

Argyll Community Housing Association

Board of Management Meeting

Thursday 8th October 2020 at 10.00am via Skype

Minute

Present:

Councillor Roddy McCuish
Jim Milne
Cathy Grant
Ian McIntyre
Cameron 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 welcomed attendees to the meeting and provided a summary of the running of the meeting; the Chair will proceed through the agenda, at each item the Chair will open for questions/comments. He will then move to recommendations. Silence will indicate agreement.

The Chair asked that microphones be muted until there is a requirement to speak.

The Chair asked that each speaker introduced themselves for the purposes of minuting the meeting.

1.	Apologies Councillor Iain Shonny Paterson Leave of Absence for David Carmichael, Sonja Aitken and Brian Tester.	Actions to be completed by 12/11/20
2.	Minutes of Meeting – 20th August 2020 The Board of Management APPROVED the minute as a true and accurate record of the meeting. Proposed by: Bruce Marshall Seconded by: Betty Rhodick	

	<p>Minutes of Meeting – 17th September 2020 The Board of Management APPROVED the minute as a true and accurate record of the meeting.</p> <p>Proposed by: Nancy McDonald Seconded by: Jim Milne</p> <p>The Chair gave a vote of thanks to all those involved in organising the AGM.</p>	
3.	<p>Matters Arising 20th August 2020</p> <p>Page 2 – Item 8 – Outstanding item for Councillor Iain Shonny Paterson to contact Michael Russell to raise his concerns in relation to the extension of the Covid Bill.</p> <p>Page 3 – Item 8 – the Chief Executive advised the SHR dashboard information would be provided as and when available. He advised the next update would be due next month.</p> <p>Page 9 – Item 15 – the Director of Housing & Neighbourhood Services advised that the Employee of the Season initiative would be promoted regularly via Facebook and newsletters.</p> <p>Page 12 – Item 20 – Oakhill, Tarbert new build phase 2 - The Director of Investment & Regeneration confirmed she had provided details on the area of common ground.</p> <p>Page 16 – Item 27 – the Director of Investment & Regeneration advised a final agreement had been reached with Islay Estates.</p> <p>Page 18 – Item 33 - the Chief Executive advised the refurbishment works at MacDougall Place, Bunessan had been suspended due to the Scottish Government's Covid 19 restrictions. He stated the tradespeople were booked to stay in self-catering accommodation. He further advised alternative arrangements were being made and work should commence shortly.</p>	Councillor Paterson
4.	<p>Correspondence None.</p>	
6.	<p>Declaration of Interest None</p>	
6.	<p>Cancelled Memberships The Board of Management NOTED the cancellation of three memberships.</p> <p>The Board of Management NOTED the current membership total as 252 as at 1st October 2020.</p>	
7.	<p>Chief Executive Presentation</p> <p>The Chief Executive advised an electronic copy of his presentation had</p>	

