

## Argyll Community Housing Association

### Board of Management Meeting

Thursday 18<sup>th</sup> March 2021 at 10.00am via Skype

#### Minute

##### Present:

Councillor Roddy McCuish  
 Jim Milne  
 Cathy Grant  
 Ian McIntyre  
 Cameron Grant  
 Esther Hughes  
 Bruce Marshall  
 Councillor Donnie MacMillan  
 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  
 Christine Gannon, Director of Housing & Neighbourhood Services  
 Kirsteen McGinn, Director of Investment & Regeneration  
 Colette Benham, Director of Human Resources & Corporate Services  
 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.	<b>Apologies</b> Nancy McDonald David Carmichael and Sonja Aitken – Leave of Absence.	<b>Actions to be completed by 29/04/21</b>
The Chair advised that Item 9 would be brought forward and taken following Item 6.		
2.	<b>Minutes of Meeting – 4<sup>th</sup> February 2021</b> The Chair advised Councillor MacMillan was missing from the attendance list and requested the minute be amended to show his attendance at the meeting.	

	<p>Subject to the above amendment the Board of Management <b>APPROVED</b> the minute as a true and accurate record of the meeting.</p> <p>Proposed by: Cameron Grant Seconded by: Cathy Grant</p>	
3.	<p><b>Matters Arising</b>  Page 3 – Item 6 - <i>The Chair stated if he could be of any assistance in relation to the new built development in Tarbert he would be happy to be involved. The Chief Executive thanked the Chair and stated a conference call between himself, the Chair and the Director of Investment &amp; Regeneration would be useful.</i>  The Chief Executive advised the action point had been overtaken by events and planning permission had now been granted.</p> <p>Page 12 – Item 10 - <i>The Director of Finance &amp; IT advised a further report would be submitted to the March Board meeting which would contain a full set of income and cost projections for consideration prior to submitting to Lloyds Banking Group.</i>  The Director of Finance &amp; IT advised the Business Plan would be covered under Item 10.</p> <p>Page 13 – Item 11 – Scheme of Delegated Authority - <i>The Director of Human Resources &amp; Corporate Services confirmed both amendments would be made to the document.</i>  The Director of Human Resources &amp; Corporate Services confirmed the amendments had been made.</p>	
4.	<p><b>Minute of Audit Committee – 12<sup>th</sup> November 2020 for Ratification</b>  The Chair of the Audit Committee took the meeting through the approved minute.</p> <p>The Board of Management <b>RATIFIED</b> the Minute of the Audit Committee 12<sup>th</sup> November 2020.</p>	
5.	<p><b>Correspondence</b>  None.</p>	
6.	<p><b>Declaration of Interest</b>  None intimated.</p>	
7.	<p><b>Chief Executive Presentation</b>  The Chief Executive advised an electronic copy of his presentation had been circulated by email on Wednesday 17<sup>th</sup> March 2021.</p> <p>The Chief Executive took the meeting through his presentation covering:</p> <ul style="list-style-type: none"> <li>• Covid 19 Update</li> <li>• Progress with other business</li> <li>• External Updates</li> </ul> <p>The Board of Management <b>NOTED</b> the contents of the presentation.</p>	

