

Argyll Community Housing Association

Board of Management Meeting

Thursday 19th August 2021 at 10.00am via Skype

Minute

Present:

Councillor Roddy McCuish (Chair)
Jim Milne (Vice Chair)
Cathy Grant (Secretary)
Ian McIntyre (Chair Audit Committee)
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
Kirsteen McGinn, Director of Investment & Regeneration
Bruce West, Director of Finance & IT
Christine Gannon, Director of Housing & Neighbourhood Services
Colette Benham, Director of Human Resources & Corporate Services
Brian Murphy, Regional Manager
Phil Morrice, Alexander Sloan
Lesley Lindsay, PA to Board of Management

The Chair welcomed Brian Murphy, Regional Manager and Phil Morrice, Alexander Sloan to the meeting. He then welcomed all 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 would indicate agreement.

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

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

The Chair advised Item 16 would move to AOCB. He advised the item would be presented by the Chief Executive with support from the Director of Human Resources & Corporate Services with all other Directors leaving the meeting for that item.

The Chair suggested covering Items 11 and 12 after Item 3 to allow Phil Morrice to leave the

The Board of Management unanimously **AGREED** to the amendments to the running order.

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| | <p>take the issue as an action point to push a response from the Council as a matter of urgency. Councillor Paterson advised he would also provide support in pushing for a response. Bruce Marshall advised he would contact Councillors on the Administration Committee.</p> <p>Councillor Paterson stated it was the opinion of colleagues the properties should be demolished. Councillor MacMillan advised the Area Committee were fully in favour of the demolition and he had heard nothing to the contrary.</p> <p>Bruce Marshall asked if the Association were still liable for Council Tax on the properties concerned. The Director of Finance & IT advised the Association were not paying Council Tax on the properties adding ACHA had stopped making Council Tax payments on the date the decision to demolish had been minuted.</p> <p>The Vice Chair stated there was an update in the Regeneration Update (Item 36) in relation to the design competition. The Director of Investment & Regeneration confirmed the first stage of the competition had been completed. There had been 17 notes of interest submitted and 12 responses received. She clarified the competition was on track and a final design would be received by September.</p> | Councillor Paterson/ Bruce Marshall |
| 4. | <p>Minute of Audit Committee – 27th May 2021 for Ratification</p> <p>The Chair of the Audit Committee summarised the content of the minute. The Board of Management RATIFIED the Minute of the Audit Committee 27th May 2021.</p> | |
| 5. | <p>Correspondence</p> <p>The Secretary advised a further leave of absence request had been received from Cameron Grant. For health reasons Cameron requested an extension to his leave of absence to cover the August meeting. The Board of Management unanimously APPROVED the request.</p> | |
| 6. | <p>Declaration of Interest</p> <p>Item 17 – Community Action Fund Applications – Seil Fun Day</p> <p>The Chief Executive advised he was an acquaintance of a couple of the Office Bearers from the Seil Fun Day committee. He stated he would take no part in the discussion.</p> | |
| 7a. | <p>New Membership Applications</p> <p>The Board of Management unanimously APPROVED five new membership applications.</p> <p>The Board of Management NOTED the current membership total of 248 as at 11th August 2021.</p> | |
| 7b. | <p>Cancelled Memberships</p> <p>The Board of Management NOTED the cancellation of three memberships.</p> | |
| 8. | <p>Chief Executive Presentation</p> <p>The Chief Executive advised a copy of the presentation had been circulated electronically on 18th August 2021.</p> <p>The Chief Executive delivered his presentation covering:</p> | |

- Covid 19 Update
- Progress with other business
- External Updates

The Board of Management **NOTED** the contents of the presentation.

The Chair stated it was his view on the Island Bond that he would prefer to see a long term investment. The Chief Executive agreed.

