

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 25 January 2023
In the Boardroom and Via Zoom**

Present: S. MacQuire (SMacQ) Chair; E. McCurdy (EC) Vice-Chair; A. Tuach (AT); A Cameron (AC), J. Smillie (JS); Gary 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; C. Samain (CS) Minute taker; F. McDonald (FMD) FMD Consultants.

<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); S. Aitken (SA); H.Sorrell (HS).</p> <p>SM detailed to the Board, that in line with the rules (44.3), a leave of absence would be required to be agreed upon for HS. He detailed the reasons for the absence and the Board agreed to provide a leave of absence until the February Board meeting.</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 30 November 2022 were proposed as a true record by AT and seconded by EC.</p>	
<p>3. Matters Arising</p> <p><u>Matters arising from the meeting held on 30 November 2022</u></p> <p>Page 1, Community Regeneration, HM updated the Board that since our application to the Social Housing Support fund, we have received *CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p> <p>HM also advised that we have further applied to the National Lottery Cost of Living Community Anchor Fund for *CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p> <p>HM confirmed that we are going to apply for the Winter Hardship fund for £20,600, to help tenants with the cost of food, this fund will be applied for through Community Links Scotland.</p> <p>*CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p>	

Page 4, under Common Good Fund, HM confirmed that the total raised within the fund is ***CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*** a working group has been set up in order to look at how the fund will be spent. AT asked if the Association can contribute to the fund and AM confirmed that the Board could agree for a donation to be made from the Association's funds.

Page 7, under Tenant Participation, RM confirmed that the scrutiny panel meetings have been progressing well and the next meeting will be held on 7 February. A report will be presented to the Board at the next Board meeting with a further update of actions taken from the meeting.

RM also advised that following interest from tenants, we are hoping to have a Harbour group established over the next couple of weeks. RM hopes that this group will help with the estate management issues within the Harbour.

RM also confirmed that the housing team are looking into usage for the common room at Clydeview (Room 40) and the allotments.

4. Chief Executive Officer

a) Value for Money, interim Strategy

AM confirmed that a Value for Money Interim strategy will be in place for the next 12 months, thereafter a permanent strategy will be put to the Board for approval. During the next 12 months, we will link in with the Tenant Scrutiny Panel in order to ensure the strategy has tenants' input. This will give the tenants a better understanding of the Association's principles and commitment to delivering value for money.

AM advised that the new model has been developed by Arneil Johnstone. This will allow us to mark our performance against other RSL's and give us a better understanding of how our performance is comparing. AM confirmed that when the ARC has been produced for the year, a matrix and a report will be produced to the Board. This shall be continued on an annual basis with an action plan for the next 12 months. This shall help us to be more focused on how we perform as an association.

AT asked how we can compare performance with other RSL's that aren't using the same matrix and AM confirmed that all information is collated from each RSL's annual ARC figures and financial submissions to the SHR. The same circumstances are applied for all Housing Associations.

The Board **approved** the report.

b) Senior Staff Succession Planning Policy

AM explained to the Board the new Senior Staff Succession Policy and Plan. He detailed that as part of staff appraisals, we discuss with staff members their future development. Succession planning looks at how we cater for key staff members' absence, either through long-term sickness

<p>or leaving the Association, and ensures that we are prepared and can meet such situations.</p> <p>AM detailed that he felt that the Corporate Plan would benefit from further development and suggested that the Audit and Risk Committee consider the Plan and review it in more detail, especially with succession. AT confirmed that he felt this should be a priority for the Committee.</p> <p>The Board approved the report.</p> <p>c) Scottish Housing Regulator</p> <p>AM advised that we were contacted on Thursday 6 January by our tenant: *CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION* detailed that on Thursday 29 December 2022, a teenager visiting the property had fallen out of a window.</p> <p>AM confirmed that all checks were carried out by the Asset team and there were no issues to report in terms of the safety of the windows at the property. Following SHR guidance, a report was submitted to the SHR on 5/1/23 (ref no 30346). AM further advised that the injured teenager required hospital treatment but has now been released from the hospital.</p> <p>The Board noted the report.</p>	
<p>5. Finance</p> <p>a) Draft Budget Report 2023-24</p> <p>FMD advised that the opening position has been amended to reflect changes in the expected position. A reduction in the surplus from *CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION* is now expected due mainly to higher loan interest, higher repair costs and changes in property depreciation and amortised grant. He also advised that the pension deficit payments in excess of the deficit *CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION* have been charged to the SOCI (Statement of Comprehensive Income).</p> <p>*CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p> <p>The Board noted the report.</p> <p>b) Draft Budget 2023-24</p> <p>FMD presented the Board with the draft budget 2023-24.</p> <p>*CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p> <p>The Board noted the report.</p>	

<p>6. Housing Services</p> <p>a) <u>Annual Rent Review</u></p> <p>*CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p> <p>RM advised that as an incentive, we offered tenants the opportunity to win a £50 voucher for completing their survey and the winner will be drawn and notified by 15 February 2023.</p> <p>RM advised where there are specific comments about services, a follow-up contact will be made with those tenants. He confirmed this will form an action plan with a designated Officer (Housing/Asset) to visit or, where appropriate a call from the Housing Services Manager or Asset Manager.</p> <p>Following this discussion, SMacQ put the proposal of a *CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION* increase to the Board and all attending members voted in favour of the increase.</p> <p>The report issued with the agenda was approved.</p>	
<p>7. Corporate Services</p> <p>a) Membership Applications and Cancellations</p> <p>DW detailed that there had been no change to the organisation's membership. DW confirmed that the membership stands at 81.</p> <p>The Board noted the report.</p>	
<p>8. Asset Management</p> <p>a) Asset Management Presentation</p> <p>PS gave a comprehensive presentation covering the works of the Asset Management Team, this included an update on:</p> <ul style="list-style-type: none"> • Procurement • EESSH • SHQS • Reactive repairs service • Cyclical Works • Major works • Legislation • Gateway System • Insurance Work • Medical Adaptations 	

<p>The presentation was noted by the Board.</p> <p>b) Rosneath Properties</p> <p>PS advised that he has had a meeting with ACHA and their contractors to look at heating in Rosneath. He is currently looking at possible funding schemes which may be available to help with the works.</p> <p>*CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p>	
<p>9. Date of next meeting</p> <p>15 February 2023</p>	