

Argyll Community Housing Association

Board of Management Meeting

Thursday 29th April 2021 at 10.00am via Skype

Minute

Present:

Councillor Roddy McCuish
 Jim Milne
 Cathy Grant
 Ian McIntyre
 Esther Hughes
 Bruce Marshall
 Councillor Donnie MacMillan
 Pat McVey
 Councillor Iain Shonny Paterson
 Betty Rhodick
 Brian Tester

Not in Attendance:

In Attendance:

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
 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 David Carmichael and Sonja Aitken – Leave of Absence. Leave of absence request for Cameron Grant to be considered by the Board under Item 4.	Actions to be completed by 27/05/21
2.	Minutes of Meeting – 18th March 2021 The Board of Management APPROVED the minute as a true and accurate record of the meeting.	

	<p>Proposed by: Bruce Marshall Seconded by: Betty Rhodick</p>	
3.	<p>Matters Arising</p> <p>Page 3 – Item 7 - <i>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.</i></p> <p>The Director of Investment & Regeneration advised the visit would take place following the Chief Executive's return to work. She further advised it was her hope to have drawings ready for the visit which she hoped would take place in June. Bruce Marshall and Cathy Grant confirmed they were happy with progress.</p> <p>Page 9 – Item 5 - <i>The Director of Human Resources & Corporate Services clarified the increase would take effect from April 2021 and it was agreed she would communicate the outcome to the post holders.</i></p> <p>The Director of Human Resources & Corporate Services confirmed the action had been completed.</p> <p>Page 14 – Item 17 - <i>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 Board on their decision</i></p> <p>The Director of Investment & Regeneration confirmed the action had been completed.</p> <p>Page 17 – Item 25 - <i>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.</i></p> <p><i>The Vice Chair then advised he would produce an outcome report and feedback to the May Board meeting.</i></p> <p>The Vice Chair confirmed the action remained on track.</p>	
4.	<p>Correspondence</p> <p>Leave of Absence Request – Cameron Grant</p> <p>The Secretary advised on 23rd March 2021, Cameron Grant phoned the PA to the Board of Management to ask for a 2 month leave of absence covering the period April and May 2021 for health reasons. She stated it was Cameron's hope to be fit enough to return to the business in June. The Board of Management unanimously APPROVED the Leave of Absence request.</p> <p>Resignation</p> <p>The Secretary advised that unfortunately, for health reasons, Nancy McDonald had submitted a note of resignation to the PA to the Board of Management on 30th March 2021 for both the Board of Management and Audit Committee. Nancy stated in her correspondence that she had found her time on both the Board of Management and Audit Committee very interesting, enjoyable and educational and thanked everyone for enabling her with the opportunity.</p> <p>The Board of Management wished Nany all the very best and thanked her for all her contributions. The Board of Management stated they</p>	

	<p>hoped Nancy's health improved. It was AGREED to arrange for something to be sent to Nancy for all her contributions to the Board and Audit Committee. The Chair of the Audit Committee advised that in his capacity as Chair of the Oban, Lorn & Isles Area Committee he had spoken to Nancy and was happy to report Nancy would remain on the Area Committee. He further stated he was very disappointed Nancy was having to resign as she had contributed a lot to the Board and Audit Committee.</p>	<p>Lesley Lindsay</p>
5.	<p>Declaration of Interest None intimated.</p>	
6.	<p>Chief Executive Presentation The Director of Investment & Regeneration advised a copy of the presentation had been circulated electronically on Tuesday 27th April 2021.</p> <p>The Director of Investment & Regeneration delivered the presentation on behalf of the Chief Executive covering:</p> <ul style="list-style-type: none"> • Covid 19 Update • Progress with other business • External Updates <p>The Board of Management NOTED the contents of the presentation.</p> <p>Bruce Marshall asked if Wylie Bisset had submitted a better price for audit services. The Director of Finance & IT advised a tender exercise had been carried out on both price and quality with Wylie Bisset scoring the highest on both areas. The Director of Finance & IT advised the result of the tender exercise had been reported to the Audit Committee. The Director of Finance & IT advised the contract with TIAA had reached an end and the service was required to be put on the open market to ensure meeting tender regulations. He added it was never good practice to retain the same auditors for too long a period of time.</p> <p>Bruce Marshall asked if ACHA would be able to access any of the £25m social renewal funding. The Director of Investment & Regeneration advised the funding was to support third sector organisations and to address fuel poverty. She confirmed ACHA would make enquiries to establish if any of the funding could be accessed. The Director of Investment & Regeneration also advised that she and the Chief Executive were also looking at opportunities on the possibility of accessing funding from the Town Centre funding.</p>	
7.	<p>Community Action Fund Application - Feis Latharna (Previously approved by the Board May 2020) The Chair advised an email had been received from David Macdonald on behalf of Feis Latharna. He stated the Group had been granted an award of £500 via the Community Action Fund back in May 2020 with the caveat the event took place.</p> <p>The Chair asked the Board of Management to take a decision on the proposal received from Feis Latharna on how they would like to spend</p>	