	<p>The Vice Chair thanked the Director of Investment &amp; Regeneration for issuing the photos of works progressing.</p> <p>Bruce Marshall stated the EWI works were making huge improvements and the properties looked like new buildings. He asked if there were plans to carry out upgrade work at Cowal Place, Dunoon. The Director of Investment &amp; Regeneration advised that Cowal Place was not part of the HEEPS/ABS programme but would be included in a future programme. It was agreed the exterior of the properties were tired and required upgrading. The Chief Executive stated that once lockdown restrictions had been lifted he would be happy to facilitate a walk round Cowal Place with Bruce Marshall and Cathy Grant who had previously intimated an interest in doing that.</p> <p>Bruce Marshall asked how much money was being saved on Council Tax payments as a result of the demolitions. The Director of Finance &amp; IT advised there was a saving of £170k which had already been removed from the budget.</p> <p>Councillor MacMillan stated he was delighted with the upgrade works.</p> <p>Councillor Paterson stated the EIW works was a good news story. He asked if there had been any loss of contractors. The Chief Executive advised that funding had been received just in time to allow the contractors to be kept on site. The Director of Investment &amp; Regeneration added the funding award had been perfect timing.</p> <p>Councillor Paterson asked if the new build properties in Garelochhead, due for handover in May had been completed. The Chief Executive advised the properties were largely completed with some internal works still to be done. The Director of Investment &amp; Regeneration advised connections from Scottish Water and energy suppliers were being awaited. She further advised connections had been booked for April.</p> <p>Councillor Paterson asked if the Group were still experiencing issues in obtaining Air Source Heat Pump parts from Mitsubishi. The Chief Executive advised that he, along with the Director of Investment &amp; Regeneration had a conference call with SSE during the previous week and it had been agreed to meet with representatives from Mitsubishi to look at issues of challenge. The Chief Executive further advised the Managing Director of AHFA was more relaxed with supply now but the Group would continue to monitor. The Director of Investment &amp; Regeneration advised she met regularly with Mitsubishi and had asked the AHFA Managing Director to keep her up to date and advise of any issues.</p> <p>Betty Rhodick stated she was aware the installation of Air Source Heat Pumps had been delayed due to lockdown but advised she had received enquiries from a few tenants asking if ACHA could provide further communication to advise when the works may re-commence. The Chief Executive asked Betty to provide a note of the details of the tenants requesting further information. The Director of Investment &amp; Regeneration advised that general letters had been issued advising tenants of the delays but she stated she would be happy to follow up on the individual enquiries received by Betty. The Director of Investment &amp; Regeneration advised that</p>	<p><b>Alastair MacGregor</b></p>
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	<p>as soon as the updated install dates were available this would be communicated to tenants.</p> <p>Pat McVey asked if there was an update on the issue he had raised at the previous meeting in relation to Fyne Homes. The Chief Executive advised the issue had been raised at the Strategic Housing Forum. He stated that Argyll and Bute Council, along with the Scottish Government would organise a meeting with Fyne Homes and the HIE to discuss. He further advised that Fyne Homes were under pressure to develop the old school site on Rothesay as they had received funding from the Scottish Government.</p> <p>The Chief Executive stated that information had been received from the HIE indicating the Bute Cheese Company may be expanding business. The Chair confirmed that planning permission had been given for the expansion of the business.</p>	
8.	<p><b>Cancelled Membership</b></p> <p>The Board of Management <b>NOTED</b> the cancellation of two memberships.</p> <p>The Board of Management <b>NOTED</b> the current membership total at 10<sup>th</sup> March 2021 as 249.</p>	
9.	<b>CONFIDENTIAL</b>	
10.	<b>CONFIDENTIAL</b>	
11.	<p><b>Treasury Management Strategy</b></p> <p>The Director of Finance &amp; IT advised the Association is required to update its Treasury Management Strategy annually and in order to comply with the Chartered Institute of Public Finance and Accounting (CIPFA) Code on Treasury Management the Strategy should be scrutinised firstly by the Audit Committee before being considered by the Board. The Director of Finance &amp; IT advised a draft version of the Treasury Management Strategy had been submitted for scrutiny by the Audit Committee on 4 February 2021 where the Audit Committee approved the draft strategy and agreed to submit it to the Board. The Audit Committee had no additional comments it wished to draw to the Board's attention.</p> <p>The Director of Finance &amp; IT took the meeting through a number of key issues, risks and opportunities that were identified when developing the Treasury Management Strategy which have been considered as part of the Treasury Strategy.</p> <p>The Board of Management unanimously <b>APPROVED</b> the Treasury Management Strategy for 2021/22.</p>	
12.	<p><b>Lobbying Register Registration Amendment</b></p> <p>The Director of Human Resources &amp; Corporate Services advised the Lobbying (Scotland) Act 2016 came into force on 12 March 2018 which placed a statutory duty on the Association to notify the Lobbying Registrar of any lobbying activity carried out by the organisation in relation to its activities on a six monthly basis which includes any face-to-face communication, including Zoom, Skype, MS Teams, video conferencing</p>	

