

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 19 April 2023
In the Boardroom and Via Zoom**

Present: S. MacQuire (SMacQ) Chair; E. McCurdy (EM) Vice-Chair; A. Tuach (AT); A. Cameron (AC); S. Aitken (SA); I. Davie (ID); S. Humphreys (SH); J. Smillie (JS); G. Mulvaney (GMu).

In attendance: A. Murphy (AM) Chief Executive Officer; H. Maitz (HM) Finance Manager; P. Sweeney (PS) Asset Manager; R. Murray (RM) Housing Services Manager; D. Wilson (DW) Corporate Services Manager.

<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); F. Clark (FC); and C. Samain (CS).</p> <p>No Declarations of Interest were made.</p>	<p>ACTION BY</p>
<p>2. Minutes of Previous Meeting</p> <p>The minutes of the meeting of 22 March 2023 were proposed as a true record by AT and seconded by SA.</p>	
<p>3. Matters Arising</p> <p><u>Matters arising from the meeting held on 22 March 2023</u></p> <p>Page 1, under matters arising, National Lottery Cost of Living Community Anchor Fund. AM confirmed the funding of £15,000; £10,000 will be split between West Dunbartonshire and Argyll & Bute foodbanks. RM along with the Housing department are looking to identify tenants in need for the remaining £5,000.</p> <p>Page 1, under matters arising, Common Good Fund, AM advised it was agreed at the Staff meeting that the working group will set criteria for the fund to be spent which will be reported back to the Board.</p> <p>AM also confirmed to the Board that all funding has been spent within the agreed time scales.</p> <p>Page 4, under Factoring Charges and Arrears Update, AM advised that the Management Team has had a discussion about the Factoring Service and he has proposed an options appraisal in relation to this service. He explained that the current level of staff input does not reflect the relatively low cost of the service. It was imperative that the service provided was</p>	

<p>financially viable. The Board agreed to the options appraisal. AM confirmed the findings will be reported to the Board in due course.</p> <p>Page 5, under £1,000,000 Term Loan Facility from CAF Bank Limited, HM confirmed that all documentation was signed off by SMacQ and the £10,000 arrangement fee has been paid to CAF Bank Limited. HM also made the Board aware that non-utilisation fees will occur once the loan application has been completed and signed off.</p> <p>a) Internal Controls Presentation</p> <p>HM provided a presentation in relation to another Housing Association that had been subject to cyber crime and lost a substantial amount of money. . Following the incident and subsequent investigation by the Police and their insurers the Association had issued a check list for Associations to mitigate against any further attacks. HM confirmed that Dunbritton already had the proposed measures in place .Whilst she could not guarantee we would never be subject to such an attack she did explain in depth our internal controls which we use to protect the organisation against hacking and fraud.</p> <p>The Board noted the presentation.</p>	
<p>4. Chief Executive Officer</p> <p>a) Development update</p> <p>*CONFIDENTIAL INFORMATION DEDUCTED FOR PUBLICATION*</p> <p>The Board noted the update.</p> <p>b) Community Regeneration Annual Report</p> <p>AM updated the Board on the work undertaken and planned for the coming year with Community Links.</p> <p>The Board noted the report.</p> <p>c) SHR Engagement Plan 2023</p> <p>AM updated the Board on our Engagement Plan with the Scottish Housing Regulator (SHR) and confirmed that we are fully compliant and no further information is required by SHR.</p> <p>The Board noted the report.</p> <p>d) Ukrainian Refugees</p> <p>AM updated the Board that we have housed a refugee family, we will continue to work with both local authorities to offer assistance with rehousing.</p>	

<p>e) Disposals</p> <p>AM notified the Board that the sales for the following properties concluded on 14 April 2023;</p> <p>*CONFIDENTIAL INFORMATION DEDUCTED FOR PUBLICATION*</p> <p>The Board noted the update.</p>	
<p>5. Corporate Services & Governance</p> <p>a) Document signing and use of the Seal</p> <p>DW confirmed that there have been no uses of the Seal.</p> <p>The report was noted.</p> <p>b) Health and Safety Policy Statement</p> <p>DW updated the Board with regards to Health & Safety within the office.</p> <p>AT asked if we have a defibrillator within the office and DW confirmed that we do and that all staff have been provided with online training on its use.</p> <p>c) Membership</p> <p>DW detailed to the Board that there were no new applications or cancellations, and the membership remains at 85.</p> <p>The Board noted the report.</p> <p>d) Housing Software Procurement</p> <p>DW confirmed that the tender for the Housing Software has been opened and he will keep the Board updated.</p>	
<p>6. Asset</p> <p>a) Health and Safety report</p> <p>PS gave the Board an update on our compliance with our legal obligations on employee and tenant/resident safety.</p> <p>AT asked how we would check bonding on meters? PS confirmed that if we know where the bonding is we would meet City Tech on-site to have it checked.</p>	
<p>7. Housing Services</p>	

a) Tenant Participation

RM gave the Board an update on the following groups within tenant participation:

Scrutiny Panel – RM advised when the group met on 18 April and scrutinised the reception area, with some suggestions for improvement. The next area that the group will look at is the tenancy sign-up process.

Harbour Group – a walk around has been carried out and issues with regards to bin use have been highlighted. RM has raised this with the council as well as looking at educating customers on recycling.

AM asked if HS could re-raise the issue with the relevant persons from WDC? HS confirmed she will look into this again and speak with the relevant persons.

AT asked what the issue was with the bins? RM confirmed that the issue is that some tenants are not recycling within the development which is causing issues with the general waste bins being overflowed which has been seen to attract vermin.

Clydeview – RM confirmed that Lyndsey McGillion (Housing Officer) is taking the lead and has hosted an open afternoon at room 40, which was well attended by the residents.

SMacQ asked if a report could be given to the Board with regard to an update on tenant participation. RM confirmed going forward a report will be given to the Board.

b) Home Argyll

RM advised that we are currently reviewing our allocations policy alongside the other RSL's and local authorities. He will report any changes that are made to the Board.

EM asked what percentage of properties we expected to allocate to homeless? RM confirmed our current target is 50% for both West Dunbartonshire and Argyll and Bute.

GMu asked if RM could bring a paper to the Board with regards to the allocation policy to give the Board further insight into the policy and any issues or changes. RM confirmed he will give the Board further insight into the policy as part of his presentation at the next Board meeting.

8. Policies

a) Damp and Mould Policy

PS presented the Board with the Damp and Mould Policy.

<p>SH asked if procedures will be produced alongside the policy? PS confirmed that he will implement a procedure alongside the policy and will bring it to the Board.</p> <p>The Board approved the Damp and Mould Policy.</p>	
<p>9. A.O.C.B</p> <p>AM thanked the Board who attended the Board Away Day and felt it was an informative afternoon. AM advised that he is looking to focus more on the strategic direction of the Association at the next Board Away Day with the aim to hold it in September.</p>	
<p>10. Date of next meeting – 17 May 2023</p>	