Councillor Paterson asked if there was a plan in place to return to face to face Board meetings and if so what the timescale was. The Chief Executive stated the AHFA Board had taken a decision to discuss the way forward for Board meetings at their September meeting and asked if the ACHA Board would wish to follow the same path. He stated that a paper would be provided by officers for discussion at the September meeting. Councillor Paterson stated remote meetings had helped him in attending meetings and would like the facility to continue. The Chief Executive stated all practical options would be provided within the report for discussion. The Board of Management unanimously **AGREED** a report be submitted to the September meeting. The Director of Human Resources & Corporate Services advised the Governing Body had been surveyed on the issue and the outcome of the consultation would be included in the report.

Bruce Marshall stated there was still a number of low demand unlet properties on the Island of Bute and suggested the properties could be considered if the Afghan refugee issue arose within Argyll and Bute.

Bruce Marshall commented that while the void figures were better the number was inflated due to the Dalintober properties. Bruce Marshall asked for an update in relation to the voids requiring long term works in Helensburgh and Campbeltown. The Director of Investment & Regeneration stated Shore Street was being considered as a possible ACHA office. She advised there were plans for Russell Street and High Street, Rothesay where HEEPS/ABS funding could assist and properties could be internally reconfigured. She further advised there was a final visit planned for 7th September to finalise the designs. The Director of Investment & Regeneration added the properties had also been included in the Exemplar Estates programme and hoped would benefit as Longhill had.

The Director of Investment & Regeneration advised a meeting would be held on the afternoon of 19th August to discuss Drumfork Court. The Director of Housing & Neighbourhood Services stated reconfiguration was being considered. The Chief Executive advised the Board of Management had agreed to an options appraisal being undertaken and a further report brought back to the Board. The Director of Investment & Regeneration confirmed the options appraisal work remained ongoing.

The Director of Finance & IT commented that at the June meeting the Board of Management had agreed to trial Zoom for the September meeting and asked if the Board still wished Zoom to be made available for the September meeting.

The Chair stated in order to comply with the Standing Orders consent of

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| | <p>two-thirds of Board members in attendance would be required in order to re-visit a decision taken within three months. The Board of Management unanimously AGREED to re-visit the decision taken in relation to the September meeting being held using the Zoom platform.</p> <p>The Chair stated if the Board were going to be discussing the options around face to face meeting it would be his preference to remain using Skype for the September meeting. Brian Tester advised Zoom did not work on the new ACHA tablets. Betty Rhodick agreed she would prefer to remain with Skype. Following discussion, the Board of Management unanimously AGREED they did not wish to use the Zoom platform for the September meeting and would remain using Skype for Business.</p> | |
| 9. | <p>Report by Secretary Confirming Rules 68-72 Have Been Followed</p> <p>The Board of Management NOTED the confirmation from the Secretary that Rules 68 – 72 had been followed.</p> | |
| 10. | <p>Board Members Required to Stand Down and AGM Arrangements</p> <p>The Chief Executive advised that two Tenant nomination forms had been received for Esther Hughes and Janette Eynon. He further advised the current tenant members were: Cameron Grant, Ian McIntyre and Cathy Grant. The Board of Management NOTED that as the number of nomination forms received did not exceed the number of places available a ballot would not be required and the Tenant Members following the AGM would be: Esther Hughes, Janette Eynon, Cameron Grant, Ian McIntyre and Cathy Grant. Leaving 5 tenant vacancies.</p> <p>The Chief Executive advised that two Independent nomination forms had been received for; Jim Milne (re-standing) and Brian Tester (re-standing). He further advised the current Independent members were; Bruce Marshall, Betty Rhodick and Sonja Aitken. The Board of Management NOTED the number of nomination forms received did not exceed the number of places available and APPROVED the Independent Members be put forward for election at the AGM.</p> <p>The Chief Executive advised there would be no change to the Council appointed nominees; Councillor Roddy McCuish, Councillor Donnie MacMillan and Councillor Iain Shonny Paterson. The Chair advised the Council Nominees may change in May following elections.</p> <p>The Chief Executive advised there had been a good level of interest following a recruitment drive and it was likely the Board would be in a position in the Autumn to assess applications to fill casual vacancies. The Chair stated he was delighted with the response.</p> <p>The Board of Management NOTED the position in relation to tenant members, NOTED and APPROVED the position in relation to independent members and NOTED the position in relation to Council Nominees.</p> | |
| 11. | <p>AHFA Financial Statements 2020-21</p> <p>The Director of Finance & IT stated he would cover 11a, b, d, e and Phil Morrice, Alexander Sloan would cover 11c.</p> | |