	<p>been circulated by email on Wednesday 7th October 2020.</p> <p>The Chief Executive took the meeting through his presentation covering:</p> <ul style="list-style-type: none"> • Covid-19 Update – What we are taking forward • Progress With Other Business • External Updates <p>The Board of Management NOTED the contents of the presentation.</p> <p>The Vice Chair stated that Board members were missing events such as new build openings etc. and raised concerns in relation to possibly losing touch. He asked if it would be possible for Investment & Regeneration to put together around a dozen or so photos of bricks and mortar projects to circulate to governing body members. The Vice Chair advised he sits on an OSCR group and the subject had been aired that organisations were becoming worried about losing volunteer members. He added that circulating photos may remind governing body members of some of the end products. The Chief Executive advised that would not be difficult to organise. The Director of Investment & Regeneration advised she would pull together a portfolio to circulate. She added there were some really good photos to circulate.</p> <p>Bruce Marshall stated that virtual training had been mentioned and asked whether virtual training was as beneficial as face to face training. The Chief Executive stated his personal preference was for face to face training but was loathe to say whether it was any more effective or not. He added that the key was for participants to buy into the concept. The Chief Executive stated that virtual training had been around for a while and as a toolkit fulfilled its purpose. The Governance & Compliance Manager added there was greater interaction with face to face training but there was a place for both. Bruce Marshall asked if virtual training counted towards statutory training. The Chief Executive confirmed it did.</p> <p>Betty Rhodick stated it was her view participants got out of training as much as they put in whether it is face to face or virtual</p> <p>Bruce Marshall asked for confirmation that oil and gas boilers were no longer being installed into new build properties. The Director of Investment & Regeneration advised the last gas boiler fitted in a new build had been at the development at Castlewood Court. She stated that Air Source Heat Pump systems were being installed in new build projects going forward. She advised that the Association's Heating Policy allowed tenants to choose and some tenants in more rural areas still preferred the Charnwood system and they would be continued to be installed for tenants when requested.</p> <p>Councillor MacMillan advised he had been approached regarding homelessness and had been asked where the homeless people came from and could they choose which area they wished to present as homeless. He further asked if they would then be eligible to join the house waiting list in that area for re-housing. The Director of Housing & Neighbourhood Services advised the first port of call would be to be assessed within the area they presented. She further advised that in certain circumstances homeless applicants could be referred to other local authority areas. The</p>	<p>Kirsteen McGinn</p>
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	<p>Director of Housing & Neighbourhood Services confirmed it would be possible for them to be admitted onto the house waiting list for that area.</p> <p>Cameron Grant stated the Scottish Government was conducting a consultation on the suspension of homeless referrals and asked if ACHA had responded to the consultation. The Director of Housing & Neighbourhood Services advised ACHA did not operate a homeless referral system. She advised that applicants are determined by Argyll and Bute Council and then go onto the waiting list with a set number of points. She advised that was slightly unusual from other organisations but had worked well for both Argyll and Bute Council and ACHA over the last 16 years.</p> <p>The Chair advised Argyll and Bute Council would be meeting on 22nd October and would most likely appoint a new Housing Convenor at that meeting.</p> <p>The Chair stated the visual impact at Glencruitten, Oban was great and was having a knock on effect.</p> <p>The Chair, on behalf of the Board of Management, asked that thanks to all staff for going above and beyond over the last seven months be conveyed. The Chief Executive confirmed he would ensure the message was disseminated.</p>	Alastair MacGregor
8.	<p>Torlochan</p> <p>The Chief Executive advised a range of correspondence had been received since the marketing of Torlochan had become public three weeks ago. He advised a number of representations had been received.</p> <p>The Chief Executive stated that alongside the correspondence SCDT/SCC had contacted the Dunoon Observer and taken advantage of a photo opportunity outside the site at Torlochan. In addition to their media campaign, they had also submitted a Freedom of Information request which had been a wide, catch all, enquiry which the Association had sought legal advice on.</p> <p>The Board were advised the Chair of SCC had a letter published in the Dunoon Observer last week attacking the Association's governance. The Chief Executive advised he had taken the opportunity to reply and was hopeful the Dunoon Observer may publish his response in the next edition.</p> <p>The Director of Finance & IT stated the largest financial benefit to the Association would be the removal of the ongoing Council Tax liability. He advised there would be a small gain from the disposal of the property but the Board should bear in mind the sale would be caught by the Disposal Clawback agreement. The Director of Finance & IT advised that another requirement of the Disposal Clawback agreement is that ACHA is required to do what it can to maximise proceeds from disposals.</p> <p>The Chair stated that based on discussions he was proposing the Board of Management agreed to put a closing date of midday on Friday 16th October 2020 on the sale and agree to accept the highest offer.</p>	

