

## Argyll Community Housing Association

### Board of Management Meeting

Thursday 7<sup>th</sup> October 2021 at 10.00am via Skype

#### Minute

##### Present:

Councillor Roddy McCuish (Chair)  
 Jim Milne (Vice Chair)  
 Cathy Grant (Secretary)  
 Ian McIntyre (Chair Audit Committee)  
 Cameron Grant  
 Esther Hughes  
 Councillor Donnie MacMillan  
 Bruce Marshall  
 Councillor Iain Shonny Paterson  
 Betty Rhodick (Item 7 onwards)

##### Not in Attendance:

Janette Eynon

##### In Attendance:

Kirsteen McGinn, Director of Property Services  
 Bruce West, Director of Finance & IT  
 Mary Harrison, HR & Training Manager  
 Lesley Lindsay, PA to Board of Management

The Chair 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.

1.	<b>Apologies</b> Sonja Aitken Leave of Absence.	<b>Actions to be completed by 11/11/21</b>
2.	<b>Minute of Previous Meeting – 19<sup>th</sup> August 2021</b> The Board of Management <b>APPROVED</b> the minute as a true and accurate record of the meeting.  Proposed by: Jim Milne Seconded by: Cathy Grant	
2a.	<b>Minute of Previous Meeting – 16<sup>th</sup> September 2021 – Election of Office</b>	

	<p><b>Bearers</b> The Board of Management <b>APPROVED</b> the minute as a true and accurate record of the meeting.</p> <p>Proposed by: Ian McIntyre Seconded by: Bruce Marshall</p> <p>The Chair, on behalf of all Office Bearers, thanked Board members for their re-election.</p>	
2b.	<p><b>Minute of Previous Meeting of Office Bearers – 30<sup>th</sup> September 2021</b> The Chair advised Items 10 and 18 had been dealt with by Office Bearers under urgency due to the meeting being inquorate.</p> <p>The Board of Management <b>NOTED</b> the content of the minute and <b>HOMOLOGATED</b>.</p> <p>Proposed by Councillor Roddy McCuish Seconded by Jim Milne</p>	
3.	<p><b>Matters Arising</b> <i>Page 2 – Item 3 – Cowal Place – Director of Investment &amp; Regeneration to liaise with Council colleagues and report back to August meeting.</i> <i>The Director of Investment &amp; Regeneration apologised and stated the consultation had not been completed in time to allow a report to be submitted to the August meeting. She advised a report would be presented to the September meeting.</i> The Director of Property Services confirmed a report had been submitted and would be covered under Item 23.</p> <p><i>Page 3 – Item 3 – Date Board took decision to demolish Dalintober - the Director of Investment &amp; Regeneration advised she would provide a note of the date the decision had been taken.</i> The Director of Property Services confirmed the information had been circulated by email on 31<sup>st</sup> August 2021. She confirmed the date of approval had been March 2019.</p> <p><i>Page 3 – Item 3 – Dalintober - the Chair advised he shared the Board's frustration and stated he would 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. Councillor Paterson stated it was the opinion of colleagues the properties should be demolished.</i> The Chair advised he had been provided with a briefing note by the Chief Executive which he had circulated to the Council's Administration. He stated it had received a lukewarm response so he had then passed the same briefing note to the three local Councillors; Councillors Colville, Armour and Kelly. The Chair advised he had received a positive, supportive response from all three Councillors confirming they were in agreement Dalintober be demolished. Councillor Paterson advised the issue of Dalintober had been raised at the full Council meeting, held on 30<sup>th</sup> September 2021. He stated it was the Council's view that Dalintober was a listed building in good condition and</p>	

