



OBAN, LORN & THE ISLES AREA COMMITTEE

Monday 6th January 2014
2pm
Menzies House, Oban,

Present

Mr Graham Kanes **Chair** (GK)
Mr Alister MacIntyre **Vice Chair** (AMI)
Mrs Lorraine Anne Drysdale (LD)
Mr Stafford Day (SD)
Mr Irvine Waugh (IW)
Mrs Mary MacAulay (MMA)
Mrs Kate Winton (KW)
Iona MacPhail, Regional Manager (IMP)
Amanda MacKenzie, Area Administration Officer (AMK)
Nick Pollard, Director of Finance & IT (NP)
Gayle Stead, Governance & Compliance Manager (GS)

Prior to the meeting proper, Nick Pollard, Director of Finance and IT provided a presentation on ACHA's 6 month strategic review, advising objectives and progress to date.

1.	Apologies None received.	Action
2.	Declarations of Interest No conflict of interest.	
3.	Minutes of Previous Meeting 4th November 2013 Matters Arising – IW advised with the recent weather – fence down but the tree remains the exact same – everything else flattened. IMP advised will come back to IW.	

	<p>Page 3 – “in” to be changed to “is”.</p> <p>Page 4 – IMP advised MM has taken the forms for Soroba Tenants and Residents Association and is continuing to chase.</p> <p>Page 5 – Item 8 – member should be members</p> <p>Page 6 – IMP action point – Wet electric Soroba - AHFA staff member conducted a visit and this is ongoing.</p> <p>Page 7 – Ardhatten – should be Archatten.</p>	
4.	<p>Correspondence</p> <p>Thank you letter received from RDA for the community action funding received.</p>	
5.	<p>Chairs Report</p> <p><u>Board Update – November 2013</u></p> <p>The chief executive provided a presentation which covered the following issues:-</p> <ul style="list-style-type: none"> • Bedroom tax arrears- £81,900. Work is ongoing with Council in terms of assisting tenants to apply for Discretionary Housing Payments. Currently ACHA has an 80% success rate for applications. • Good progress is being made with the Investment programme for all areas of work apart from Roof and Roughcast work. This is primarily due to owners not being willing to participate in the works. ACHA senior staff met with the Council to see if any further grants can be made available to owners to assist – unfortunately no additional funds are available. • Islay’s 8 new builds - official opening 15th November • Glenshellach, Oban- 40 new builds progressing well. • Hood Court, Helensburgh- 12 new units due to go on site in January. • Bowmore, Islay- 20 units on site. • Tarbert- 8 units on site. • 2014/15 Budgets are currently being prepared. Board will consider final proposals in February 2014. • ACHA met with representatives from Scottish and Southern Energy regarding complaints regarding high heating bills. Two tenants on Tiree will be offered compensation as they were on the wrong tariff. Quite a positive meeting with SSE agreeing to provide more 	

	<p>information/leaflets for our tenants.</p> <p>Other Matters discussed by the Board</p> <ul style="list-style-type: none"> • The CEO provided a briefing relating to the RIHAF conference he recently attended. A number of the sessions were particularly of interest to ACHA in terms of low incomes in Argyll, housing within the National Park area etc. • Each Director provided a presentation of Departmental Key Performance Information. • The Board APPROVED a revised Repairs and Maintenance Policy. The new policy provides tenants with comprehensive information on ACHA's repairs service. • The Director of Investment and Regeneration provided reports on:- <ul style="list-style-type: none"> ○ The Monthly Investment Programme update ○ Heating report ○ Roof and Roughcast report • Jim Milne was nominated to take up the vacancy on the Finance and Audit Committee <p>Date of next meeting 5th December 2013</p> <p>December Board cancelled due to weather</p> <p>GK advised he had some ideas on the Board report which would be discussed at item 9.</p>	
6.	<p>Development of Local Membership Strategy</p> <p>Local show dates – List of show dates circulated with papers, a few with dates still to be confirmed. IMP asked Members for their opinion on if this was worthwhile and would the Committee like to continue.</p> <p>Members agreed they represent the area – GK agreed good to make ourselves seen in these areas. LAD advised the number of people that do come up and ask questions is very good.</p> <p>GK advised would like to go to Taynuilt Highland Games. IMP advised we attended the charities day previously – LAD advised that this wasn't a very successful event for our purpose.</p> <p>IMP advised Tiree show – normally on at same time as music festival and unlikely to acquire accommodation but asked opinion on the Community Open Day that members attended – LAD and AMI both agreed this was a very good day and good contact with the community. IMP advised AMK could contact last year's organisers to see if it's on this year again.</p>	AMK

