

**Minute of Management Committee Meeting
held by Starleaf Video Conferencing
on Wednesday 27th January 2021 at 2.30pm**

Present:-

K Findlay	T McKay
T Harrison	S MacLeod
R Henshelwood	J McMillan (Chair)
D Herriot	P Wallace
M Lang	D Wilkinson

In Attendance

S Cole, Business Services Director
L Haemmerle, Human Resources Director
J McAlister, Technical Services Director
C Renfrew, Chief Executive Officer
T Robertson, Housing Services Director
M Thomson, Corporate Manager
E MacCallum (Minute Taker)

Leave of Absence: P Lingard

1. Apologies for Absence

The Chair welcomed everyone to the first meeting of 2021. No apologies were received.

2. Declarations of Interest

There were no declarations of interest made

3. AOCB pre-notifications

(a) Future Meeting Times

4. Coronavirus Responses

(i) *General Update (verbal update)*

From a verbal report by the HR Director, the following points were noted:

- The default position of working from home remains for the majority of staff.
- There have been some service reductions, particularly within Technical Services following the more stringent lockdown which was introduced after Christmas.
- No staff have been furloughed since the introduction of lockdown in March.
- Contingency Planning Team continue to meet 3 times per week

(ii) *SHR Monthly Report*

A copy of the report for November was attached for information purposes and duly noted. This return provides the SHR with a snapshot of the position within various RSLs and the impact on staffing, arrears, court actions etc.

5. Minute of Management Committee Meeting of 25th November 2020

On a proposal by T McKay, seconded by D Wilkinson, the minute was unanimously accepted as a true and accurate record of the proceedings to be signed by the Chair.

(a) *Matters Arising**Page 3212 Assurance Statement 2020*

The Corporate Manager commented that with regard to Committee Appraisals, they will be circulated by the end of the month for completion and return after which a meeting will be held with the individual, the CEO and Corporate Manager to discuss further.

(b) *Rolling Action points*

The updated rolling action points was circulated for information and duly noted by Committee.

8. Technical Services Reports**(a) *Development Report***

A detailed report by the Technical Services Director was previously circulated to bring Committee up to date with progress in various areas. Some points were highlighted as follows and the remainder of the report duly noted:

- *Tighnabruaich - 20 units*

Handover of the development was achieved on 19th January and the shortlisting process is underway. Although there will not be an official opening it is hoped to co-ordinate arrangements to allow Committee to view the development in a manner that will comply with current guidelines.

Individual site visits were held last week with the Chair of the Community Council, School Headmistress and the family of the child who won the development naming competition.

A press release has been submitted to the Dunoon Observer.

- *Cairndow - 6 units*

The development is progressing on budget and in line with current programme despite challenges with material supplies. Completion is still anticipated for March 2021.

Discussion is ongoing with the landowner regarding right of access to future development land and options are being considered to ensure that access is accommodated on completion of the development.

The suggestion to name the development Manson View has been well received in the village and has been registered with Argyll and Bute Council. Contact has also been made with a relative of the person the development has been named after.

- *Inveraray*

A site visit was undertaken in December; however there is concern about part of the site being located next to the BEAR Scotland Transport depot and potential noise and light pollution. The developer has been asked to review their site layout and a further review will be undertaken when updated plans are available. There is significant demand for the area.

- *Lochgilphead*

Following discussions with the NHS, they have advised that the existing Aros & Duncuan residences accommodate up to 20 visiting doctors/clinicians. Should Fyne Homes take over this site for a potential extra care development, alternative accommodation would be required for these personnel. A further meeting is being scheduled with ourselves, NHS & ACHA to discuss potential lease agreements which we would require to be directly with the Health & Social Care Partnership.

The site may be able to accommodate up to 12 units although quite tight and there may be potential to negotiate an additional land purchase.

It was noted that the Lochgilphead demand figures would justify further development in the area.

(b) Capital Investment Report 2020/21

From a verbal report by the Technical Services Director it was noted that following agreement at a previous meeting where window replacements were put in as a substitute to kitchen and rewires, this has now been halted due to the further Covid restrictions. Only emergency, essential and void works are being undertaken at this time with other non-essential repair work reported by tenants being put on a deferred list.

Adaptations are being deemed as essential and continue with tenants' consent. All works included in the Stage 3 budget have been instructed.

(c) Upper Academy – Rothesay

The Technical Services Director verbally reported that the demolition is currently out to tender with a closing date of 5th February.

Following site visits with various utility companies, an application for disconnection has been submitted to Scottish Gas. The Scottish Water disconnection should be straightforward, however there is an issue with Hydro Electric where it has become apparent that the supply is also shared with the Lower Academy which is owned by Argyll and Bute Council. This supply also powers a Wi-Fi mast for a third party. The Council has been advised we will work with them to facilitate changeover where possible however it cannot delay our plans to demolish phase 1 before the end of March.

Mount Stuart Trust has also been contacted as they own the Caretakers Cottage which has right of access from Westlands Road and Academy Road. They have been advised they will need to notify their tenant that there will be no right of access from Westlands Road when the demolition works commence and they will need to liaise with the Council to have access from Academy Road.

9. Housing Management Report

(a) Department Update

A previously circulated report by the Housing Services Director was duly noted with some points highlighted as follows:

*Home Argyll
Applications and Allocations*

There are currently 3063 active applications on the waiting list with 2021 having housing needs points.

