

**Dunbritton Housing Association Ltd.  
Minutes of Meeting of Management Board  
Held at 6.00 pm on Wednesday 17 April 2024  
In the Boardroom and Via Zoom**

**Present:** S. MacQuire (SMacQ) Chair; E. McCurdy (EM) Vice-Chair; A. Tuach (AT); A. Cameron (AC); S. Humphreys (SH); C. Chalk (CC); F. Clark (FC).

**In attendance:** A. Murphy (AM) Chief Executive Officer; H. Maitz (HM) Finance & Corporate Services Manager; R. Murray (RM) Housing Services Manager; C. Samain (CS) Governance & Compliance Officer; F. McDonald (FMD) FMD Consultants; E. MacDonald.

	<b>ACTION BY</b>
<p><b>1. Welcome, Apologies and Declarations of Interest</b></p> <p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from: J. Smillie (JS); G. Mulvaney (GMu); I. Davie (ID), H. Sorrell (HS); P. Sweeney (PS).</p> <p>No Declarations of Interest were made.</p>	
<p><b>2. Minutes of Previous Meeting</b></p> <p>The minutes of the meeting of 13 March 2024 were proposed as a true record by AT and seconded by EM.</p>	
<p><b>3. Matters Arising</b></p> <p><u>Matters arising from the meeting held on 13 March 2024</u></p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p>	
<p><b>4. Chief Executive Officer</b></p> <p>a) Community Regeneration Annual Report</p> <p>AM updated the Board on the work undertaken within the year with Community Links.</p> <p>The Board <b>noted</b> the update.</p> <p>b) SHR Engagement Plan</p> <p>AM updated the Board with our Engagement Plan with the Scottish Housing Regulator (SHR) and confirmed that we are fully compliant and no further information is required by the SHR.</p> <p>The Board <b>noted</b> the report.</p> <p>c) SHR Regulatory Framework</p>	

<p>AM gave an overview of the newly implemented Scottish Housing Regulator (SHR) Regulatory Framework and its potential impact.</p> <p>AM advised that Dunbritton will utilise this framework to improve tenant outcomes, strengthen governance, and build a sustainable future.</p> <p>The Board <b>noted</b> the report.</p>	
<p><b>5. Finance</b></p> <p>a) Five-year financial projections</p> <p>FMD took the Board through the Five-Year Financial Projections report advising of the main assumptions and projected outturns.</p> <p>FMD reassured the Board that based on the projections no issues are expected with regard to covenant compliance.</p> <p>The Board <b>approved</b> this report and the return in order that submission is made to the SHR within the prescribed timetable.</p> <p>b) Long term finance projections</p> <p>FMD took the Board through the Long-Term Financial Projections report advising of the main assumptions and projected outturns.</p> <p>The report was <b>noted</b>.</p>	
<p><b>6. Corporate Services &amp; Governance</b></p> <p>a) Document signing and use of the seal</p> <p>CS confirmed that the seal has not been used.</p> <p>The report was <b>noted</b>.</p> <p>b) Member Applications/Cancellations</p> <p>CS confirmed that there had been no change to the organisation's membership.</p> <p>The report was <b>noted</b>.</p> <p>c) Board Meeting Schedule</p> <p>CS noted slight adjustments to the schedule.</p> <p>AM encouraged Board members to advise if they feel there are additional reports that should be included.</p> <p>The schedule was <b>noted</b>.</p>	

<p><b>7. Policies</b></p> <p>a) Updated Policies</p> <p>a.1) Board Recruitment Policy</p> <p>The Board Recruitment Policy was <b>approved</b>.</p> <p>a.2) Communication Policy</p> <p>The Communication Policy was <b>approved</b>.</p> <p>a.3) Lease Policy</p> <p>The Lease Policy was <b>approved</b>.</p> <p>a.4) Mutual Exchange Policy</p> <p>The Mutual Exchange Policy was <b>approved</b>.</p> <p>a.5) Flexible Working Policy</p> <p>AC inquired if we address flexible working requests from applicants during interviews. AM clarified that although we don't specifically inquire about flexible working requests, we do discuss the working arrangements expected for the vacancy during the interview, which the successful applicant would be expected to adhere to. HM assured the board the Association was up to date in connection with the recent changes to request for flexible working.</p> <p>The Flexible Working Policy was <b>approved</b>.</p>	
<p><b>8. A.O.C.B</b></p> <p><u>Duplicated Direct Debit Payments</u></p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p><u>Update on Argyll &amp; Bute Council Representation</u></p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p><u>Board Meeting Attendance Update</u></p> <p>AM proposed that for the upcoming Board meeting, all members who are able to attend the meeting do so in person, rendering the meeting unavailable for remote attendance. Following discussions among the Board it was decided that moving forward, two meetings per year will not be accessible remotely, with the aim of facilitating in-person interactions among Board members.</p>	
<p><b>Date of next meeting – 15 May 2024</b></p>	