	<p>etc, carried out with:</p> <p>Members of the Scottish Parliament (MSPs)</p> <p>Members of the Scottish Government (including the Scottish Law Officers)</p> <p>Junior Scottish Ministers</p> <p>The Permanent Secretary of the Scottish Government</p> <p>The Scottish Government Special Adviser.</p> <p>To be reported, currently on a six-monthly basis and include the following information:</p> <p>The date and time of the lobbying activity</p> <p>The roll of the person being lobbied</p> <p>The name of the person being lobbied</p> <p>The location where the person was lobbied</p> <p>Communication type</p> <p>The purpose of the lobbying</p> <p>The Board of Management noted there had been nil returns.</p> <p>The meeting was advised with the introduction of The Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order there are exemptions which now apply to the general duties of registered social landlords. The Order has an impact on the requirements of the Lobbying (Scotland) Act 2016 and registered social landlords are being asked to consider whether they wish to become inactive and not submit returns to the Lobbying Registrar or become inactive and re-register as a voluntary registered organisation in order to be transparent.</p> <p>The meeting noted each of the options:</p> <p><u>Option 1 - Become an inactive registrant</u> – this option would mean that if the Association considered it wished to lobby in relation to areas of business which did not fall within the specified exemptions, such as factoring, it would be unable to do so without breaching the Act. The Commissioner for Ethical Standards in Public Life in Scotland is responsible for enforcing alleged breaches of the Act.</p> <p><u>Option 2 - Become a voluntary registrant</u> – this option would mean that the Association could de-register and re-register as a voluntary registrant which would allow it to submit returns on any lobbying activity that it does carry out, on an ad-hoc basis. This approach would also lessen the risk to the Association.</p> <p>There were no questions and the Board of Management unanimously <b>APPROVED</b> de-registering as a full Registrant and re-registering as a Voluntary Registrant to accommodate any ad-hoc lobbying activity.</p>	
13.	<b>CONFIDENTIAL</b>	
14.	<b>CONFIDENTIAL</b>	
15.	<p><b>GWSF Membership Affiliation</b></p> <p>The Chief Executive advised that ACHA are currently members of the GWSF and the fee for renewal had increased by £18 to £1234.00 for the</p>	

	<p>year.</p> <p>The Chief Executive stated no request or information had been received from the SFHA to re-join. He highlighted the last figure issued by the SFHA stated the fee would be £25,800.</p> <p>The Chief Executive advised the letter from GWSF and the table attached to it provided information on their fee structure.</p> <p>The Chief Executive advised the advice and guidance received from the GWSF in the previous year had been very good and he recommended renewal.</p> <p>Councillor Paterson stated it was his view the cost of membership of the GWSF was good value for money. He asked if the Association had made use of the organisation to source funding. The Chief Executive advised both the GWSF and SFHA had been conduits for the Scottish Government to ensure money was distributed quickly and effectively during the Covid 19 pandemic. He further advised that ACHA had submitted a claim for grant funding for PPE.</p> <p>The Board of Management unanimously <b>APPROVED</b> membership renewal of the GWSF at a cost of £1234.00.</p>	
16.	<p><b>SHN Membership 2021/22</b></p> <p>The Director of Human Resources &amp; Corporate Services advised the cost for membership renewal for 2021/22 was £1940.47 plus VAT which includes annual subscription, a performance analysis visit and discounts.</p> <p>The Board of Management unanimously <b>APPROVED</b> membership renewal of the SHN at a cost of £1940.47 plus VAT.</p>	
17.	<b>CONFIDENTIAL</b>	
18.	<p><b>Watson Place</b></p> <p>The Director of Investment &amp; Regeneration advised that after ACHA placed an advert in the local press requesting any notes of interest from the local community for possible uses for the cleared sites it owns, a note of interest was received requesting to lease part of the site as outlined in the appendix, which would represent approximately 33% of the site.</p> <p>The Director of Investment &amp; Regeneration further advised the valuation carried out by Graham &amp; Sibbald confirms that the full rental value of the site would be £2,500 - £3,000.</p> <p>Councillor Paterson asked whether leasing one third left the remaining two-thirds of the site available for leasing. The Director of Investment &amp; Regeneration advised it did but there had been no other approaches from businesses received. She stated the Association could re-advertise if the Board of Management wished to take that decision.</p> <p>The Chief Executive advised that HIE had been in communication to ascertain if ACHA had any land available on the island. He stated that he would pass over the information on the site to HIE and report back to the</p>	<p><b>Alastair MacGregor</b></p>