	<p>The Board of Management unanimously AGREED the proposal.</p> <p>The Chief Executive stated from a governance point the Association's Chair should write advising of the decision taken by the Board of Management.</p> <p>Bruce Marshall asked if it would be worthwhile pointing out the cost to ACHA of not selling the site sooner rather than later. The Chair agreed it would be beneficial to be on the front foot with the Association's decision and get the message out.</p> <p>The Chief Executive agreed being on the front foot was important and the Chair was duty bound to write back to both organisations as well as writing to Michael Russell MSP following his communication.</p> <p>The Chair reiterated the Board of Management's APPROVAL to set a closing date of midday on Friday 16th October 2020 and thereafter to accept the highest offer.</p>	
9.	<p>Governing Body Meetings</p> <p>The Governance & Compliance Manager stated that due to the Coronavirus pandemic ACHA's first virtual Board of Management meeting had been held on 19th March 2020. At a later meeting held on 30th April 2020 the Board of Management had taken the decision to suspend Area Committee meetings until October 2020.</p> <p>As a result of the restrictions put in place by the Scottish Government the Board of Management are being asked to agree to continue to hold Board meetings virtually with a further review taking place in January 2021.</p> <p>The Board of Management are also being asked to allow officers to investigate what support would be required to enable Area Committee meetings to re-start meeting on a virtual basis as soon as practically possible.</p> <p>The Board of Management unanimously APPROVED the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. The Board of Management continues to hold virtual meetings and review the position in January 2021 2. Officers to look at support needs to have Area Committee meetings held virtually as soon as possible 	
10.	<p>Revised Governing Body Annual Appraisal Form</p> <p>The Chair stated at the meeting on 28th May 2020 the Board of Management agreed the annual appraisal form be amended to adopt a three response criteria.</p> <p>Approval of the amended form is being sought to allow the form to be issued for the 2020/21 appraisal process.</p> <p>The Board of Management APPROVED the amended appraisal form.</p>	
11.	<p>Approach to Budget 2021/22 and Business Plan Update</p> <p>The Director of Finance & IT directed members to page one of his report</p>	

and took the meeting through his summary advising that the business plan suggests there is no savings gap for the 2021-22 budget on account of interest and non-staff management cost savings already secured. This is based on the economic and financial assumptions and basic cost and income levels that underpin the business plan. These were set prior to the full effect of Covid being known, assuming we even know that now.

Departments will update budget requirements based on 2019/20 outturn, 2020/21 budget, changes to costs and income that are emerging in 2020/21, current approved payroll establishment and any changes to these projected in the business plan. Departments will make self-financing changes to individual budget lines to deal with “housekeeping” issues.

Where there is a requirement for additional budgets reports on these will be prepared for consideration by SMT in November 2020 and the ACHA Board on 10 December 2020.

Finance and IT will review assumptions on RPI, CPI, rent increase, pay award, cost increase, voids, bad debts on rents, bad debts on sundry debtors and interest rates and adjust house numbers to reflect forecasts of new build completions etc.

The other significant factor which will impact upon the budget for 2021/22 is the review of the contract between ACHA and AHFA. Options are currently being reviewed and proposals will be brought to the ACHA Board on 10 December 2020 for consideration prior to the budget being finalised.

Timescale for 2021/22 Budget

September	Issue of guidance and instructions and issue of budget templates (already actioned). Issue of payroll templates.
October	Departments complete budget and payroll templates.
November	FIT review and consolidate first draft of budget and submit to SMT. Any proposals for additional budget either one off or recurring submitted to SMT.
December	First draft budget reported to ACHA Board on 10 December 2020 for consideration along with any proposals for additional budget either one off or recurring.
January	Revisions to first draft budget.
February	ACHA Board considers final draft budget for approval on 4 February 2021.

Business Plan Update

The business plan will require to be updated and submitted to Lloyds Banking Group for review prior to 31 March 2021. The update will largely be dependent on the development of the 2021/22 budget and the review of financial and economic assumptions arising from that along with changes to basis cost and income levels. A report on the proposed revisions to the business plan would be submitted to the Board meeting on 4 February 2021.