	<p>the funding.</p> <p><i>“Given the pandemic and impact upon our work the best idea we could develop for utilising the offer would be to: Offer free taster places to our online classes (e.g. free for one term = approx. 9 x 30 minute sessions). This could include provision of instruments (some instruments are available free - guitar, fiddle - where others have a hire charge - accordion, clarsach). This could be for young people where parent/s are on a qualifying benefit - it would be good to discuss further with yourself to develop qualifying criteria. If this would suit with the ethos of the offer can you let me know what you would need to advance things”?</i></p> <p>The Board of Management unanimously APPROVED the revised option from Feis Latharna to utilise the grant funding and this would be communicated to the Group.</p>	Lesley Lindsay
8.	<p>Strategic Planning Session Outcomes / Revised Documents 2021 The Director of Human Resources & Corporate Services took the meeting through the amendments made to each of the documents following the Strategic Planning session held on 23rd February 2021, as outlined in the covering report.</p> <p>The Board of Management unanimously APPROVED the amendments to the:</p> <ul style="list-style-type: none"> • Corporate Strategic Plan • PEST Analysis • SWOT Analysis • ACHA Risk Register • AHFA Risk Register 	
9.	<p>Employee of the Season – Winter Keith Simpson & Billy Sharp – AHFA Grounds Maintenance Team for Mid Argyll & Kintyre The Chair advised only one nomination had been received for Employee of the Season (Winter). The Board of Management unanimously APPROVED the Employee of the Season – Winter be awarded to Keith Simpson and Billy Sharp.</p> <p>The Chair asked if in the future only 1 nomination were to be received, did the Board wish to agree in advance that 1 nomination would mean 1 winner or did the Board wish to consider.</p> <p>The Vice Chair stated he supported Employee of the Season continuing to be presented to the Board for approval. He advised the award could lose importance if it were to become routine. The Board of Management unanimously AGREED the Employee of the Season would continue to be presented to the Board of Management for decision.</p>	
10.	<p>Community Action Fund Applications a. Argyll and Lochaber RDA Driving Group The Board of Management unanimously APPROVED the award of £500.</p>	

	<p>b. Grey Matters Active Ageing The Board of Management unanimously APPROVED the award of £500.</p> <p>c. Helensburgh Community Hall The Board of Management unanimously APPROVED the award of £500.</p>	
11.	<p>Path at Argyll Road, Rosneath - Argyll & Bute Council The Director of Investment & Regeneration took the meeting through her report advising that Argyll and Bute Council had requested permission to construct a path over ACHA land at Argyll Road, Rosneath as outlined in Appendix B. She advised the path design had been developed in cooperation with the Rosneath Community Council and Sustrans over the past 3 years (under the working title 'Rosneath to Rosneath Castle Park - Shared Use path'). The Director of Investment & Regeneration advised the path would provide an accessible route for cyclists and pedestrians including wheelchair users and other mobility aids and the path would form the 2nd phase of the project by Argyll and Bute Council, the 1st phase was constructed in 2019-20. She advised the current designed route links the centre of Rosneath to the road junction at the southern end of Camsail Bay.</p> <p>The Director of Investment & Regeneration advised the registered title indicates ACHA is the sole owner of the land which is currently maintained by the AHFA Grounds Maintenance team. She further advised the large area of relatively flat land could be considered for a future new build project, but it should be noted that there were other areas of land within ACHA ownership in Rosneath which would be more likely to be suitable for development if future demand need was identified. The meeting noted that currently Link were planning to develop in Rosneath as identified in the SHIP.</p> <p>The Director of Investment & Regeneration took the meeting through the options for consideration for the agreement:</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To consider the request to install a path at Argyll Road (B833) by the applicant Argyll and Bute Council. 2. To consider the two potential formal agreement options and note their financial implications. <p>Option 1: ABC will maintain the path for a set period then ACHA will be liable to maintain the path. Option 2: ABC adopt the path – ACHA has no maintenance liability for the path.</p> <ol style="list-style-type: none"> 3. To select the preferred agreement route and approve the request subject to final discussions with Argyll and Bute Council. 4. Note the officer recommended Option is Option 2. (ABC Adoption of the proposed new path). <p>The Director of Investment & Regeneration advised there would be no capital receipt as Argyll and Bute Council were only seeking permission to install a path.</p>	

