

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 22 March 2023
In the Boardroom and Via Zoom**

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

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) Corporate Services Officer.

<p>1. Welcome, Apologies and Declarations of Interest</p> <p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from J. Smillie (JS); Hazel Sorrell; and G. Mulvaney (GMu).</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 15 February 2023 were proposed as a true record by EM and seconded by AT.</p>	
<p>3. Minutes of Previous Meeting</p> <p>The minutes of the meeting of Options Appraisal on 2 March 2023 were proposed as a true record by AT and seconded by AC.</p>	
<p>4. Matters Arising</p> <p><u>Matters arising from the meeting held on 15 February 2023</u></p> <p>Page 1, under National Lottery Cost of Living Community Anchor Fund, HM confirmed that we have received the funding of £15,000. £10,000 will be split between both West Dunbartonshire and Argyll & Bute foodbanks. The remaining £5,000 will be used to purchase food vouchers for tenants. HM confirmed the money hasn't been distributed as we have 6 months to spend the funding and at present, we are allocating funds that must be spent by 31 March 2023.</p> <p>Page 2, Common Good Fund, HM confirmed that the fund is now sitting at around £1300, and staff will be identifying tenants who could benefit from the fund. AT asked if had yet been agreed for the Board to contribute to the fund? AM confirmed it has been agreed with SMacQ and EM that the Board will match fund the money raised, which will come as a donation from the association.</p>	

HM also advised that the funding of £25,600 was received from the Scottish Housing Fuel Support Fund. The majority has been given to tenants, however, we are still waiting for 8 tenants to contact the Association in order that payments can be released to them.

Page 2, *CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*

Page 4, *CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*

Page 5, under Living Wage Accreditation, DW confirmed that we have been accredited as a living wage employer. DW advised that this accreditation also reflects on our contractors and the hard work put in by the Asset team in ensuring that they are all living wage employers as well.

Page 5, *CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*

Page 5, under Damp and Mould, PS confirmed that alongside the policy and the damp and mould register he is seeking further specialist training for himself and the maintenance officers. In addition, he will explore general training for specific Asset and Housing staff to help them identify and provide general advice on reducing the risk of dampness and mould within a property.

PS also confirmed that between the Asset and Housing Services teams, we are hoping to visit all tenants on an annual basis. Therefore, this will assist with increasing our awareness of any dampness or mould in our properties. AM reassured the Board that damp and mould issues are not a major problem for the Association.

Matters arising from the meeting held on 2 March 2023

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5. Chief Executive Officer

a) CEO Objectives

AM explained for the benefit of new Board members that the Chair and a housing consultant completed his development review on 17 August 2022, and he is required to give a 6 monthly update in relation to his objectives.

The Board **noted** the report.

b) Board Succession Policy

<p>AM present to the Board for consideration our new Board Succession Policy</p> <p>The Board approved the policy.</p>	
<p>6. Finance</p> <p>a) Management Accounts</p> <p>HM updated the Board with a comparison between the estimated and actual financial position as at 31 December 2022.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION* The report was approved.</p> <p>b) Annual Budget 2023/24</p> <p>HM gave a detailed breakdown of the expected financial position of Dunbritton Housing Association in 2022/23</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION* The Board approved the report.</p> <p>c) Recharges Arrears Update</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION* The Board noted and approved the report.</p> <p>d) Factoring Charges and Arrears Update</p> <p>HM updated the Board with the current and former arrears and a potential increase in charges for 2023/2024 in relation to factoring charges and arrears.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION* The Board noted and approved the report.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>e) *CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>The Board agreed the loan and delegation of authority and for the Chair to sign the extract minute.</p>	
<p>7. Corporate Services & Governance</p> <p>a) Member Applications/Cancellations</p> <p>DW detailed to the Board that there were no new applications or cancellations, and the membership remains at 85.</p>	

The Board noted the report.	
8. A.O.C.B There was no A.O.C.B	
9. Date of next meeting – 19 April 2023	