	<p>Lorn show – IMP advised building at Bonawe which could be promoted at show – agreed normally a large show.</p> <p>Bunessan – IMP advised could get warden from MacDougall Place to attend - once dates confirmed will check whether Bunessan or Salen can be attended.</p> <p>Islay – IMP advised the whole island closes and attends the show so would recommend that continues.</p> <p>Appin – LAD confirmed happy to attend this one.</p> <p>IMP advised leaves Dalmally and Taynuilt and advised that the houses at Dalmally have now been built. LAD advised would be good to go to Taynuilt this year.</p> <p>Will also attend Dalmally and Taynuilt.</p> <p>Members attending will be confirmed at next meeting.</p>	
7.	<p>Community Action Fund Awards OLI funds available of £2,500 – spend to date of £1,450, funds remaining of £1,050. Two applications received:</p> <p>Soroba Young Family Group Development Worker Project – fund request for £500 – To enable parent/child interaction during structured visits such as Sea life Centre, Blair Drummond Safari Park. All members unanimously agreed to decline request.</p> <p>Soroba Young Family Group – fund request for £500 – To assist payment of ACHA rent. All members unanimously agreed to decline request.</p>	
8.	<p>Estate Management Action Plan Applications</p> <p>The budget for Oban, Lorn and the Isles Estate Management Action Plans is £12,015 in the 2013/14 financial year. The budget for Islay Estate Management Action Plan is £4,405. Previously agreed proposed/estimated costs of £1,378 toward bonfire night.</p> <p>IMP advised report provided on fencing within the area as well as re-painting of parking bays at Ford Spence Court. IMP clarified we would be using AHFA to carry out the works. IMP advised there will always be disrepair of fences – real backlog – SD asked how this list was compiled. IMP clarified that inspections are carried out, and instructed an annual plan – if we can carry out these proposals in this financial year we can then plan for future works. SD asked if these are properties which are tenant responsibility or landlord – IMP confirmed these are landlord responsibility.</p>	

	All members present agreed to proceed with all plans.	
9.	<p>Governance Training</p> <p>GS thanked members for inviting her today and asked all members to ask questions at any point during her presentation.</p> <p>GS gave a background on the Association including transfer, charitable and stock information and covered the association's key organisational objectives.</p> <p>GS advised the Strategic Planning day is held in February for Board Members and Area Committee Members are also invited.</p> <p>Scheme of Delegated Authority – GS advised this was reviewed during 2012 and went over the remit of area committees.</p> <p>An update was provided on the governance structure and the Board and sub-committee relationship. Board of Management has delegated authority to the finance and audit committee, policy committee, remuneration committee and ad-hoc committee which deals with any issues not previously covered. Composition of committees was also provided.</p> <p>GS expanded on the parent / subsidiary “strategic” relationship.</p> <p>GS provided information on Company Directors/ Charity Trustees Role:</p> <ul style="list-style-type: none"> • Base decisions on strategic reasoning • Do not get involved operationally • Ensure that residents are provided with the best possible service • Manage large amounts of money • Responsibility for ensuring that assets are safeguarded • Managing risk to the Association • Acting with honesty, integrity • Planning the Associations future – review strategic direction and business objectives • Determining the purpose, values, culture • Ensure compliance • Building up strategic links with external bodies and foster relationships with staff <p>GS further expanded on information for conduct at meetings as a reminder of what is in code of conducts.</p> <p>Confidentiality was highlighted as an extremely important issue.</p> <p>Declaration of Interest</p> <p>GS advised this is one of the governance and conduct areas which can cause a great deal of confusion and misunderstanding. In general terms: <i>“We actively encourage all Staff, Board, Committee members,</i></p>	