The Director of Finance & IT stated the budget process for the upcoming

	<p>year would be unusual due to the Coronavirus pandemic.</p> <p>The Vice Chair stated if the CPI forecast was correct it was unlikely that CPI would increase to 1.25% therefore triggering the requirement to re-negotiate the pay settlement. He stated it may be prudent to arrange a meeting of the Remuneration Committee to discuss. The Director of Finance & IT agreed it was unique circumstances and it would do no harm for the Remuneration Committee to meet to discuss some of the issues that may arise.</p> <p>Bruce Marshall stated he would be happy to set up a meeting of the Remuneration Committee.</p> <p>The Board of Management unanimously APPROVED the approach and timescale for the 2021/22 update to budget and business plan.</p>	<p>Bruce Marshall</p>
12.	<p>Rent Consultation 2021/22</p> <p>The Director of Finance & IT took the meeting through the summary on page one of his report. He advised that ACHA consults all tenants annually, during November and December, in relation to property rental charge and service charges for the next financial year. All tenants are sent the rent consultation document and are given approximately 6-7 weeks to complete and return a response. Tenants can respond by completing and returning a paper copy (either by post or by scanning and sending by email) or by completing an online survey via a link on the ACHA website that they are directed to.</p> <p>The Director of Finance & IT advised that gross rental income within 2020/21 is budgeted at £24.05 million for ACHA and equates to 90% of the budgeted income with the remaining income mostly being grant for new build development, therefore decisions taken in respect of future rent levels have a significant impact on the future forecast income within the ACHA business plan. He further advised that the last approved business plan assumed that rent increase by 3% in 2021/22, 3.2% in 2022/23 and 3.15% in 2023/24, with a 3.0% increase per annum thereafter up to and including 2035/36 and consistent with previous years the rent increase will take cognisance of the current CPI and RPI rates of inflation and make reference to these at the most recent release date (August 2020 figures) and also those to be released relating to December 2020 (which will be released mid-January 2021 and be a reference point for the final recommendation to the Board meeting in February 2021).</p> <p>The Director of Finance & IT advised it was therefore necessary to carry out the consultation earlier in the year based on a theoretical example of the potential rent increase. He stated that the most recent RPI figure published is August 2020 had been 0.5%. Between August 2019 and March 2020 RPI had moved marginally between 2.1% to 2.6%. However, the impact of Covid-19 on the economy has resulted in RPI decreasing, with the August 2020 RPI lower than any other published figure since November 2009.</p> <p>The Director of Finance & IT advised that ACHA had assumed RPI and CPI at the same annual increase of 2%. The future forecasts of CPI for quarter 4 of 2020 based the same source as the RPI forecasts are High 1.8%, Median 0.4% and Low -0.1%. Assumptions in the business plan will</p>	

	<p>be reviewed as part of the budget preparation process. The Director of Finance & IT stated that based on the information contained within his report would suggest a rent increase assumption of 3% is not currently supported by an assumption of inflation +1% based on either RPI or CPI. Based on current RPI+1% (1.5%) then this would result in around £351k less income than in the current business plan. The draft consultation sets out the broad financial impact to ACHA on income at various rent increase levels (3.0%, 2.5%, 2.0% and 1.5%). On that basis the draft consultation recommends considering increases between 1.5% to 3.0% for consultation.</p> <p>The Board noted that for each 0.1% below the 3.0% assumed in the business plan would equate to £23k less of income currently assumed in the business plan. In the same way as each 0.1% above 3.0% would equate to an additional £23k of income not currently assumed.</p> <p>The Director of Finance & IT took the meeting through the timeline for the consultation process:</p> <ul style="list-style-type: none"> • Board approval 1 October 2020. • Printing and delivery will commence by 6 November 2020. • The consultation will be open for a 6-week period with a closing date of 18 December 2020. • The outcome of the consultation will be reported to the Board meeting in February 2021, where any changes to rent and service charges will be considered and approved alongside the 2021/22 ACHA budget. <p>The Board of Management moved to look at 12a the proposed consultation document. The Director of Finance & IT advised the consultation had been slightly amended from previous year and took the meeting through each of the questions.</p> <p>Cameron Grant asked if the Association were doing the right thing setting the rent increase in line with the living wage and asked if it should be set with the minimum wage, not the average wage. The Director of Finance & IT stated he was not suggesting that rent be set in line with any type of wage but was highlighting for information purposes. Cameron Grant suggested that rather than having a rent consultation tenants be informed of a rent freeze. The Director of Finance & IT advised the Association were legally required to carry out a formal consultation but if the Board were minded to a set a rent freeze that that information could be contained within the document but that would result in the Board facing difficult decisions for the budget process.</p> <p>Bruce Marshall stated he did not agree with a rent freeze but did raise concerns if rents were raised too high.</p> <p>The Chair reminded members it was the proposed approach to the rent consultation that was being sought.</p> <p>The Vice Chair asked if Question 5 could include “become an ACHA Governing Body Member”. The Director of Finance & IT advised that could be inserted. The Board of Management unanimously APPROVED the addition.</p> <p>The Board of Management unanimously APPROVED the proposed approach to the rent consultation for 2021/22.</p>	
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13.	<p>Extension of Revision to Financial Procedures due to Covid</p> <p>The Director of Finance & IT took the meeting through his report reminding Board members of the temporary changes made to allow ACHA to continue to pay creditors invoices during the Covid 19 restrictions, to financial procedures in March 2020 and then a further extension of the same changes in June 2020 which allowed for an extension to the end of October 2020. He advised that due to the continued uncertainty around exact dates for when all staff will return to working in ACHA offices. There is also a concern around having to be able to quickly adapt should there be staff required to quarantine for periods and / or the potential for local lockdowns. Taking all of this into account, it is recommended that ACHA continue with the current temporary process as set out below, until the 31 May 2021. This will allow for the 2020/21-year end closedown to be undertaken in a consistent manner, and reduce any uncertainty around the process for the remainder of the financial year.</p> <p>The Director of Finance & IT advised the current process as set in his report was working well with the external auditors, Alexander Sloan, being satisfied that the process was robust and raised no concerns or issues as part of their external audit of the 2019/20 financial statements. Our internal auditors, TIAA, have also confirmed that they are satisfied with the current temporary process and would have no concern around this being kept in place at this time. Our tax advisors have also confirmed that there are no issues in relation to electronic document retention with regards to HMRC requirements.</p> <p>The Vice Chair asked if it would be possible to re-word “some form of independent telephone check” with “an independent telephone check”.</p> <p>Subject to the amendment suggested by the Vice Chair the Board of Management unanimously APPROVED the extension to the changes to financial procedures on a temporary basis until 31st May 2021.</p>	
14.	<p>Gypsy/Traveller Sites Temporary Change to Charging Regime to Allow Fire Safety To Be Met</p> <p>The Director of Housing & Neighbourhood Services advised that in order to maintain adequate fire separation between the Gypsy/Traveller pitches, ACHA have been keeping half the pitches at each site vacant. Unfortunately, due to the size of modern caravans and the cultural wish of tenants to have more than one caravan, it was not always possible to maintain fire separation of 6m between caravans. As an interim solution it is proposed that the pitches are enlarged by moving dividing fences. This would also reduce the capacity on each site by half which in turn reduces the potential income from these pitches, although it should be noted that the Association are already losing income due to the fact some pitches are being kept empty.</p> <p>The Director of Housing & Neighbourhood Services advised the fence work was likely to attract funding via Argyll & Bute Council and would assist with the ongoing issue of fire safety at the sites.</p> <p>The Vice Chair asked for clarification that the rent loss of £55.72 was per pitch. The Director of Housing & Neighbourhood Services confirmed it was per pitch.</p>	