	<p>Board on their decision.</p> <p>The Board of Management unanimously <b>AGREED</b> to lease part of the site at Watson Place at an annual rent of £1,000 on an annual basis for a 12 month rolling basis.</p>	
19.	<b>CONFIDENTIAL</b>	
20.	<b>CONFIDENTIAL</b>	
21.	<p>The Chair advised the Employee Engagement – Group Leadership Development Proposal should be in the noting section.</p> <p><b>Employee Engagement – Group Leadership Development proposal</b> There were no questions and the Board of Management <b>NOTED</b> the update on the timeline for appraisals and work required on AHFA’s reward package.</p>	
22.	<b>CONFIDENTIAL</b>	
23.	<p><b>Employee of the Year</b> The Board of Management unanimously <b>APPROVED</b> Dee Hatton be awarded Employee of the Year.</p>	
24.	<p><b>Community Action Fund Applications</b> The Chair advised there was £10,290 remaining in the 2020/21 Community Action Fund budget.</p> <p><b>a. Tarbert Soup Group</b> The Board of Management unanimously <b>APPROVED</b> an award of £500 be made.</p> <p><b>b. The Victory Hall, Benderloch</b> The Board of Management unanimously <b>APPROVED</b> an award of £500 be made</p> <p><b>c. The Woodland Trust</b> The Board of Management unanimously <b>APPROVED</b> an award of £500 be made.</p>	
25.	<p><b>Amendment to Board Appraisal Process</b> The Director of Human Resources &amp; Corporate Services advised that the Chair of the Board of Management, due to other commitments, did not have the diary space in 2021 to carry out individual Board appraisals following completion of the Self-Assessment Questionnaires by all Board members. She further advised the Vice Chair would be able to carry out the individual appraisals remotely and then compile a report on composition, skills and effectiveness of the Board. The outcome of the board evaluation would be shared with the whole Board and fed back, as appropriate, into the Board’s work on composition, future recruitment and development programmes, and other relevant areas.</p> <p>The Vice Chair advised he would issue emails to each member making an appointment for a mutually convenient time to carry out an appraisal by telephone. He advised the call would take around 20 minutes. The Vice Chair then advised he would produce an outcome report and</p>	<p><b>Jim Milne/ Board Members</b></p>

