

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
held at 6.00 pm on Wednesday 12 June 2024
in the Boardroom and via Zoom**

Present: S. MacQuire (SMacQ) Chair; E. McCurdy (EM) Vice-Chair; A. Tuach (AT); I. Davie (ID); J. Smillie (JS).

In attendance: A. Murphy (AM) Chief Executive Officer; H. Maitz (HM) Finance & Corporate Services Manager; P. Sweeney (PS) Asset Manager; R. Murray (RM) Housing Services Manager; C. Samain, Governance & Compliance Officer (CS); F. McDonald (FMD).

1. Welcome, Apologies and Declarations of Interest	ACTION BY
<p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from: A. Cameron (AC); C. Chalk (CC); H. Sorrell (HS); S. Humphreys (SH).</p>	
<p>2. Minutes of Previous Meeting</p> <p>AT advised that there is a typo on page 5, under post meeting note, it should read we would not be 'quorate' for the meeting.</p> <p>The minutes of the meeting of 15 May 2024 were proposed as a true record by AT and seconded by ID.</p>	
<p>3. Matters Arising</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>Page 3, Board Away Day, AM advised that the Board Away Day will be held within the office on Saturday 26 October at 9:30 AM.</p>	
<p>4. Chief Executive Officer</p> <p>ai) <u>Referrals from Audit and Risk Committee</u></p> <p>AM presented the Board with the Committee's reports. He informed them that the Management Team has recently updated the Risk Register, evaluating each identified risk, its impact, and the mitigating actions taken. This process helps in identifying new and emerging risks. He confirmed all high risks were included in the Risk map that was presented to the Board. AM also intimated that any risk that has consistently remained at a low level over the years will be removed from the Risk Register.</p> <p>The Board noted the report.</p>	

aii) Internal Audits 24/25

AM advised that the audit plan for 24/25 that was agreed and that the following topics would be audited:

- Assurance Statement
- Planned Maintenance
- Tenant Safety

AM confirmed that the ARC audit has been postponed to May 2025 due to the implementation of a new housing software system this year.

b) Factoring update

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c) Corporate Plan

AM informed the Board that the draft of the Corporate plan is nearly complete and thanked the Board members for reviewing the drafts sent so far. He noted that while some suggestions from the Board have been implemented, not all could be accommodated. AM confirmed that the next section for review will be sent to the Board later in the week.

d) Attendance Management Policy

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5. Finance

a) Management Accounts

HM updated the Board with a comparison between the estimated and actual financial positions as of 31 March 2024.

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HM confirmed that there was no issue with covenant compliance.

The report was **approved**.

b) SHR Loan Portfolio

FMD detailed the report also confirmed that there are no issues in terms of covenant compliance to 31 March 24.

The Board **approved** the submission of the loan return to the Scottish Housing Regulator.

c) Alexander Sloan Engagement Letter

<p>HM informed the Board of an update to the engagement letter that needed to be signed before the audit could commence, with authorisation from SMacQ and AM, HM signed the letter.</p> <p>d) Owners Factoring Satisfaction Survey</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>The Board noted the report.</p>	
<p>6. Corporate Services & Governance</p> <p>a) <u>Health & Safety update</u></p> <p>HM confirmed that this will now be a regular agenda item for each Board meeting. HM assured that there are no issues to report regarding Health & Safety within the association.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>AT asked about the frequency of fire alarm testing and fire drills. HM confirmed that fire alarm testing is conducted weekly, and fire drills are held every six months.</p> <p>The Board noted the report.</p> <p>b) <u>Freedom of Information, Environmental Information and Data Protection Legislation</u></p> <p>CS updated the Board no data access or FOI requests had been received. CS assured the Board that we had in place an efficient procedure for dealing with such requests within statutory time limits.</p> <p>The Board noted the report.</p> <p>c) <u>Membership Applications and Cancellations</u></p> <p>CS detailed that there had been no change to the organisation's membership.</p> <p>The Board noted the report.</p>	
<p>7. Housing Services</p> <p>a) Tenant Scrutiny Group</p> <p>RM provided an update on the Scrutiny Group, noting that it now consists of 17 members, with 8-10 members regularly attending meetings. RM mentioned that in response to the areas under review, a code of conduct has been signed by all members. The group aims to</p>	

<p>meet quarterly and is currently conducting scrutiny exercises on the following topics:</p> <ul style="list-style-type: none"> • Void procedures & processes • Allocations Policy (under review) <p>b) Rapid Rehousing Transitional Plan 2024/25 Key Partner Contribution statement</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>The statement issued with the report was approved.</p>	
<p>8. Asset Management</p> <p>a) Presentation</p> <p>PS presented a comprehensive update of all areas of Asset Management, including:</p> <ul style="list-style-type: none"> • Procurement • SHQS Compliance • EESSH2 Compliance/ Net Zero • Reactive Repairs Service • Cyclical Works • Planned Works • Medical Adaptations • Homemaster 	
<p>9. Policies</p> <p>a) <u>Updated Policies</u></p> <p>9.a.1 Data Protection Policy</p> <p>The Data Protection Policy was approved.</p> <p>9.a.2 Usage of Electronic Devices and Email Policy</p> <p>The Usage of Electronic Devices and Email Policy was approved.</p> <p>b) <u>Updated Policies</u></p> <p>9.b.1 Shared Ownership Policy</p> <p>The Shared Ownership Policy was approved.</p> <p>9.b.2 Health & Safety Policy</p>	

The Health & Safety Policy was approved .	
10. A.O.C.B *CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*	
12. Date of next meeting – Wednesday 14 August 2024	