	<p>Cameron Grant asked if ACHA could clawback any revenue from extending the size of the pitches. The Director of Housing & Neighbourhood Services advised it was an interim measure to meet fire regulations.</p> <p>Bruce Marshall asked if there would be any opportunity to extend the site sizes. The Director of Housing & Neighbourhood Services advised that was part of the ongoing discussions. She stated it may be possible at the Duncholgan site but would be more difficult at Bayview.</p> <p>The Board of Management unanimously APPROVED the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. The occupied pitches as both Bayview and Duncholgan Gypsy/Traveller sites are temporarily enlarged to facilitate Fire Safety regulations. 2. The Board note that the above recommendation will result in a reduction of available site pitches and a reduction in potential rental income. 3. Vacant amenity units will be secured to prevent unauthorised use. 4. Enquiries will be made with Argyll & Bute Council with regards to abatement of Council Tax Charges for the vacant amenity units. 	
15.	CONFIDENTIAL	
16.	<p>Capital Appraisal Policy</p> <p>The Director of Investment & Regeneration advised the policy covered all aspects of the Association's Investment and Regeneration Service, from the identification of potential sites, site development, development costs, proposed investment works. She further advised the capital appraisal process is the means by which Argyll Community Housing Association decides which capital projects, including new build projects, it can finance and add to the capital investment programme of capital and maintenance projects.</p> <p>The Board of Management unanimously NOTED and APPROVED the Capital Appraisal Policy and Investment Appraisal Model.</p>	
17.	<p>Acquisition Policy</p> <p>The Director of Investment & Regeneration advised he Acquisitions Policy sets out how the Association will approve any future property or land acquisitions and how and when these will be presented to SMT and Board for approval.</p> <p>The Board of Management unanimously NOTED and APPROVED the Acquisition Policy and Procedure.</p>	
18.	<p>Valuations Policy</p> <p>The Director of Investment & Regeneration advised the purpose of the valuation policy was to set out how the Association will approve any future property or land valuations and how and when these would be presented to Board for approval.</p>	