	<p>as such there was nothing they could do than go through the process. Bruce Marshall confirmed he had provided a copy of the response he had received to the Chair.</p> <p><i>Page 9 – Item 14 – Director of Human Resources &amp; Corporate Services to submit Annual Assurance Statement to the Scottish Housing Regulator</i> The Director of Finance &amp; IT confirmed the Annual Assurance Statement had been submitted to the SHR.</p> <p><i>Page 14 – Item 23 – Lease at Park Terrace, Campbeltown – the Director of Property Services to carry out further investigation into how many companies using the access.</i> The Director of Property Services advised it was difficult to measure but she had spoken to staff locally and access would be monitored to try to ensure no-one was utilising the access without a lease.</p> <p><i>Page 17 – Item 33 - To be noted: The Director of Investment &amp; Regeneration lost her internet connection. The Chief Executive advised he would ask the Director of Investment &amp; Regeneration to circulate her analysis of the question which would be included in the minute post meeting.</i> The Board noted a statement had been issued following the meeting and the minute updated accordingly.</p>	
4.	<p><b>Correspondence</b> The Secretary advised Brian Tester had submitted his resignation from both the Board of Management and the Area Committee. The Board of Management requested the Secretary write to Brian on behalf of the Board of Management, thanking him for his time and service on the Board of Management and Area Committee.</p>	Cathy Grant
5.	<p><b>Declaration of Interest</b> Item 16 - Councillor Paterson advised he was a member of the Station Trust committee. The Chair requested that Councillor Paterson remain in the meeting but take no part in the discussion for that item.</p>	
6a.	<p><b>New Membership Applications</b> The Board of Management unanimously <b>APPROVED</b> two new membership applications.</p> <p>The Board of Management <b>NOTED</b> the current membership total of 248 as at 11<sup>th</sup> August 2021.</p>	
6b.	<p><b>Cancelled Memberships</b> The Board of Management <b>NOTED</b> the cancellation of two memberships.</p>	
7.	<p><b>Chief Executive Presentation</b> The Director of Finance &amp; IT, on behalf of the Chief Executive, delivered a 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>Bruce Marshall questioned whether there was an adequate supply of Air Source Heat Pumps to keep the programme running. The Director of Property Services advised a supply had been built up although Mitsubishi had been in contact to advise there would be shortages. She further advised the Association were also installing Valiant Air Source Heat Pumps to supplement the Mitsubishi pumps.</p> <p>Councillor Paterson asked if ACHA was suffering as a result of the lack of availability of materials. The Director of Finance &amp; IT advised price increases and shortages were affecting AHFA but not universally across all supplies and impacted more on constructions rather than repairs and maintenance.</p> <p>Councillor Paterson stated the cut in Universal Credit would impact on people's ability to pay higher fuel costs. The Director of Finance &amp; IT agreed and stated the increase in the cost of energy would impact on everything.</p> <p>The Director of Property Services advised the Warm Homes initiative had released a report on 6<sup>th</sup> October 2021 which stated an average saving of 65% on energy costs across the country. She confirmed she would circulate the report to Board members for information. She further advised ACHA would produce a report unique to Association properties on savings. The Chair stated 65% saving was a headline figure. The Secretary advised she had an Air Source Heat Pump installed around four years ago and her energy provider had advised she had a 52% saving. She stated the biggest bonus was that her house was now warm.</p> <p>The Director of Property Services confirmed ACHA had sufficient Air Source Heat Pumps for the programme.</p> <p>The Chair stated it was his view labour supply was not the real problem as there was labour available but no-where for workers to stay. He stated that MacLeod Construction had began putting caravans on-site for workers. The Director of Property Services confirmed accommodation costs were high for contractors and provided an example of an accommodation bill on Islay that had amounted to £12,000. The Director of Property Services stated she would pass on the information regarding MacLeod Construction's initiative.</p> <p>The Chair stated Argyll and Bute Council had plenty of land available for contractors to use MacLeod Construction's model for accommodation. It was noted a Council Officer was trying to progress a change of use for a building in Oban which could be used for accommodation.</p>	Kirsteen McGinn
8.	<b>CONFIDENTIAL</b>	
9.	<b>CONFIDENTIAL</b>	
10.	<b>BUSINESS SENSITIVE</b>	

11.	<p><b>Landlord Report 2020-21</b></p> <p>The Director of Property Services advised consultation had been carried out during April to June 2021 and comments had been invited on what would contribute to the ease of reading, content and layout of the 2019/20 Landlord Report.</p> <p>The Chair commented the report was well written and very readable. The Vice Chair agreed and stated he was pleased to see employees being named in the photos.</p> <p>The Vice Chair referred to the article relating to the opening of the development at Heatherbank, Cairnbaan and stated he was looking forward to the re-start of openings.</p> <p>The Board of Management unanimously <b>APPROVED</b> the narrative and layout of the 2020/21 Landlord report, <b>APPROVED</b> the publication of the report on the Association’s website no later than 31<sup>st</sup> October 2021, <b>AGREED</b> for copies of the report to be made available at local libraries via Live Argyll and <b>AGREED</b> for 25 copies of the report to be printed to be made available to the general public on request.</p>									
12.	<p><b>Estate Management Action Plans</b></p> <p>The Director of Property Services advised the Board of Management were being asked to consider the proposed EMAP projects in the absence of the Area Committees. She advised the cost of all the proposals could be met from existing EMAP budgets as set out in appendix 4 of her report.</p> <p>The Director of Property Services confirmed that AHFA had tendered for and won each of the contracts.</p> <p>The Board of Management unanimously <b>APPROVED</b> the Estate Management Action Plans for:</p> <table><tr><td>MacMillan Court, Ardrishaig - AHFA</td><td>£3986.30</td></tr><tr><td>7 and 8 Hillview Terrace, Ardrishaig - AHFA.</td><td>£2001.60</td></tr><tr><td>34 Easfield, Tarbert - AHFA</td><td>£1606.28</td></tr><tr><td>Total Value</td><td>£7594.18</td></tr></table>	MacMillan Court, Ardrishaig - AHFA	£3986.30	7 and 8 Hillview Terrace, Ardrishaig - AHFA.	£2001.60	34 Easfield, Tarbert - AHFA	£1606.28	Total Value	£7594.18	
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13.	<p><b>Land Disposal – Pumping Station at Furnace, Scottish Water</b></p> <p>The Director of Property Services advised a request had been received from the Galbraith Group on behalf of Scottish Water to acquire the area of land currently used as the Scottish Water pumping station at Queen Elizabeth Cottages, Furnace. She advised that Scottish Water offered a sum of £1,000.00 to acquire the land and servitude right of access detailed within the plan on Appendix B. The Director of Property Services confirmed an independent valuation had been instructed but not yet received. She advised if the independent valuation was different to the sum offered by Scottish Water this would be reported back to the Board of Management for consideration.</p> <p>The Director of Property Services advised that under the Clawback</p>									

