

Dunbritton Housing Association Ltd.

**Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 14 April 2021
Via Zoom**

Present: S. MacQuire (SMacQ) Chair; A. Tuach (AT) Vice-Chair; G. Morrison (GM); E. McCurdy (EC); C. Chalk (CC); G. Mulvaney (GMU).

In attendance: A. Murphy (AM) CEO; H. Maitz (HM) Finance Manager; R. Murray (RM) Housing Manager; D. Wilson (DW) Corporate Services Manager, G Cameron; (GC), L. Ewart; (LE)

<p>1. <u>Welcome, Apologies and Declarations of Interest</u></p> <p>SMacQ welcomed everyone and thanked them for their attendance. He advised the Board that while the Board meetings are recorded, the recording is destroyed once the approved minutes are posted onto the website. He also asked all present to turn off their mobile phones.</p> <p>Apologies were received from, S. Atkinson (SA); J.Smillie (JS); P. Sweeney (Asset Manager).</p>	<p>ACTION BY</p>
<p>2. <u>Minutes of Previous Meeting 17 March 2021</u></p> <p>The Minutes were proposed as a correct record by GM and seconded by AT.</p> <p>AT asked if there had been any feedback on additional funding from the Scottish government. AM advised he would provide an update to the Harbour development, which was on the agenda.</p>	
<p>3. <u>Matters arising</u></p> <p>No matters arising</p>	
<p>4. <u>Chief Executive Update</u></p> <p>a) Community Regeneration</p> <p>AM updated the Board on where the projects undertaken in the year are at the year's end; he confirmed that the Plot-to-pot project has come to an end.</p> <p>He also updated the Board on the planned viewing point at Dumbarton Harbour. There have been 8 objections to this and there has also been some interest within the local press. He confirmed that some of the objections were in relation to the silhouettes that were mistakenly believed to be part of the structure.</p>	

<p>The planning officer advised this may go to the Planning Committee on 12 May and based on that they will form a decision.</p> <p>AM advised the Board that as part of the development, the Association plan to have some slabs displayed at the stairwells to commemorate the different trades that have previously operated on the site as well as a small seating area made from whisky barrels to reflect the geese and the whisky trade.</p> <p>AM stated that the viewing point will be a good legacy for the Association, and he will keep the Board updated on the outcome and may arrange for Rig Arts to re-attend and update the Board on progress.</p> <p>AT asked if the planning objections were in relation to the planning permission or on aesthetic grounds. AM confirmed the objections were aesthetic.</p> <p>SMacQ advised the Board that as part of Morrison's seed for life project they had come along to Clyde view to take some pictures of the gardens, he will try to source these pictures and share them with the Association for future publicity.</p> <p>AM asked the Board to think about moving forward are there any specific areas they would like the Association to focus on for development through Community Links.</p> <p>AT enquired as to how DHA staff delivered the £47,000 community fund grant. HM detailed how the organisation delivered this across all the team including £50 Asda vouchers, fuel vouchers, activity packs, food for support/key workers, and £10,000 to the local food banks. This success story had been publicised in our internal publications, it was agreed that it is important to publicise such achievements.</p> <p>AT and the Board wished to note the great effort from all the staff involved in this project.</p>	
<p>b) Staff Recognition Scheme</p> <p>DW advised the Board that we have created a staffing working group to look at staff recognition. They had detailed some suggestions that AT and SMacQ have considered and have agreed that these suggestions could be submitted to the Board.</p> <p>These suggestions were for there to be: Annually, at the AGM, there will be two staff awards: The Customer Focus Award, for going above and beyond and the Business Initiative Award, for working with or implementing a change that</p>	

has improved how we work. The two winners will each be presented with a plaque and a £100 gift voucher.

Throughout the year, any staff member achieving a recognised professional qualification will receive a £70 gift voucher.

Staff that have been with Dunbritton for a significant period of time will receive an award on their 10 year (£50) and 20 year (£100) anniversaries.

Any suggestion within the suggestion box that is adopted by the Association, will result in the author receiving a £10 gift card.

Chief Executive Recognition. Where staff have undertaken an important piece of work they shall receive a letter from the CEO.

The Board approved of these suggestions.

GM detailed that there may be tax implications with regards to these awards, and HM agreed that she would look into this.

DW asked the running order could be changed to allow GC to provide 4d, prior to 4C. The Chair confirmed this.

d) Development Update

AM advised that all properties were handed back as of 31 March 2021, we are now in the process of finalising the hand over to Key Housing and all properties at the Harbour site are now let.

GC detailed the highlights of the report.

Dumbarton Harbour, there is a small element of external work still taking place.

In terms of stage 2 funding, £131,000 was claimed this financial year for the adaptations for the Key properties.

GC said the Association is in the process of quantifying the cost of the delay in completion. The Association will seek further advice from solicitors and professional advisors in relation to applying damages against the Developer.

AT enquired if there are areas still requiring to be turfed at the harbour and GC confirmed that there are still areas requiring this.

A further approach to the Scottish Government has been made in relation to the additional contract costs associated with the Minute of Variation and rent loss attributed to Covid-19 delays. The Association will pursue additional grant funding for both in the 2021/22 period.

Dumbarton cottage hospital – GC said the development is currently stalled due to title issues that the NHS are experiencing with WDC. No further progress can be made until these issues are resolved as they prevent access for site investigation. The Association’s solicitors are receiving updates from NHS Legal, and the Association’s agents have offered to host a meeting between the NHS and WDC legal teams to help progress matters.

Helensburgh Golf Club- Taylor Wimpey is progressing the detailed design of the main Helensburgh Golf Club site and has submitted a Pre-Application Notice to Argyll and Bute Council.