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| | <p>a. AHFA Summary Report Financial Statements The Director of Finance & IT stated the Financial Statements were for noting only as they had been approved by the AHFA Board of Directors at their meeting on Tuesday 17th August. He advised the AHFA financial statements would be included in the Group accounts.</p> <p>b. AHFA 2020-21 Final Financial Statements The Board of Management NOTED AHFA had made a profit in 2021, had repaid the intercompany loan and there had been an overall improvement in the financial position.</p> <p>c. AHFA Audit Summary Report 2020-21 The Board of Management were advised Phil Morrice would cover the qualitative Audit Summary Report. Phil Morrice stated that due to the pandemic a stock count had not carried out by Alexander Sloan for the period 2019/20 and as a result there was no means of establishing a clear value of stock which had a knock on effect of not knowing the opening position and due to the limitation Alexander Sloan were obliged to qualify the audit report. Phil Morrice stated this would fall out of the report next year and had no impact on AHFA. The Board of Management NOTED the previous issues in relation to invoicing had been rectified. The Board of Management NOTED the contents of the Audit Summary Report.</p> <p>d. AHFA Letter of Representation 2020-21 The Director of Finance & IT confirmed the Letter of Representation had been approved by the AHFA Board of Directors at their meeting on 17th August 2021. He further confirmed it was a standard document. The Board of Management NOTED the content.</p> <p>e. Letter of Financial Support ACHA to AHFA The Director of Finance & IT advised a letter of support was required between ACHA and AHFA which sets out an ongoing commitment by ACHA to continue to provide support to AHFA. The Board of Management were advised it was important to note that AHFA were a wholly owned subsidiary of ACHA and due to a pensions liability AHFA's balance sheet showed a negative position. The Board of Management unanimously APPROVED the letter of financial support from ACHA to AHFA.</p> | |
| 12. | <p>ACHA Financial Statements 2020-21 (attached) The Director of Finance & IT advised the ACHA Financial Statements would follow the same process as the AHFA Financial Statements with Phil Morrice covering 12c.</p> <p>a. ACHA Summary Report Financial Statements The Director of Finance & IT advised the audit had been completed and a Group set of statements produced.</p> <p>b. ACHA 2020-21 Near Final Financial Statements The Board of Management NOTED there had been increases in turnover and operating costs as outlined in his report and changes to fixed assets largely due to the increase in stock with the addition of new build properties. The Board of Management further NOTED ACHA's balance</p> | |