	<p><i>Contractors, suppliers and consultants to be upfront and inform us of any actual or potential conflicts".</i> GS further advised it can also be a potential declaration of interest.</p> <p>GS asked if there were any questions.</p> <p>IMP asked GS as OLI Area Committee now has a vacancy, if a former member could be invited to be a casual member. GS confirmed that you could fill a vacancy with a casual member. All members present agreed.</p> <p>AMK to write a letter to Andy Birnie to invite him to return. Also agreed to write a letter to MM to thank her for her work.</p> <p>GK asked members regarding the chairs update if members would prefer it to be localised. LAD advised at tenants panel, they go around all the members and get local updates – GK suggested we could go round all members for them to provide an update from their community – IMP advised that it could be added on as an agenda item.</p>	<p>AMK</p> <p>IMP</p>
10.	<p>Policy Review Timetable</p> <p>IMP advised timetable provided and advised this was so that members could highlight any they would like to be consulted on.</p> <p>Documents will be circulated as and when.</p> <p>Members agreed they would like to participate in the following reviews: Data Protection Policy, Estate Management Policy and Unacceptable Action by Complainants Policy.</p> <p>GS left the meeting and thanked everyone for the invite. GK thanked GS for attending.</p>	
11.	<p>Local Report</p> <p>Storm Damage – Early December – damage sustained in Lorn area wasn't as bad as what was being expected. Picture of storm damage in Soroba – roughcast off full side. IMP further advised that there was some fencing down and some slates off but no major damage.</p> <p>Cannabis Farm – IMP provided pictures of tampered electrics in one property and also proof of growing cannabis – IMP advised this property has been raided twice by police – can end tenancy after court case for a prison-able offence, but there was previous action taken and decree granted for rent arrears which ACHA will proceed with as this will be more timeous than awaiting on the drug offences.</p> <p>Hamper Winner – Lorn's winner was Mrs MacKay, 1 Achinreir</p>	

	<p>New Build, Church Way, Port Ellen – 8 new builds opened in November by Councillor Currie.</p> <p>Associations new build Programme – on site and going forward. 40 Homes at Glenshellach, Oban 20 units at shoreline, Bowmore, Islay Contract for 2 new homes to be built in Bonawe – on site 13th Jan – IMP advised she will be attending a meeting arranged with Ardchatten Community Council on Thursday. 8 Connel – start imminent. IMP advised she will be attending Connel's Community Council March with Chief Executive.</p> <p>Christmas Card Winner - press release in Oban Times</p> <p>Thanks – Jane MacLeod wrote to say that she was very impressed with Soroba which has moved on significantly with improvements and cleanliness and asked that ACHA's caretaker Vivian Ritz should be commended.</p> <p>Thought for 2014 IMP provided a number of facts such as fuel prices which have risen by 36% in 3 years. The cost of working has risen by 10% (child care, commuting etc) whilst average salaries are up by only 1.4%. Reliance on pay day loans has trebled in the last year. The need for emergency food panels has increased by 300% in the last year. The cost of Christmas dinner was up 17% from the previous year. <i>(Info from Elaine Gibson, Chair, Chartered Institute of Housing in Scotland)</i></p>	
12.	<p>AOCB</p> <p>IMP advised 2753 letters have been sent to owners with regards to factoring with written statements advising we may have to carry out works.</p>	
13.	<p>Date and Time of Next Meeting</p> <p>Monday 3rd March 2014 – 2pm, Menzies House.</p> <p>Following confirmed dates (Monday):</p> <p>12th May 2014 7th July 2014</p>	