</p> <p>The Chief Executive stated ACHA had been campaigning for years for additional funding from the Scottish Government.</p> <p>The Chief Executive stated the Board could not be asked to make a decision due to the number of other options that have arisen.</p> <p>The Chair stated that at the last Board meeting, the options were available for consideration but were put on hold until costings had been obtained. Now that costings had been obtained a new family had raised an interest.</p> <p>The Chair stated the Association would be required to respond to the family advising that ACHA are currently unable to re-open the site.</p> <p>Bruce Marshall stated that before the site could be re-opened the Association would be required to spend upwards of £300k and questioned how long the works would take. The Director of Housing & Neighbourhood Services advised she had made that point to the family.</p> <p>The Director of Housing & Neighbourhood Services advised there was the possibility that Council Tax liability would kick back in. She stated the Association were already having to pay Council Tax for sites at Bayview that could not be let due to fire regulations. She stated the Gypsy/Traveller sites in Argyll and Bute appeared to receive a high level of interest from Ministers but are not willing to give a commitment to additional funding.</p> <p>Bruce Marshall commented the Scottish Government may say they have already provided funding. The Director of Housing & Neighbourhood Services stated that funding was at the time of stock transfer and the site standards have changed since then.</p> <p>The Secretary stated it was his view that if the Scottish Government wished ACHA to re-open the site they should provide funding. He asked how serious the 16 people were about living on the site and how long would they stay. He added that investment could be made to bring the site up to the required standard only to be left back in the same position with no tenants.</p>	
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	<p>Bruce Marshall asked if it would be possible to find out where the 16 people current live. The Director of Housing & Neighbourhood Services advised members of the family were last living on the Torlochan site in 1996. She advised they indicated they wished to return to allow the children and grandchildren to attend school. The Director of Housing & Neighbourhood Services advised she would try to obtain more information on how likely it was the family would stay at Torlochan.</p> <p>The Chair stated it was four weeks until the next Board meeting and requested that the Director of Housing & Neighbourhood Services talk to the family, explain the Association's position, establish their intention and report back to the June meeting.</p> <p>The Chief Executive stated that Sandbank Community Development Trust remained interested in leasing the site. He advised that the report needs to cover all options.</p> <p>The Chief Executive advised he was due to meet with Michael Russell on 24th June 2019. The Board of Management unanimously AGREED the Chief Executive should raise the matter with Mr Russell MSP at the meeting.</p> <p>The Chair summarised the action points:</p> <ul style="list-style-type: none"> • The Director of Housing & Neighbourhood Services to contact the family to make the Association's position clear to them. • Officials to start to look at the implications of re-opening the site. • The Chief Executive to discuss with Michael Russell MSP. <p>The Chief Executive stated that officials would do an evaluation of all options for consideration. The Board of Management unanimously AGREED to await the evaluations for discussion at the June Board meeting.</p>	<p>Christine Johnston</p> <p>Christine Johnston</p> <p>Alastair MacGregor</p> <p>SMT</p>
26.	<p>Brexit Meeting Minute and Tables</p> <p>The Chief Executive advised the Board had discussed Brexit at the Strategic Planning session in February and had agreed it was both a risk and a potential opportunity.</p> <p>The Chief Executive advised the Scottish Housing Regulator had issued guidance to all Association's to take a view on areas of potential risk.</p> <p>The Chief Executive advised the Association's senior officers and the Managing Director of AHFA had reviewed areas of risk at a meeting held on 4th March 2019. He advised the analysis focused on financial risk, including interest rates, procurement risk, particularly around repairs parts, staffing risks, fuel risks, business continuity, recession, reduction in public funding, value of the pound, higher taxes, pensions and office supplies provision. He advised that following the meeting it was agreed to keep the risks under review until but confirmed the risks were currently manageable.</p> <p>The Chief Executive advised he would write to the Scottish Housing Regulator advising the Brexit risks have been analysed.</p>	<p>Alastair MacGregor</p>

	<p>The Board of Management NOTED the minute of the senior officer's meeting of 4th March 2019.</p> <p>It was noted that no further actions were identified in addition to those outlined in the minute of the 4th March 2019 meeting.</p>	
27.	<p>KPI Scorecard The Chair advised the revised scorecard would be presented to the Board at the August meeting as the updated version had been implemented for use from 1st April 2019.</p> <p>The Board of Management NOTED the contents of the KPI Scorecard.</p>	
28.	<p>ACHA Risk Register The Director of Human Resources & Corporate Services advised the risk register covered the fourth quarter, January to March 2019.</p> <p>No issues were raised and the Board of Management NOTED the contents of the risk register fourth quarter.</p>	
29.	<p>AHFA Risk Register The Director of Human Resources & Corporate Services advised the risk register covered the fourth quarter, January to March 2019.</p> <p>No issues were raised and the Board of Management NOTED the contents of the risk register fourth quarter.</p>	
30.	<p>Scottish Housing Regulator – New Regulatory Framework and Assurance Statement Template The Governance & Compliance Manager reminded the Board that earlier in the year the Scottish Housing Regulator had published a new regulatory framework.</p> <p>The Governance & Compliance Manager advised she had reviewed all the information which was included in Appendix C of her report.</p> <p>She stated that one of the new requirements was for the Board to submit an Annual Assurance Statement, which she had drafted, appendix A and if approved, would be populated for the August Board meeting.</p> <p>The Board of Management unanimously APPROVED the template for the Annual Assurance Statement. The Board of Management NOTED the changes to the Notifiable Events Guidance.</p> <p>The Governance & Compliance Manager strongly recommended Board members to read the guidance and be aware of what they were being asked to do.</p> <p>The Director of Human Resources & Corporate Services advised the Governance training session being held on Tuesday 11th June 2019 would be helpful.</p>	

	The Chair advised he had circulated a document produced by the Scottish Housing Regulator; Frequently Asked Questions and encouraged all Board members to read the document as the Board of Management required to have confidence the Association is doing what is required correctly.	
The Chair advised the meeting had reached the permitted 3-hour mark. The Board of Management unanimously AGREED to suspend the Standing Orders to allow the meeting to finish.		
31.	A.O.C.B. The Vice Chair advised the Scottish Housing Regulator had recruited two tenants to fill the vacancies on their Board.	
32.	Date & Time of Next Meeting Thursday 20 th June 2019 at 10.00am in the Inveraray Inn, Inveraray	

Post Meeting Note

Item 10 – Board Development Action Plan

Following the meeting, it was agreed the working group would consist of Cameron Grant, Ian McIntyre, Jim Milne and a member of the IT Department, to be identified.