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| | <p>sheet showed an increased deficit in the pension scheme of £7.2million. The Director of Finance & IT confirmed all loan covenants had been met during 2020/21.</p> <p>c. ACHA Audit Summary Report 2020-21</p> <p>Phil Morrice stated the audit process had gone well and Alexander Sloan were happy to provide a clean audit report. He advised one control issue had been highlighted in relation to obtaining information from the component accounting software but the evidence had been obtained via another route. He further advised issues highlighted around capitalisation of time calculated and rent reconciliation had been addressed and would be removed from the management letter.</p> <p>Phil Morrice stated he would arrange for the required signature via DocuSign. The Director of Finance & IT advised his Department would send over all relevant signatories' email addresses.</p> <p>d. ACHA Letter of Representation 2020-21</p> <p>The Director of Finance & IT advised the format of the Letter of Representation was a standard document similar in format to previous years. He stated he would be happy to sign off in his own name but Board approval was required.</p> <p>The Chair took the meeting through the recommendations contained within the report and the Board of Management unanimously APPROVED the</p> <ul style="list-style-type: none"> • The group financial statements 2020/21 • The audit findings report. • The Letter of Representation | |
| 13. | <p>Treasury – LIBOR to SONIA Transition – Loan Agreement Amendment</p> <p>The Director of Finance & IT apologised for the lengthy number of documents. He stated the process was fairly straightforward but adding treasury, accounting and legal advice into the mix made it more complex.</p> <p>The Director of Finance & IT advised the Association's loan agreement with Lloyds Banking Group (LBG) states where loans are based on a variable rate the variable interest rate would be based on LIBOR (London Inter Bank Offered Rate) for the relevant roll over period e.g. 3 months. The Director of Finance & IT advised that LIBOR would be withdrawn as an interest rate and the Bank of England had determined that LIBOR interest rates would no longer be available from end of December 2021.</p> <p>The Director of Finance & IT advised arising from the cessation of LIBOR LBG proposed moving the variable interest rates from LIBOR to SONIA (Sterling Overnight Index Average) which is the effective overnight interest rate paid by banks for unsecured transactions in the British sterling market and is calculated and published daily by the Bank of England, and is based on actual transactions. SONIA is now the preferred risk-free benchmark interest rate in the UK.</p> <p>The Director of Finance & IT advised that LBG submitted proposals for the loan agreement to move from LIBOR to SONIA at a time of ACHAs choosing prior to 31 December 2021. He further advised that in addition to SONIA, lenders are entitled to charge a credit adjustment spread and</p> | |

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| | <p>stated there were 2 options for the credit adjustment spread based on a 5-year historic median or a forward assessment. The meeting were advised the proposal was to progress on the basis of the 5-year historic median which would be a simpler and more accurate approach.</p> <p>The Director of Finance & IT stated the transition from LIBOR to SONIA must be carried out on a cost neutral basis to borrowers (e.g. ACHA).</p> <p>The Director of Finance & IT advised a summary of the transition proposal was covered in appendix 1 of his report, the proposed transition agreement in appendix 2 and the officers certificate which would be required to accompany the transition agreement appendix 3. He further advised appendices 4 and 5 provided detail on the legal advice received from TC Young and Treasury advice received from David Tolson Partnership respectively and appendix 6 provided information on the documentation and signatories.</p> <p>The Director of Finance & IT took the meeting through the risks as requested by the legal advisors. The Director of Finance & IT stated he believed the risks to be exceptionally remote, a view shared by David Tolson Partnership.</p> <p>Esther Hughes commented she did not consider the risks highlighted as risks. Brian Tester agreed.</p> <p>The Board of Management unanimously APPROVED the recommendations contained within the report:</p> <ul style="list-style-type: none"> • After consideration of the legal advice and treasury advice set out in Appendices 4 and 5 to approve the proposals attached for transitioning from LIBOR to SONIA as per Appendices 1 and 2. • To agree to enter into the attached transition agreement as per Appendix 2. • To approve the officers certificate as per Appendix 3. • To authorise any of Bruce Daniel West, Director of Finance and IT, Roderick McCuish, Chair and Allan Stewart MacDonald, Finance Manager to sign the transition agreement. • To agree the terms of the extract minute set out in Appendix 6 | |
| 14. | <p>Annual Assurance Statement</p> <p>The Director of Human Resources & Corporate Services advised on 28th February 2019 the Scottish Housing Regulator had published a revised Regulatory Framework and statutory guidance for social landlords which went live on 1st April 2019 and set out how the Scottish Housing Regulator would regulate social landlords in Scotland. She stated the Regulator's focus remained on the safeguarding and promotion of tenants interests, people who are homeless, factored owners and Gypsy/Travellers and their aim was to empower tenants with the provision of easy to use information about social landlords. The Board of Management were advised the Scottish Housing Regulator remain committed to supporting landlords in getting assurance that organisations are being well-run and delivering good outcomes for tenants and other services users.</p> | |