	<p>The Board of Management noted all ACHA's costs related to the request would normally be met by the applicant.</p> <p>Councillor Paterson asked if the land would be developed in the near future. The Director of Investment & Regeneration advised development would progress if approval was given.</p> <p>Councillor Paterson advised he would agree with Option 2.</p> <p>The Board of Management unanimously APPROVED the request to install a path as per the report and further unanimously APPROVED Option 2 - that Argyll and Bute Council adopt the path and therefore removing ACHA's maintenance liability.</p>	
12.	<p>Asset Management Stock Restructure – Property Sale -63-65 Chalmers Street, Ardrishaig</p> <p>The Director of Investment & Regeneration took the meeting through her report advising that 63-65 Chalmers Street, Ardrishaig is a double fronted ground floor office accommodation currently occupied and trading as a Laundrette within the tenement know as 59-73 (odd numbers) Chalmers Street. The roof is common to all properties within the tenement 59-73 Chalmers Street. The Association has a lease with Premier Laundry which is a full repairing lease that makes Premier Laundry responsible for all the repairs and maintenance within the property. ACHA as the landlord however is responsible for any repairs to the common parts of the building.</p> <p>The Director of Investment & Regeneration highlighted the section in her report; Share of Common Costs and advised that clarification on ACHAs share of any improvements works had been sought from TC Young and they advised they have reviewed the titles which have been sent to them which are inconsistent in their approach to allocation of costs for common maintenance. Some have the share of responsibility noted as 'mutual' others have 'equal' and ACHA's title to the commercial unit has no provisions for an allocation of cost. She advised that to this end the provision of the Tenements Act would require to be applied. This sets out the allocation of costs should be in equal shares unless the largest property (including the commercial properties in this instance) is greater than one and a half times the size of the smallest property, if this is the case then the allocation of costs should be based on the floor area of each of the properties.</p> <p>The Director of Investment & Regeneration advised the Association had been contacted by the current tenant to ascertain if ACHA would be willing to sell the property in its current condition.</p> <p>The Director of Investment & Regeneration advised that should the Board accept the officer recommendation to sell, this would remove all future liability for any communal / external repairs as well as eliminating the requirement to invest funds to reroof the property. The current tenant wishes to own the property that his business operates from so he</p>	

	<p>may choose to relocate his business to a property that he can purchase.</p> <p>Argyll and Bute Council have a unit available in 73 Chalmers Street that they currently have on the market for lease for £4000 per annum. It should be noted that this unit would require internal upgrading and is a smaller unit.</p> <p>The Director of Investment & Regeneration took the meeting through the recommendations contained within her report:</p> <ol style="list-style-type: none"> 1. Note the Valuation for 63-65 Chalmers Street Ardrishaig 2. Note the proposed roofing costs 3. Note and consider the two proposed options <ol style="list-style-type: none"> a.) Option 1: to sell the shop unit to the current tenant b) Option 2: retain the unit, continue to lease and invest the required amount to replace the roof. 4. Note officer recommendation to sell the property. <p>Councillor MacMillan stated it was his view the property should be sold.</p> <p>The Director of Finance & IT advised that while it was not 100% clear, it was highly likely the sale of the property would fall within the transfer clawback agreement which would mean ACHA handing over most of the sale price to Argyll and Bute Council to pass to the Scottish Government. He stated that part of the sale process required ACHA to demonstrate that as much as possible had been done to obtain the best price. The Director of Finance & IT advised the biggest benefit of selling the property would be ridding the Association of liability to any future roof repairs. The Director of Investment & Regeneration confirmed the building was not in great condition and that currently ACHA would be responsible for external repairs.</p> <p>The Board of Management unanimously APPROVED to sell the shop unit to the current tenant.</p>	
13.	<p>Update on Loch Long Adventure Challenge Community Action Fund Award</p> <p>The Board of Management NOTED the update provided in relation to the Community Action Fund award; ACHA will keep a note of the revised event date and allow the funds to be retained for the event.</p>	
14.	<p>Group Apprenticeship Update/Strategy</p> <p>There were no questions and the Board of Management:</p> <p>NOTED the advice provided on options available for apprenticeships as per the feasibility study.</p> <p>NOTED the historical opportunities that have been progressed.</p> <p>NOTED the opportunities being recruited for 2021.</p> <p>NOTED the Senior Management Team would re-evaluate vacancies as they occurred to determine if any posts could be moved to a new apprentice opportunity.</p>	
15.	<p>10th Anniversary Legacy School Awards Scheme - 10-10-10 initiative</p>	