	<p>agreement any sale of land in excess of £5,000 was required to be paid to the Government.</p> <p>The Board of Management unanimously <b>APPROVED</b> the disposal request at Queen Elizabeth Cottages, Furnace from Scottish Water. The Board of Management <b>NOTED</b> the independent land valuation had been instructed. The Board of Management unanimously <b>APPROVED</b> authorisation for the Director of Property Services to proceed with the land transfer following receipt of the valuation with the caveat the valuation is within £1,000.</p>	
14.	<b>CONFIDENTIAL</b>	
15.	<p><b>Lease of Land; Mill Road, Campbeltown</b></p> <p>The Director of Property Services advised in April 2021 a request had been received from the private owner at Mill Road, Campbeltown to use a piece of ACHA land at the gable of 7 and 9 Mill Road to erect a washing line. The request was considered by the Directors of Housing and Neighbourhood Services and Property Services and it was decided that the request would be dealt with in accordance with ACHA's policy on land disposal requests.</p> <p>The Director of Property Services advised the proposal would be to lease the area of land at the gable end of 7 and 9 Mill Road to the private owner at Mill Road for them to use, for an annual fee, which is to be agreed by the Board. The private owner would then be solely responsible for the maintenance and upkeep of this area of land. There would be a formal lease agreement between ACHA and the private owner. It is anticipated ACHA already have a lease agreement which would be suitable for this purpose but if not then the private owner would pay the legal costs for getting a lease agreement drafted. The private owner has been advised of these terms and wishes to proceed with leasing the land from ACHA.</p> <p>The meeting was advised the ACHA tenants who would be affected by this proposal were consulted regarding this proposal by letter on 19<sup>th</sup> May 2021.</p> <p>The Board of Management unanimously <b>APPROVED</b> the lease of land at the gable end of 7 and 9 Mill Road, Campbeltown to the private owner of mill Road, Campbeltown.</p>	
16.	<p><b>Community Action Fund Applications</b></p> <p><b>Garelochhead Station Trust</b></p> <p>The Board of Management unanimously <b>APPROVED</b> a grant award of £478.80 to the Garelochhead Station Trust.</p>	
17.	<p><b>Naming of Inveraray New Build</b></p> <p>The Director of Property Services advised the local school had submitted a list of suggestions which had been issued in advance of the Board meeting. The Board of Management <b>NOTED</b> the outcome of the voting:</p> <p>As four of the 10 responses picked Dun Na Cuiche View it was <b>AGREED</b> to progress with that name. The Chair reminded the meeting Argyll and Bute Council and the Post Office had the final decision.</p>	