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| | <p>The meeting was advised the Annual Assurance Statement had been compiled for the consideration of the Audit Committee and Board of Management for submission to the Scottish Housing Regulator and the method of collation had been revised to accommodate the new requirements and had been used in evidencing the Annual Assurance Statement. The Board were advised an extra layer had been added for 2020/21 in relation to elements of performance, which had been affected as a result of the Coronavirus (COVID-19) Pandemic and additional information had also been included within the Annual Assurance statement in relation to progress regarding bedding in requirements of equalities and human rights.</p> <p>The Chief Executive requested two amendments to the submission:</p> <p>Repairs and Maintenance – submission currently states no fixed date clearing backlog. Recommend changing to 3rd December 2021. Meetings held virtually – action dependent on Scottish Government restrictions. Due to the beyond level 0 recommend changing to meetings can go ahead and the Board will review at its September meeting.</p> <p>Subject to the amendments the Board of Management unanimously APPROVED submission of the Annual Assurance Statement to the Scottish Housing Regulator.</p> | Colette Benham |
| 15. | CONFIDENTIAL | |
| 16. | CONFIDENTIAL | |
| 17. | <p>Community Action Fund Applications</p> <p>a. Lorn Toy Library/Oban Toy Cupboard The Board of Management APPROVED an award of £500.</p> <p>b. Helensburgh Festive Lighting Charitable Trust The Board of Management APPROVED an award of £500.</p> <p>c. Seil Fun Day The Board of Management APPROVED an award of £315.</p> <p>The Board of Management NOTED to date £2,500 had been spent from the £20,000 budget.</p> | |
| 18. | <p>Estate Management Action Plans The Director of Housing & Neighbourhood Services explained that normally the Estate Management Action Plans would be considered by each of the Area Committees but in their absence had been delegated up to the Board of Management.</p> <p>The Director of Housing & Neighbourhood Services advised that due to the pandemic there had been difficulty getting work done last year and the budget had been carried forward.</p> <p>The Director of Housing & Neighbourhood Services asked the Board to consider each of the projects listed. She advised she had included photos and costs of each project within her report.</p> <p>The Chair stated he was delighted to see each of the projects brought</p> | |

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| | <p>forward and the geographical spread covered.</p> <p>The Vice Chair stated it was disappointing AHFA had not secured a higher level of projects but added AHFA probably had enough to be getting on with.</p> <p>The Vice Chair asked if the Association had experience of Consilium's work. The Director of Housing & Neighbourhood Services stated they met all the requirements set for a contractor and the Director of Investment & Regeneration confirmed this would be Consilium's first contract with the Association.</p> <p>The Board of Management unanimously APPROVED the proposed EMAP contracts be awarded per the report.</p> | |
| 19. | <p>MacDougall Place, Isle of Mull Update</p> <p>The Director of Housing & Neighbourhood Services stated the Board of Management considered a report in 2019 regarding lets at MacDougall Place and had agreed to continue with lets to mainstream applicants where there were no Sheltered Housing applicants. The Board requested that a further report was brought in August 2021 to review the current status of tenancies and demand for MacDougall Place.</p> <p>The Director of Housing & Neighbourhood Services confirmed there was no demand for Sheltered Housing at MacDougall Place and that 2 out of the 6 properties were let to mainstream housing. She further advised a second element had arisen as the current wCSA had indicated their plan to retire next year which could present a difficulty for the Association filling the post and as such ACHA were keen to look at revisiting services provided. The Director of Housing & Neighbourhood Services stated consultation with the 4 sheltered housing tenants would be required to ascertain what services they would like delivered.</p> <p>The Director of Housing & Neighbourhood Services advised a successful request for funding had been submitted to the MacDougall Trust.</p> <p>The Board of Management unanimously APPROVED the recommendations contained within the report:</p> <ul style="list-style-type: none"> • Continue with lets to mainstream applicants if there are no Sheltered Housing applicants when properties are void. • Bring a further report to the ACHA Board of Management in August 2022 to review the current status of tenancies and demand for MacDougall Place. If the number of Sheltered Housing tenants falls below 50% of the total tenant number, a report will be immediately brought to the Board of Management to advise if this predates the 2022 date. • Approve tenant consultation on the future service delivery to the Sheltered Housing Tenants in MacDougall Place following the notification of retirement of the Community Support Assistant based on Mull in February 2022. | |
| 20. | CONFIDENTIAL | |
| 21. | <p>2021 Tenant Satisfaction Survey Arrangements</p> <p>The Director of Housing & Neighbourhood Services stated it was proposed</p> | |