Allocations continue to be made during the current restrictions as they are classed as essential, however with a cautious approach to any that are not deemed as urgent. Pre allocation work is being undertaken for Tighnabruaich prior to shortlisting

Void numbers remain quite high, however there are limits on how this can be addressed e.g. on Bute there is no one on the waiting list for them and some more urgent cases not on the island have been diverted towards Bute.?? Average time to let is 75 days compared with 27.5 this time last year. Void loss is running at £104k compared with £65.5k this time last year.

Arrears are holding very well at 1.35% and the team continue to work closely with tenants on payment arrangements and to identify opportunities to assist.

Old Courthouse

Number 16 is currently under offer leaving only number 14 to be sold.

Welfare Reform

Welfare support is also important in helping people who may qualify for other benefits. A recent case study highlighted that M. Allen has assisted a client to secure in excess of £8k backdated payments following a successful appeal. The current proactive project contacting tenants regarding Pension Credit Guarantee has identified some older tenants who may be due attendance allowance.

Tenant Participation

Welfare calls continue during the further lockdown.

The Senior Management Team is meeting with Arneil Johnson this week regarding the Rent Review. Thereafter a presentation will be made to Committee in March and a final communication to tenants will be circulated.

The Chair was thanked along with the TP Officer and the IT Assistant for their organisation of the virtual Burns Supper on 25th January.

10. Business Services Reports

(a) *General*

(i) *Department Update*

A report by the Business Services Director was previously circulated for Committee's information and duly noted. Some points were highlighted as follows:

- Corporate Manger working on various policies and the Complaint policy is currently with SMT for feedback prior to presentation to Committee in March following consultation.
- IT continues to support staff with any additional requirements for working from home. The team is also getting postponed projects back on track with the next one being Total Mobile for technical staff when out of the office
- Management Accounts completed and submitted to lenders for FH, FI and FE also completed and currently working on FF along with budgets for subsidiary companies to be presented to February Board Meetings.
- Working in conjunction with the CEO and our lenders to revise loans prior to LIBOR

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rates being replaced in December 2021.

- Working on Internal audit tenders
- Three small loans were repaid in Q3 from the new RBS private finance
- Inspiralba accounts completed awaiting their Board Meeting for approval followed by their AGM

(ii) Schedule of Meeting dates 2021/22

A report detailing the meeting dates for 2021/22 was circulated for information and duly noted.

(b) Finance***(i) Rent Restructure Review***

The Business Service Director commented that the meeting with Arneil Johnston which was to have taken place yesterday has been rescheduled to 28th January. The main outcomes of the consultation were that tenants would like a more simplified process and it is likely that rent and service charges will be combined with the exception of garden maintenance and close cleaning which fluctuate.

Arneil Johnston will attend the March meeting to give a presentation on the process and its outcomes and recommendations from the Senior Management Team on the way forward. Tenants will still receive a letter this year even although there is no rent increase.

(ii) Updated Cashflow 2020/21

An updated cashflow was circulated for information purposes and it was noted that there has been a reduction in trade creditor expenditure in the last quarter to account for reduced repairs service and an increase toward the end of March to reflect the demolition works at the upper academy.

11. Human Resources Report

A report prepared by the HR Director was previously circulated for Committee's information and duly noted. Some points were highlighted as follows:

- Recruitment for the Technical Services apprentices has been postponed as we will be unable to induct and undertake training under current Covid restrictions
- Two employees who were on long term sick leave have now returned to work
- Performance management and pay will be restricted to pay range award only in 2019-20 performance year. 20-21??
- Recommendations on handling the Performance and Development process for the 2021-22 year will be discussed at the Staffing Committee on 28th January 2021.

12. Policy Reviews/Deferrals

A previously circulated report provided detail on the various policies for approval or deferral.

With regard to the Code of Conduct for Committee it was highlighted the SFHA may be undertaking a review of this policy during the coming year and any amendments required will be brought before Committee in due course.

Resolution:

Committee approved the undernoted policies.

- (i) C.15 Code of Conduct for Committee
- (ii) HR.01 Disciplinary Policy
- (iii) HR.02 Grievance Policy
- (iv) HR.13 Code of Conduct for Staff

13. Notifiable Events

It was noted that following on from the preparation of the Assurance Statement and associated guidance it was agreed to include this as a standing item on the agenda going forward. No notifiable events were highlighted at this meeting.

14. Committee Training

There was nothing specific to highlight, however, members were reminded that training opportunities are circulated on a regular basis and should they have a particular requirement we will endeavor to address it.

- 13. Minute of FE Board Meeting 26th November 2020
- 14. Minute of FI Board Meeting 26th November 2020
- 15. Minute of FF Board Meeting 26th November 2020
- 16. Minute of Management Team Meeting 16th December 2020

The above minutes were circulated for information purposes and duly noted.

17. AOCB

(a) *Future meeting time*

A proposal was made to Committee to vary the time of the meeting to facilitate attendance for a member who had been unable to attend meetings at their current time due to prior commitments.

Resolution

Committee agreed that future meeting will commence at 4pm instead of 2.30pm.

There was no further business and the meeting was closed at 3.20pm .

19. Date of Next Meeting

The next Management Committee meeting is scheduled for **Wednesday 10th March 2021 at 4pm.**

Chair.....
(Chair)

Date.....