	The Board of Management unanimously NOTED and APPROVED the Valuations Policy and procedure process.	
19.	<p>Development Policy</p> <p>The Director of Investment & Regeneration advised the policy was developed to set out a clear framework for all aspects of the Association's development service, from the identification of potential sites to the handover of properties from the contractor. It sets out the procedures and reporting processes that would be followed.</p> <p>The Board of Management unanimously NOTED and APPROVED the Development Policy.</p> <p>Bruce Marshall stated a huge amount of work had been carried out to develop the policies and commended officers involved.</p>	
20.	<p>New Build Future Programme – Pipeline Projects for Consideration</p> <p>The Director of Investment & Regeneration advised that within the current private finance available which includes the additional permitted borrowing of £3m, the Director of Finance and IT has confirmed the Association can finance a further 96 units, beyond currently committed projects which is in addition to the projects approved at by the Board in August:</p> <ul style="list-style-type: none"> • Oakhill, Tarbert Phase 2 (4 units) • Eton Avenue, Dunoon (4 units). <p>The Director of Investment & Regeneration stated that as reported in the Regeneration monthly updates there were a number of pipeline projects currently being considered. The total number is 175 units which exceeds by 79 units the current availability of private finance for 96 units. Additional funding through additional borrowing, which would require to be negotiated with Lloyds Banking Group and/or other lenders, would be required if it was decided to take forward more than 96 units.</p> <p>The Director of Investment & Regeneration advised that an update on the progress with each project together with an assessment of the risk of each project was set out in Appendix 1 of the report. She advised that risks have been considered in terms of land, housing demand, finance and technical risks with an overall risk assessment allocated to each project as highlighted in the table contained within the summary.</p> <p>The Board were advised that following the risk assessment, it was being proposed to take forward the projects with a green or amber assessment.</p> <p>It would total 79 units. This would leave private finance available to take forward a further 17 units.</p> <p>The Director of Investment & Regeneration stated a lot of work had been undertaken to risk assess each of the proposals which was contained within her report.</p> <p>The Chair commented it was great to see the whole of Argyll and Bute included.</p> <p>Bruce Marshall stated the report was very informative and was set out very</p>	

	<p>well. The Chair agreed.</p> <p>The Vice Chair asked if the report would be subject to discussion at Strategic Planning. The Chief Executive advised his reference had been to other issues that may require to be re-prioritised but not the funding portfolio.</p> <p>The Board of Management unanimously APPROVED the recommendations contained within the report.</p> <p>The Chief Executive asked if the Chair could make further enquires of Argyll and Bute Council regarding the Depot Site at Bowmore. The Chair agreed he would discuss with the Council Leader and feedback to the Board.</p>	Roddy McCuish
21.	<p>Eton Avenue – Revised Design</p> <p>The Director of Investment & Regeneration stated that since receiving approval from Board on 20 August 2020, a further family with particular needs had been identified and the overall design revised to accommodate that housing need. She advised the Scottish Government and Argyll and Bute Council had confirmed their support in the change to the overall housing mix for this development to support the need and demand identified.</p> <p>The Director of Investment & Regeneration advised the revised design includes for:</p> <ul style="list-style-type: none"> 1 x 3 bed bungalow designed for particular needs 2 x 4 bed villa designed for particular needs. 1 x 2 bed single storey amenity houses <p>The Director of Investment & Regeneration advised that it was being recommended that:</p> <ul style="list-style-type: none"> • Application is made to seek Planning Approval, based on the revised design, and on receipt of approval move forward to obtain Building Warrant Approval. • Competitive tenders are sought through the DPS (Lot 1 – New Build) to provide firm cost for delivering the works. <p>The Board of Management unanimously NOTED and APPROVED the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. To note the housing mix for this project has changed since Board Approval on 20th August 2020. Now including 3 adapted units and 1 single storey amenity unit as per design layout on appendix 1. 2. To note that based on the design solution and estimated costs that it is anticipate that this is a viable project, tested with the assumptions noted. 3. Approve the project progresses to submit a Planning Application as proposed for revised design, including 3 adapted units and 1 single storey amenity unit. 4. Approve that on receipt of Planning Approval competitive tenders are sought through the Dynamic Purchasing System with all tenders issued electronically through Public Contract Scotland. 	