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| | <p>the 2021 Tenant Satisfaction survey would take place over a 4-week period between 16th August and 12th September 2021 during evenings and weekends. She advised that ACHA would carry out the survey in-house using a pool of trained staff.</p> <p>The Director of Housing & Neighbourhood Services advised the Ipsos Mori (Scotland) guide (<i>updated May 2016</i>) and commissioned by the Scottish Housing Regulator, would be used to prepare for the survey. She advised the guide sets out the recommended steps on how to conduct a survey of social housing tenants and service users. The Director of Housing & Neighbourhood Services advised that in addition to the 6 ARC questions a further 1 question would be asked in relation to the Customer Service Centres opening hours as highlighted in Appendix 1 of the report.</p> <p>The Director of Housing & Neighbourhood Services advised the results would be reported back to the Board of Management and would form part of the 2021/22 Tenant Satisfaction Action Plan.</p> <p>The Board of Management NOTED the questions and contextual detail for the 2021 Tenant Satisfaction Survey and further NOTED the dates the survey would be carried out.</p> | |
| 22. | CONFIDENTIAL | |
| 23. | <p>Lease at Park Terrace, Campbeltown</p> <p>The Director of Investment & Regeneration provided the background and advised the number of applications for wind farms on the peninsula had been considerable.</p> <p>The Director of Investment & Regeneration advised there were three companies requesting permission to lease ACHA land at Park Terrace, Campbeltown for an over-run/over-sail area necessary for the access and egress of wind turbine delivery vehicles as outlined in blue in Appendix C of the report. She stated that the option agreement was proposed for 6 years with the developer having automatic rights to extend for a further 3 years' subject to delays.</p> <p>The Director of Investment & Regeneration advised the lease term varied from date of entry with the potential to extend and the lease would include rights to:</p> <ul style="list-style-type: none"> • Construct an appropriate hard standing; • Have unrestricted rights over areas; • Install necessary drainage; • Fell any trees, open walls and fences. <p>Lease clauses would include that ACHA must:</p> <ul style="list-style-type: none"> • Not grant any interest that would affect the construction of the over-run/over-sail area; • Enter into planning and highway agreements that would be necessary to secure development planning consent; • Not object or collude with third parties against planning applications. | |

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| | <p>The Director of Investment & Regeneration advised the registered title indicates that ACHA is the sole owner of the land. The section North of Aqualibrium Avenue Road is leased to South Kintyre Development Trust and will require their approval or renegotiating their lease terms. The meeting noted the land is maintained by the AHFA's Grounds Maintenance team.</p> <p>The Director of Investment & Regeneration took the meeting through the risks and financial implications as contained within her report.</p> <p>The Vice Chair asked whether the areas on the map would be tarred. The Director of Investment & Regeneration stated the areas already had hardstanding and that an environmental impact assessment had been carried out to ensure the access would be sufficient for the weight of the vehicles.</p> <p>The Chief Executive stated the report only related to three companies but added there could be far more than three companies involved. The Director of Investment & Regeneration stated three companies had been honest and approached ACHA. The Vice Chair stated that perhaps there would only be one or two companies transporting for all. The Director of Investment & Regeneration advised she would carry out further investigation.</p> <p>The Board of Management: NOTED the lease request at Park Terrace, Campbeltown for an over-run/over-sail area by three applicants NOTED the area requested includes a section leased to South Kintyre Development Trust NOTED the results of the consultation APPROVED the request, subject to further consultation with South Kintyre Development Trust NOTED a further report would be provided to look at the strategy for the additional income.</p> | Kirsteen McGinn |
| 24. | <p>Review of Area Committees</p> <p>The Director of Human Resources & Corporate Services reminded the meeting at the start of the Covid 19 Pandemic in March 2020, a decision had been taken to put ACHA Area Committee meetings on hold until it was safe for members to meet face to face, and since then the ACHA Board of Management have covered decision making for the Area Committees as they have been unable to meet virtually.</p> <p>The Director of Human Resources & Corporate Services advised the Scottish Housing Regulator indicated that, given some of the experience since March 2020, from a governance perspective it would be good practice to review the role and remit of the Area Committees post pandemic.</p> <p>The Director of Human Resources & Corporate Services stated the ACHA Vice Chair supports the approach and has proposed the setting up of a sub-committee to carry out the review, consisting of the Area Committee Chairs plus a representative from Housing & Neighbourhood Services. The sub-committee would require the support of an Administrator/Researcher</p> | |