	There were no questions and the Board of Management NOTED the up to date position on the 10 10 10 initiative with respect to where Schools experienced difficulty spending the awards due to the Covid 19 pandemic.	
16.	AHFA Management Accounts to 28th February 2021 There were no questions and the Board of Management NOTED the AHFA Management Accounts to 28 th February 2021.	
17.	ACHA Management Accounts to 28th February 2021 There were no questions in relation to the Management Accounts and the Board of Management NOTED the ACHA Management Accounts to 28 th February 2021. Pat McVey highlighted there had been an issue with Housing Benefit overpayments for the free weeks period. The Director of Finance & IT advised where Argyll and Bute Council had overpaid Housing Benefit, ACHA would refund the overpayment. He confirmed there would be no adverse financial impact on the Association as the overpayments were money that was not expected to be received. The Director of Finance & IT stated that ACHA were not at fault and reiterated there would be no adverse financial impact. Pat McVey stated he was advised by Argyll and Bute Council the error was on ACHA's part and asked that further investigation be carried out. The Director of Finance & IT assured the Board the error had not been caused by ACHA. He stated he would carry out further investigation and report back to Board members outwith the meeting.	Bruce West
18.	Regeneration Update There were no questions and the Board of Management NOTED progress of the development programme against the targets for 2020/21. The Board of Management NOTED the proposals for potential future developments and further NOTED the continuing impact on the programme due to the Covid 19 pandemic.	
19.	Investment Update There were no questions and the Board of Management NOTED progress of the Investment Programme against the targets for 2020/21. The Board of Management further NOTED that all Investment Contracts had been impacted by lockdown. The Chair of the Audit Committee raised the issue of the land at Glenshellach that had been retained by MacLeod Construction. He stated nothing had been done with the land which was an eyesore whereas the area could be made attractive for the benefit of the residents of the flats. The Director of Investment & Regeneration advised she had raised the issue with MacLeod Construction and was awaiting a response. She advised she would feedback as soon as a response had been received. The Director of Investment & Regeneration stated an audit would be carried out to ascertain the state of all the land retained by MacLeod Construction and request the return of any ground not being maintained.	Kirsteen McGinn Kirsteen McGinn

20.	ACHA Risk Register – Quarterly Review There were no questions and the Board of Management NOTED progress against the Risk Register during March 2021.	
21.	AHFA Risk Register – Quarterly Review There were no questions and the Board of Management NOTED progress against the Risk Register during March 2021.	
22.	Legionella Management and Control action plan progress: March 2021 Update There were no questions and the Board of Management NOTED progress on the action points identified within the Legionella Audit.	
23.	Asbestos Management and Control action plan progress: March 2021 Update There were no questions and the Board of Management NOTED progress on the action points identified within the Asbestos Audit.	
24.	Notifiable Events The Board of Management NOTED the Notifiable Events contained within the report which were submitted since the previous update.	
25.	A.O.C.B. All staff with the exception of the minute taker left the meeting to allow two confidential items to be discussed. ZOOM MEETINGS The Chair stated he had only been approached a short while ago with a proposal to hold future Board meetings via Zoom. He advised that ACHA now had a Zoom account set up and would be able to hold meetings via Zoom if the Board wished. He stated that Argyll and Bute Council did not allow their devices to use Zoom so Councillors would require a separate device if the Board chose to use Zoom. Following discussion, the Board of Management unanimously AGREED they would prefer to use Zoom for future Board meetings. The Chair advised he would inform the Director of Human Resources & Corporate Services.	Roddy McCuish
26.	Date & Time of Next Meeting Thursday 27 th May 2021 at 10.00am via Skype.	