	<p>Bruce Marshall stated in respect of the design of the new office at Eton Avenue which is not yet finalised he would highlight there seems to be less footfall taking place in offices, even before the Covid 19 pandemic and questioned whether an office the size of Dolphin Hall would be required. The Director of Investment & Regeneration advised the in-house architect was progressing with the design but it was not planned to be the same size as Dolphin Hall. She confirmed a further paper would be submitted to the Board if there were any significant changes required.</p> <p>The Vice Chair noticed the mention of Greener Standard and asked for further information. The Director of Investment & Regeneration advised it was a standard being promoted by the Scottish Government. She further advised she would circulate further information on the Greener Standards to Board members.</p>	Kirsteen McGinn
22.	<p>AHFA Management Accounts – 31st August 2020 There were no questions and the Board of Management NOTED the content of the AHFA Management Accounts to period ending 31st August 2020.</p>	
23.	<p>ACHA Management Accounts – 31st August 2020 There were no questions and the Board of Management NOTED the content of the ACHA Management Accounts to 31st August 2020.</p>	
24.	<p>Dynamic Purchasing System Update There were no questions and the Board of Management NOTED and APPROVED:</p> <ol style="list-style-type: none"> 1. Information - I+R-DPS Quarterly Update 2. Advantages + Disadvantages of the POS-DPS 3. Approval Proposal 2 for implementation of POS-DPS 	
25.	<p>Inveraray Update There were no questions and the Board of Management NOTED and APPROVED the recommendations contained within the report.</p>	
26.	<p>Regeneration Update There were no questions and the Board of Management NOTED progress of the development programme against the targets and NOTED the proposals for potential future developments.</p>	
27.	<p>Investment Update The Board of Management NOTED progress of the Investment Programme against the targets.</p>	
28.	<p>Scottish Housing Regulator – adjusts its regulatory approach to respond to the Covid 19 pandemic The Board of Management NOTED the content of the update from the Scottish Housing Regulator.</p>	
29.	<p>Notifiable Events None</p>	
30.	<p>A.O.C.B.</p>	

	<p>Board Portal Working Group – Trial</p> <p>The Vice Chair stated that the Board Portal Working Group had accepted an offer from Decision Time for a free Board Portal trial which is required to be completed by the end of December 2020. He stated it was being proposed to use November/December Boards as the trial vehicles.</p> <p>In order to progress, training will require to be completed by 26 Oct to allow the PA to the Board of Management to prepare for the November Board meeting. Training will be around 2 hours for meeting organisers and 45 minutes for attendees.</p> <p>The Vice Chair advised that as Decision Time is an online portal there would be no requirement for ACHA to install any software and access to the portal would be through a web browser so individual board members could access the system and still participate in a Skype call although the two systems will not be linked to each other.</p> <p>The Vice Chair stated he was seeking confirmation of those who wish to participate by midday on Friday 9th October 2020 plus dates that members cannot undertake the 45-minute training.</p> <p>The Vice Chair advised this does not commit the Association to the Decision Time solution which is double the cost of the other two possibilities but would give a flavour of the organisation for future Board meetings.</p> <p>The Chair summarised that anyone wishing to participate in the trial should notify the PA to the Board of Management by midday on Friday 9th October 2020 along with any dates unavailable to attend training.</p> <p>The Chair clarified numbers between 8 – 10 would be sufficient and encouraged members to participate.</p> <p>Councillor Morton</p> <p>Cameron Grant stated that due to the Area Committees not currently meeting he asked if it would be appropriate for the Board of Management to send a card of condolences to Councillor Morton's family. The Board of Management AGREED and the Chief Executive advised he would arrange. The Chair advised the hearse would pass the Civic Centre in Helensburgh on Saturday 10th October 2020 for anyone wishing to pay their respects.</p>	<p>All</p> <p>Alastair MacGregor</p>
31.	<p>Date & Time of Next Meeting</p> <p>Thursday 12th November 2020 at 10.00am via Skype.</p>	

Post meeting note

Notifiable events

Two updates to notifications previously submitted;

Notification to the Care Inspectorate in relation to an extended start date to the refurbishment works planned to be undertaken at MacDougall Place, Mull.

Notification to the Scottish Housing Regulator on the outcome of a reportable incident investigated by the Health and Safety Executive regarding a fall from heights. A report will be provided to members on the outcome.