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| | <p>and Karen Hickey, PA to the Chief Executive has agreed to provide support. The position of Chair would be rotated between the four Area Committees.</p> <p>The Director of Human Resources & Corporate Services advised the Terms of Reference of the subcommittee have broadly been identified as:</p> <ul style="list-style-type: none"> • Review the role of the Area Committees • Review the Schedule of Delegated Authority (SDA) • Examine the remits of Area Committees of other RSLs in comparison to ACHA's Area Committees • Look at current ACHA staff support to the Area Committees • Consider the introduction of the new Board Portal into the ACHA Governing Bodies and how this will impact on Area Committee members' participation. <p>The Director of Human Resources & Corporate Services stated that any proposals for change to the role of the Area Committees would be put to the Board of Management in the form of amendments to the Schedule of Delegated Authority which governs the Area Committees which may require a future rule change, depending on the outcome of the review.</p> <p>The Board of Management were advised the proposals within the report were a summary and a full report plus terms of reference, once drafted, would be put to the four Area Committees, the Director of Housing & Neighbourhood Services and the Board of Management for consideration.</p> <p>The Secretary stated it was a good idea as a review of the Area Committees was required.</p> <p>The Board of Management unanimously APPROVED setting up a sub committee to review the role and remit of the Area Committees. The Board of Management also unanimously AGREED the review be concluded prior to any future date being set for the reinstatement of the Area Committees.</p> | |
| 25. | <p>Draft Programme of Meetings 2022</p> <p>The Board of Management unanimously APPROVED the schedule of meetings for 2022.</p> | |
| 26. | <p>KPI Scorecard</p> <p>There were no questions and the Board of Management NOTED the KPI Scorecard.</p> | |
| 27. | <p>AHFA Management Accounts to 30th June 2021</p> <p>There were no questions and the Board of Management NOTED the AHFA Management Accounts to 30th June 2021.</p> | |
| 28. | <p>ACHA Management Accounts to 30th June 2021</p> <p>There were no questions and the Board of Management NOTED the ACHA Management Accounts to 30th June 2021.</p> | |
| 29. | <p>ACHA Risk Register Quarterly Review; June 2021</p> <p>There were no questions and the Board of Management NOTED progress</p> | |

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| | against the ACHA Risk Register during June 2021. | |
| 30. | AHFA Risk Register Quarterly Review; June 2021 There were no questions and the Board of Management NOTED the updates for June 2021. | |
| 31. | 10-10-10 Initiative There were no questions and the Board of Management NOTED the up to date position on the 10 10 10 initiative. | |
| 32. | Quarterly Complaints Handling Update The Board of Management NOTED the content of the update. Councillor Paterson asked for an explanation between the difference of a Stage 1 and a Stage 2 complaint. The Director of Human Resources & Corporate Services advised a Stage 1 complaint would be a fairly straightforward complaint and the Association would have 5 days to deal with the complaint. She further advised a Stage 2 complaint would be more complicated and the Association were allowed a 20-day window to respond. She further advised if a complainant was unhappy with the outcome of a Stage 2 complaint they could take their complaint to the SPSO. | |
| 33. | Legionella Management and Control action plan progress: June 2021 The Board of Management NOTED progress on the action points identified within the legionella audit. The Vice Chair asked if it was correct that Air Source Heat Pumps did not raise water above 60 degrees and whether that might be the reason for such an accent on legionella. The Director of Investment & Regeneration confirmed water should not exceed 60 degrees. <i>To be noted: The Director of Investment & Regeneration lost her internet connection. The Chief Executive advised he would ask the Director of Investment & Regeneration to circulate her analysis of the question which would be included in the minute post meeting.</i> Statement issued post meeting: All of the ASHP have an automatic weekly cycle that is built into the system that raises the temp of the water to above 60oC which eliminates any possibility of legionella. There has always been a focus on legionella and after some recent interventions areas of health & safety have become more of a focus for the SHR too | Alastair MacGregor /Kirsteen McGinn |
| 34. | Asbestos Management and Control action plan progress: June 2021 There were no questions and the Board of Management NOTED progress on the action points identified during the asbestos audit. | |
| 35. | Properties Void for more than 6 months- annual report The Board of Management NOTED the content of the report. | |
| 36. | Regeneration Update The Board of Management NOTED : | |