Helensburgh Golf Club 18th Tee – the Association is continuing to work with its preferred partnership contractor, JR Group, to take forward the design and development of affordable housing on land owned by Dunbritton at Kent Drive. The design team is currently reviewing the interaction with the adjacent Taylor Wimpey development to ensure design coordination between the two developments and to enable pedestrian links between them. The intention is to submit a detailed planning application in the summer and achieve a site start later in 2021.

Golfhill Drive - further to the Association’s instruction to progress with the site investigation and pre-development enquiries, we now await the outcome of these from hub West. This additional feasibility information will enable hub West to provide better cost certainty and reduce the risk allowance which currently causes its tender to exceed the budget.

Once the findings of the site investigation are known, hub West will instruct its consultants to provide the necessary information to Dunbritton, which will allow the Association to submit a formal tender application to the Scottish Government.

Dumbain Road – discussions are ongoing with the developer in relation to the proposed development of the site with up to 44 units. The developer’s planning application was refused by the National Park and is now being appealed. WDC are very supportive of the provision of affordable housing on the site and have advised the National Park Planning Authority of this. If planning is secured, then a site start could be achieved later in 2021/22.

Jeanie Deans – Dunbritton has appointed a preferred partnership contractor, JR Group, to take forward the design and development of a three-storey flat development, accessed from East King Street, Helensburgh, and are now working towards a site start in the current year.

Cardross – The Association has continued discussions with the developer regarding the Kirkton site at Cardross in relation to the delivery of affordable housing. The Association has intimated it would be interested in looking at this opportunity, but only once the developer has secured detailed planning approval for the site. This will require resolving the site access constraints. The potential development has been noted for future

years of the SHIP, although Argyll and Bute Council have confirmed it could be brought forward if the Association wish to do so.

AM told the Board that he is in talks with Jackie Baillie with regards to the revenue funding lost at the Harbour.

AM advised the Board that it does not look likely that the other half of bridge street will be taken over as planned, AM said he will discuss this with the Management Team and GC and keep the Board updated.

GC left the meeting and LE joined.

c) Corporate Plan

LE detailed that the Corporate Plan has been prepared by the Association to set out the Association's strategic objectives for the period 2021-2024. Previously this was an Annual Business Plan which has been used to both plan and monitor the Association's activities and performance. In 2020, the Board agreed to move towards the strategic Corporate Plan covering a three-year period, using the most recent Business Plan as the foundation for this development.

LE advised that the Corporate Plan sets out the Associations Vision, Purpose and Values which provide the framework for the identification of the Associations Strategic Objectives. These have been developed and agreed upon by the Board. The intention in moving to a three-year plan is to move from the operational focus of an annual plan and adopt a more strategic longer-term, approach that defines the objectives that are the focus of the organisation's activities throughout the period.

LE said that delivery of the Corporate Plan will be supported by annual departmental plans which have a focus on operational activities and targets: The Corporate Plan identifies the contributions that departmental activities are expected to make to the achievement of Dunbritton's overall objectives.

LE said the Board will oversee the delivery of the Strategic Objectives through ongoing monitoring of performance and twice-yearly reviews of progress against the corporate plan. Operational monitoring will be undertaken by the Management Team based on the departmental plans, which will inform the strategic monitoring.

LE advised that the Association thirty-year projections and our performance demonstrate that Dunbritton is a sound, well-performing RSL; this Corporate Plan confirms that we have the necessary capacity to meet our obligations, plans and our stress testing demonstrates that we have the flexibility to respond to changing circumstances.

AM asked in principle if the Board is happy to move forward and make some minor tweaks.

<p>The Board approved.</p>	
<p>5. <u>Corporate Services & Governance</u></p> <p>a) Membership Applications and Cancellations</p> <p>DW detailed that there have been no new applications or cancellations and that the membership remains at 86.</p> <p>b) Document Signing and use of the Seal</p> <p>DW confirmed that there have been no uses of the Seal.</p> <p>c) Assurance Statement</p> <p>DW provided a verbal update on the work being undertaken on the Assurance Statement. We had no grounds where the Board felt that they were not assured last year, however, we need to look at how we can continually improve. He detailed that it is important that the Board feel they are receiving constant assurance, and to achieve this the Association will look to provide an online evidence bank and the management team will meet to review the cover page of the Board reports. These changes will then be brought to the Board for consideration.</p>	
<p>6. <u>Housing Services</u></p> <p>a) Tenant Participation Policy</p> <p>RM advised the Board this has been delayed due to Covid.</p> <p>b) Tenancy and Estate Management</p> <p>RM stated that he is revisiting this Policy with the intention of splitting it into two policies. He expects to be able to submit these to the Board in June.</p> <p>c) Shared Ownership Policy</p> <p>RM proposed this Policy is moved to next month.</p> <p>The Board agreed to these changes.</p>	
<p>7. <u>Policies</u></p> <p>a) Updated Policies</p> <p>7.a.1) Communication Policy</p> <p>7.a.2) Lease – Commercial and care/support units Policy</p>	

Item:

<p>DW detailed to the Board that both policies had undergone minor changes, as had been highlighted through 'track changes'.</p> <p>Both Policies were agreed upon by the Board.</p>	
<p>9. <u>A.O.C.B</u></p> <p>AM updated the Board on the procedures in place within the office to ensure Covid safety including staff testing. He advised that the Association has managed performance well over the year, and highlighted the achievements in arrears management both in Housing Services and in Finance.</p>	
<p>10. <u>Date of next meeting</u></p> <p>Date of next meeting is 12 May 2021</p>	