

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
held at 6.00 pm on Wednesday 17 January 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); G. Mulvaney (GMu), F.Craig (FC); I. Davie (ID); J. Smillie (JS).

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; F. McDonald (FMD) FMD Consultants; E. 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: A. Cameron (AC); H. Sorrell (HS); C. Chalk (CC); B. Mochan (BM) and C. Samain (CS).</p> <p>There were no declarations of interest.</p>	<p>ACTION BY</p>
<p>2. Minutes of Previous Meeting</p> <p>The minutes of the meeting of 10 November 2023 were proposed as a true record by AT and seconded by EM.</p>	
<p>3. Matters Arising</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION</p>	
<p>4. Chief Executive Officer</p> <p>a) Development Update</p> <p>EMacD presented the Board with an update on the development programme.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>FC asked about the availability of funding or grants from the Scottish Government for EV charging points. EMacD confirmed that funding is</p>	

<p>available through the Affordable Housing Supply Programme, providing £585 for ducting and an additional £585 for the charging unit for a 3-person house. EMacD mentioned that they are investigating alternative funding sources, as the current £1170 allocation may not cover the full cost.</p> <p>The Board noted the report.</p> <p>At this point, EMacD left the meeting.</p> <p>b) Factoring Update</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	
<p>5. Finance</p> <p>a) Draft Budget Report</p> <p>FMD reported that the opening position has been adjusted to reflect anticipated changes in the expected position for 23/24.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>The Board noted the report.</p> <p>b) Draft Budget 2024-25</p> <p>FMD presented the Board with the draft budget 2023-24.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>GMu also suggested to include an extra column indicating the projected out turn (actual) for the current year (23/24). This addition would effectively highlight any notable variances, providing insight into our anticipated year-end position. HM confirmed she will include the best estimate for the outturn of the budget.</p> <p>The Board noted the report.</p>	
<p>6. Housing Services</p> <p>a) Annual Rent Review Consultation</p> <p>RM took the Board through the report: covering the background, the proposed increase of XX and the rental income generated by this.</p> <p>RM informed the Board that tenants will be asked to complete the annual rent survey through CX-Feedback and via post when CX-Feedback is not possible. He detailed that since employing CX feedback to provide this by text message, our response rate has</p>	

significantly increased. The Board agreed that this was the best method with which to seek feedback, but also we should ensure paper surveys are still employed for those that cannot participate in this manner.

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AM also warned about the need to consider the rise in costs and additional obligations that Associations must comply with. Cutting services for a lower rent increase may have reputational implications.

Following extensive discussions, approval was sought, and granted from the Board for initiating a consultation on a proposed rent increase **XX.**

RM confirmed that the survey findings will be presented to the Board for consideration at the February Board meeting.

The report issued with the agenda was **approved.**

7. Corporate Services

a) Membership Applications and Cancellations

DW detailed that we have received an application for membership from a ***CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION***

The Board **approved** the application.

FMD left the meeting at this stage.

b) Board Appraisals

DW gave an update on the recent Board appraisal exercise and advised that the responses to the questions were all very positive highlighting satisfaction with the quality of information supplied and presented.

The Board **noted** the report.

c) GDPR and FOI

DW updated the Board that we have not received any recent FOI requests or data access requests. DW reassured the Board that we have an effective procedure in place to handle such requests within the statutory time limits.

The Board **noted** the report.

<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 • ESSH2 Compliance/Net Zero • SHQS Compliance • Reactive repairs service • Cyclical Works • Planned works • Medical Adaptations <p>The presentation was noted by the Board.</p> <p>b) Rosneath Properties</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	
<p>9. AOCB</p> <p>There was no AOCB.</p>	
<p>10. Date of next meeting – Wednesday 14 February 2024</p>	