18.	<p><b>Format of Future Board Meetings</b></p> <p>The Chair stated the item had been approved under urgency by the Office Bearers on 30<sup>th</sup> September 2021.</p> <p>Extract from minute:</p> <p><i>The Chief Executive stated he had been asked at the previous Board meeting to produce a report on the format of meetings moving forward. He advised no recommendation had been included in the paper just options for the Board to consider.</i></p> <p><i>The Chief Executive advised the report had been considered by the AHFA Board at their meeting held on 28<sup>th</sup> September and stated the Chair would cover the outcomes.</i></p> <p><i>The Chief Executive stated if a hybrid meeting of face to face and virtual were to be agreed it was likely those meetings would require to be held in Dalriada House, Lochgilphead due to poor connectivity in the Inveraray Inn.</i></p> <p><i>The Chief Executive advised the Scottish Government Covid restrictions allowed for face to face meetings to be held and stated a number of meetings had been held face to face with sensible precautions in place in line with the overarching guidance.</i></p> <p><i>The Chair advised the AHFA Board of Directors had agreed to focus on meetings for the upcoming six-month period. They had agreed to hold their next meeting face to face with officers to look at the following five meetings; based on the content of each meeting whether they should be virtual or face to face. The Chair stated there was merit in the ACHA Board taking the same route as the AHFA Board.</i></p> <p><i>The Vice Chair stated he was happy to follow the same route.</i></p> <p><i>The Chair of the Audit Committee stated he had concerns over the cost of face to face meetings and the additional time required to attend face to face meetings. He further advised he was happy to proceed with the six-month trial. The Chief Executive stated that not every meeting would require to be face to face and that officers would provide a menu of face to face/virtual.</i></p> <p><i>The Office Bearers <b>AGREED</b> the next meeting, of the normal schedule of the Board on 11<sup>th</sup> November 2021, would be held face to face in the Inveraray Inn and that Officers would advise on the status of the following five meetings whether it be in person or virtual based on an evaluation of merit around the matters to be discussed consistent with the decision taken at the AHFA Board meeting.</i></p> <p>The Board of Management unanimously <b>HOMOLOGATED</b> the decision taken under urgency.</p>	
19.	<b>CONFIDENTIAL</b>	
20.	<p><b>Group People Plan 2021 Onwards</b></p> <p>The HR &amp; Training Manager advised the report was currently for information purposes and took the meeting through the report. She advised the top three key priorities staff highlighted were better two-way</p>	

	<p>communication, mobile working and miscellaneous.</p> <p>The HR &amp; Training Manager advised feedback from the AHFA Board had requested the infographics should be shown in order and she confirmed the appropriate amendments would be made.</p> <p>The Vice Chair stated he was delighted communication was the top key priorities.</p> <p>The Board of Management unanimously <b>AGREED</b> the key actions for the People Plan.</p>	
21.	<p><b>AHFA Management Accounts to 31st August 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> August 2021.</p>	
22.	<p><b>ACHA Management Accounts to 31<sup>st</sup> August 2021</b></p> <p>There were no questions and the Board of Management <b>NOTED</b> the ACHA Management Accounts to 31<sup>st</sup> August 2021.</p>	
23.	<p><b>Exemplar Estates Update; Cowal Place/Valrose Terrace, Dunoon</b></p> <p>There were no questions and the Board of Management <b>NOTED</b> the proposals for Cowal Place and Valrose Terrace, <b>NOTED</b> the consultation process had been completed, <b>NOTED</b> that costs were being finalised and <b>NOTED</b> the scheduled site start date of 4<sup>th</sup> October 2021.</p>	
24.	<p><b>Regeneration Update</b></p> <p>There were no questions and the Board of Management <b>NOTED:</b></p> <ul style="list-style-type: none"> <li>• The progress of the development programme against the targets for 2021/22.</li> <li>• The current anticipated Private Finance requirement for 2021/22</li> <li>• That as we continue to emerge 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</li> <li>• The proposals for potential future developments. (separate paper being presented to SMT for direction and approval on Potential Projects to take forward)</li> </ul>	
25.	<p><b>Investment Update</b></p> <p>There were no questions and the Board of Management <b>NOTED:</b></p> <ul style="list-style-type: none"> <li>• Progress of the Investment Programme against the targets 2021/2022.</li> <li>• That all Investment Contracts have been impacted by Lockdown.</li> </ul>	



	<ul style="list-style-type: none"> <li>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.</li> </ul>	
26.	<p><b>Health &amp; Safety Committee Report</b></p> <p>The Vice Chair asked if the verbal abuse had been from a tenant to staff or from staff to a tenant. The HR &amp; Training Manager advised the verbal abuse had been from a tenant to a staff member.</p> <p>The Board of Management <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>Progress of accidents and incidents</li> <li>Sickness absence figures</li> <li>Progress with fire safety</li> <li>Progress with safety inspections</li> <li>Training delivered</li> <li>Summary of ACHA &amp; AHFA experiences of health and safety issues</li> <li>Recruitment to the Health &amp; Safety Committee</li> </ul>	
27.	<p><b>Future Generation Workforce</b></p> <p>There were no questions and the Board of Management <b>NOTED</b>:</p> <p>The highlights of the survey from Tenants</p> <p>The highlights of the survey from Governing Body members</p> <p>The highlights of the survey from Staff</p> <p>The highlights of the survey from Managers</p> <p>Other considerations section/paper on meetings</p> <p>Work being taken forward</p>	
28.	<p><b>Notifiable Events</b></p> <p>There were no questions and the Board of Management <b>NOTED</b> the Notifiable Events contained within the report submitted since the previous update.</p>	
29.	<p><b>A.O.C.B.</b></p> <p><b>One confidential item.</b></p>	
30.	<p><b>Date &amp; Time of Next Meeting</b></p> <p>Thursday 11<sup>th</sup> November 2021 at 10.00am in the Inveraray Inn, Inveraray</p>	