

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 30 November 2022
In the Boardroom and Via Zoom**

Present: S. MacQuire (SMacQ) Chair; E. McCurdy (EC) Vice-Chair; A. Tuach (AT) S. Aitken (SA); A Cameron (AC), J. Smillie (JS); F. Craig (FC).

In attendance: A. Murphy (AM) Chief Executive Officer; H. Maitz (HM) Finance Manager; P. Sweeney (PS) Asset Manager; C. Samain (CS) Minute taker; Ewan MacDonald (EMacD) MacDonald-Cameron.

<p>1. Welcome, Apologies and Declarations of Interest</p> <p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from, C.Chalk (CC); R. Murray (RM) Housing Services Manager; D. Wilson (DW) Corporate Services Manager.</p> <p>No Declarations of Interest were made.</p>	<p>ACTION BY</p>
<p>2. Minutes of Previous Meetings</p> <p>The minutes of the meeting of 19 October 2022 were proposed as a true record by AT and seconded by AC.</p> <p>The minutes of the meeting of 2 November 2022 were proposed as a true record by AT and SA.</p> <p>PS noted a spelling error on page 1, last paragraph the spelling of EESSH2.</p>	
<p>3. Matters Arising</p> <p><u>Matters arising from the meeting held on 19 October 2022</u></p> <p>Page 2, under Community Regeneration, AM advised applications for funding are being coordinated by the finance department. AM confirmed that one of the funds that we have applied for is through SFHA, if successful we will prioritise funding for our less energy-efficient properties and funding would give us access to cash funding for £400 per household.</p> <p>AM confirmed that another fund that we have applied for is the Cost-of-Living Community Anchor Fund and through that, we are hoping to access £5,000 of funding for both West Dunbartonshire and Lomond and Argyll Foodbank and £5,000 of food vouchers for our tenants.</p> <p>*CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p>	

Page 3, under 'Succession Planning' AM detailed that at the next Management Team meeting in January they will start to look at succession planning for staff and thereafter will look at succession planning with the Board. He intends to get the relevant policies and procedures to the Board in the next year.

Page 3, under 'Value for Money' AM confirmed that he is hopeful to have an interim strategy brought to the Board at January's Board meeting.

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Matters arising from the meeting held on 2 November 2022

AM confirmed that we have now agreed on both the letter and questionnaire that we will send to our tenants for the rent consultation, most of the surveys will be sent via email or text through CX-feedback.

4. Chief Executive Officer

a) KPI Board Report

AM presented the Board with Quarter 2 KPI results.

AM also highlighted to the Board since the significant rise in refusals in quarter 1 these have now decreased. He reminded the Board the refusals in Q1 were due to a change in circumstances for the applicants and no issues were to report in terms of our stock.

AM advised overall, all other stats reported within the KPIs are good and there is no cause for concern to report.

The Board **noted** the report.

b) Governance Report

AM presented the Board with the report which was duly noted.

AM also advised that while there is a lot of information in the report, he hoped that it kept the Board informed on Governance matters with the main Regulatory bodies. In addition, he intimated there were no major concerns to report in terms of complaint handling.

The Board **noted** the report.

c) Development Update

EMacD presented the Board with a full update with regard to the development programme.

AT asked under 'Former Dumbarton Cottage Hospital' if West Dunbartonshire Council (WDC) have title to the site. EMacD confirmed that the issue is that both WDC and NHS have titles for parts of the site.

EMacD apologised for the typo under 'Helensburgh Golf Club (Main Site)' first paragraph, the second line should read 62 units. SA asked if we are building on the peatland habitat, EMacD confirmed that the residential area won't be built on the peatland habitat however, part of the golf course will have to be relocated to the peatland habitat.

EMacD gave a further update under 'Golfhill Drive' we received a request from WDC Housing Services for wheelchair-accessible properties to be included within the scheme. EMacD confirmed that there would be no space to increase the footprint within the ground-floor flats to accommodate the request however, did confirm that the properties are amenity accessible.

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The Board **noted** the report.

d) Scottish Social Housing Charter

AM advised the Board there was a new Charter published by the Scottish Government which took effect on 1 November 2022 and will be applied for 5 years.

The Board **noted** the report.

5. Finance

a) Management Accounts

HM updated the Board providing a comparison between the estimated and actual financial positions as at 30 September 2022.

HM also confirmed that there are no issues in terms of loan covenant compliance.

PS also advised the Board of the rise in costs of our reactive maintenance.

The Management Accounts were **approved**.

b) Establishment of Common Good Fund

MC updated the Board with the establishment of a Common Good Fund.

MC advised that in October it was proposed by numerous staff members that they wished to explore the opportunities available to assist tenants that are struggling financially as a result of the Cost of Living and Fuel

<p>Poverty crisis. MC advised the Board of some of the suggestions already taken forward by staff.</p> <p>MC advised that the fund will be overseen by the Finance Manager to ensure that we remain compliant with all financial regulations and covenants and shall be run by a staff panel across all departments.</p> <p>SMacQ on behalf of the Board thanked staff for their hard work and thoughtfulness to tenants.</p> <p>The Board noted the report.</p>	
<p>6. Corporate Services & Governance</p> <p>a) <u>Membership Applications & Cancellations</u></p> <p>CS updated the Board that there has been 1 new application and 10 cancellations.</p> <p>CS noted to the Board that it was agreed with the chair that we did a review of our membership list and contact all members who haven't attended the AGM in the last 5 years to seek confirmation that they wish to remain as members of the Association.</p> <p>The report issued with the agenda was approved.</p> <p>b) <u>Code of Conduct (Board and staff)</u></p> <p>CS advised the Board that all codes of conduct have been signed and any declared interests were noted to the Chair and adequate safeguards are in place to mitigate risk.</p> <p>The Board noted the report.</p> <p>c) <u>Board Appraisals</u></p> <p>CS gave an update on the recent Board appraisal exercise and advised that the response to the questions were all very positive highlighting satisfaction with the quality of information supplied and presented.</p> <p>CS noted that due to the appraisals being carried out during the council election process, (which also resulted in a change in Co-optees) the Co-optees were not appraised as part of this process.</p> <p>CS asked due to a concern raised about the amount of physical paper used in meetings, CS asked if any Board member would consider going electronic only for their papers, SMacQ, EC, AC and FC agreed to electronic papers. AM confirmed in terms of Board training that suggestions that had been identified from the appraisals, will be considered in the overall Board training programme.</p>	

The Board noted the report.	
<p>7. Housing Services</p> <p>a) Tenant Participation</p> <p>CS confirmed that at our most recent Tenant Participation Meeting held on 1 November 2022, it was agreed by the group that we would look at the following;</p> <ul style="list-style-type: none"> • Membership (how we recruit new members) • Publications (How to make these more user-friendly) • Website • Value for Money Statement <p>CS also confirmed that the next meeting has been arranged for 6 December 2022 where we will first look at our newsletter and an update will be given to the Board at January's Board meeting.</p> <p>The Board noted the update.</p>	
<p>8. A.O.C.B.</p> <p>HM reminded the Board that the Christmas Lunch is at 1 pm on Wednesday 21 December at Duck Bay.</p> <p>SMacQ thanked all the Board and Staff for their assistance and hard work throughout the year and wished everyone every happiness for Christmas and New Year.</p>	
<p>9. Date of next meeting</p> <p>18 January 2023</p>	