	<p>feedback to the May Board meeting.</p> <p>The Chief Executive stated he was very appreciative of the Vice Chair stepping in to undertake the appraisals.</p> <p>The Chief Executive stated that while developmental initiatives and training had been held up due to Covid 19 both he and the Director of Human Resources &amp; Corporate Services would be happy to accommodate any Governing Body member requiring assistance in advance of the training programme being re-scheduled.</p> <p>The Chair stated he had attended many ACHA training sessions over the years and had found them to be first class and once re-scheduled he encouraged all Governing Body members to attend.</p> <p>The Board of Management unanimously <b>APPROVED</b> the Vice Chair carry out the individual appraisals remotely. Following that process, the Vice Chair to compile a report on outcome of Board evaluation in terms of composition, skills, development needs and effectiveness.</p>	
26.	<p><b>Request to Postpone ACHA's 2021 Tenant and Member Conference</b></p> <p>The Director of Housing &amp; Neighbourhood Services stated that at its meeting on 28<sup>th</sup> May 2020, the Board of Management had agreed the next Tenant and Member conference (TMC) would take place in September/October 2021.</p> <p>The Director of Housing &amp; Neighbourhood Services advised that due to Covid 19 and the ongoing uncertainty as to when public events would be able to take place, no planning work for this year's TMC has been carried out. She stated that assuming there will be no meaningful clarity in relation to public events until at least late spring that would not provide enough time for staff to organise the TMC for September/October. Staff resources are currently stretched due to Covid 19 and planning for likely abortive work would add further strain on staff.</p> <p>The Board of Management unanimously <b>APPROVED</b> the 2021 Tenant &amp; Member Conference be postponed until September/October 2022.</p>	
27.	<p><b>KPI Scorecard (attached)</b></p> <ol style="list-style-type: none"> <li>1. Finance and IT</li> <li>2. Housing and Neighbourhood Services</li> <li>3. Human Resources and Corporate Services</li> <li>4. Investment and Regeneration</li> </ol> <p>There were no questions and the Board of Management <b>NOTED</b> the content of the KPI Scorecard.</p>	
28.	<p><b>IT Strategy</b></p> <p>There were no questions and the Board of Management <b>NOTED</b> the content of the IT Strategy report.</p>	
29.	<p><b>AHFA Management Accounts to 31<sup>st</sup> January 2021</b></p> <p>There were no questions and the Board of Management <b>NOTED</b> the AHFA Management Accounts to 31<sup>st</sup> January 2021.</p>	
30.	<p><b>ACHA Management Accounts to 31<sup>st</sup> January 2021</b></p>	



	There were no questions and the Board of Management <b>NOTED</b> the ACHA Management Accounts to 31 <sup>st</sup> January 2021.	
31.	<b>Update on Dalintober Redevelopment</b> There were no questions and the Board of Management <b>NOTED</b> progress on the redevelopment of the Dalintober Estate.	
32.	<b>Regeneration Update</b> There were no questions and the Board of Management <b>NOTED</b> progress of the development programme against the targets for 2020/21. The Board of Management <b>NOTED</b> the proposals for potential future developments and further <b>NOTED</b> the continuing impact on the programme due to the Covid 19 pandemic.	
33.	<b>Investment Update</b> There were no questions and the Board of Management <b>NOTED</b> progress of the Investment Programme against the targets for 2020/21. The Board of Management further <b>NOTED</b> that all Investment Contracts had been impacted by lockdown.	
34.	<b>Duty of Care Report</b> There were no questions and the Board of Management: <b>NOTED</b> progress of electrical periodic inspections against targets <b>NOTED</b> progress of detector compliance <b>NOTED</b> progress with legionella and water management <b>NOTED</b> progress with asbestos management <b>NOTED</b> training delivered.	
35.	<b>Notifiable Events</b> There were no questions and the Board of Management <b>NOTED</b> the Notifiable Events contained within the report which were submitted since the previous update.	
36.	<b>A.O.C.B.</b> <b>Board Portal</b> The Vice Chair advised the Board Portal Working Group had agreed the preferred tender had been received from Admin Control. He advised the contract was currently being drawn up. The Board of Management <b>NOTED</b> the target for going live with the portal was the May Board meeting but there was the possibility for that date being delayed until the June meeting.	
37.	<b>Date &amp; Time of Next Meeting</b> Thursday 29 <sup>th</sup> April 2021 at 10.00am via Skype.	