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| | <ul style="list-style-type: none"> • Progress of the development programme against the targets for 2021/22. • The current anticipated Private Finance requirement for 2021/22 - £0.864m. • That on emerging from restrictions in the building industry due to the COVID19 pandemic there are ongoing significant challenges in regard to resources for labour and materials on the industry, together with the impact of steep increases in some construction material costs. While every effort is being made to mitigate impact on the delivery of the New Build Programme, where possible, it is anticipated at this stage that it is likely that there may be some cost and time impact on the delivery of projects over the coming year. Updates on individual anticipated project programmes will be provided as works progress on site and as awareness of further changes to restrictions and ongoing impact becomes apparent • The proposals for potential future developments. <p>Councillor Paterson queried whether there had been additional costs/delays in sourcing material. The Chief Executive advised the subject had been discussed by the AHFA Board of Directors. The Managing Director of AHFA had confirmed all required materials had been accessed when required and a store of rare and unique parts had been built up. The Chief Executive stated the difficulties and pressures had been felt more with the new build projects.</p> <p>The Chief Executive advised road haulage companies were putting pressure on the Government due to the availability nationally of HGV drivers.</p> <p>The Chief Executive advised a close eye was being kept on the situation.</p> | |
| 37. | <p>Investment Update</p> <p>There were no questions and the Board of Management NOTED:</p> <ul style="list-style-type: none"> • Progress of the Investment Programme against the targets 2021/2022. • That all Investment Contracts have been impacted by Lockdown. • That on emerging from restrictions in the building industry due to the COVID-19 pandemic there are ongoing significant challenges in regards to resources for labour and materials on the industry, together with the impact of steep increases in some construction material costs. While every effort is being made to mitigate impact on delivery of the Investment Programme, where possible, it is anticipated at this stage that it is likely that there may be some cost and time impact on the delivery of projects over the coming years. Updates on individual anticipated project programmes will be provided as works progress on site and as awareness of further changes to restrictions and ongoing impact becomes apparent. | |
| 38. | <p>Notifiable Events</p> <p>There were no questions and the Board of Management NOTED the Notifiable Events contained within the report submitted since the previous update.</p> | |

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| 39. | <p>A.O.C.B.</p> <p>Annual General Meeting The Chief Executive advised that the Association's rules do not permit a virtual AGM following the move to beyond level 0. He advised the Inveraray Inn had capacity for 150 but there were still certain rules in place; Face masks to be worn unless seated No buffet lunch available Tea/Coffee can be served by the hotel staff</p> <p>The Chair commented it was good news the AGM could be held on a face to face basis.</p> <p>Admin Control Brian Tester stated the new portal system was robust and user friendly. He congratulated the IT Department.</p> <p>Retiring Board Member The Chair stated Pat McVey would be standing down at the AGM. The Chair, on behalf of the Board of Management and staff, thanked Pat for the time and commitment he had given to the Association. Pat McVey thanked the Chair for his kind words and wished the Association well in the years to come.</p> | |
| 40. | <p>Date & Time of Next Meeting Thursday 30th September 2021 at 10.00am via Skype</p> | |