

**Dunbritton Housing Association Ltd.  
Minutes of Meeting of Management Board  
Held at 6.00 pm on Wednesday 13 March 2024  
In the Boardroom and Via Zoom**

**Present:** S. MacQuire (SMacQ) Chair; E. McCurdy (EM) Vice-Chair; A. Tuach (AT); A. Cameron (AC); F. Clark (FC); J. Smillie (JS); I. Davie (ID); S. Humphreys (SH).

**In attendance:** A. Murphy (AM) Chief Executive Officer; H. Maitz (HM) Finance Manager; P. Sweeney (PS) Asset Manager; C. Samain (CS) Corporate Services Officer; F. McDonald (FMD) FMD Consultants.

		<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 Hazel Sorrell (HS); G. Mulvaney (GMu); C. Chalk (CC) and R. Murray (RM).</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 14 February 2024 were proposed as a true record by EM and seconded by SH.</p> <p>PS noted an error in the minute on page 4 under Health &amp; Safety Matrix, paragraph 2, line 1, should read 'MHVR Filter' rather than 'Air Source Heating'.</p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p>		
<p><b>3. Matters Arising</b></p> <p><u>Matters arising from the meeting held on 14 February 2024</u></p> <p>Page 1, Salary Sacrifice, AM confirmed that HM has a meeting arranged with Pike and Bambridge next week with the expectation that the scheme will go live to staff following the meeting.</p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p>Page 3, 'Rent Consultation', AM informed that all the rent increase letters have been sent within the legal timeframe.</p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p>		
<p><b>4. Chief Executive Officer</b></p> <p>a) Regulatory Standards Action</p> <p>AM emphasised the importance of governance in assuring the Board that the Association complies with Regulatory Standards. AM reminded the Board</p>		

<p>about the availability of additional assurance regarding the evidence bank for the assurance statement, accessible to all Board members within the Board area of our website.</p> <p>The Board <b>noted</b> the report.</p> <p>b) Value for Money Presentation</p> <p>AM introduced the Value for Money matrix to the Board, which has enabled us to assess our performance relative to other RSLs and gain insights into our comparative performance. This assessment will be conducted annually, accompanied by a 12-month action plan. This approach will enhance our association's focus on performance evaluation.</p> <p>The Board <b>noted</b> the report.</p> <p>c) SHR Notification</p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p>d) Eviction</p> <p>AM updated the Board on the background to the potential eviction case.</p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p>The Board <b>agreed</b> for the eviction to take place.</p>		
<p><b>5. Finance</b></p> <p>a) Management Accounts</p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p>The report was <b>approved</b>.</p> <p>b) Annual Budget 2023/24</p> <p>FMD provided a comprehensive overview of Dunbritton Housing Association's anticipated financial position for the year 2024/25.</p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p>The Board <b>approved</b> the report.</p> <p>c) Annual Budget Outturn</p> <p>FMD provided an overview of the budget outturn.</p> <p>The Board <b>noted</b> the report.</p> <p>d) Recharges Arrears Update</p>		

<p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p>The Board <b>noted</b> and <b>approved</b> the report.</p> <p>e) Factoring Charges and Arrears Update</p> <p>HM updated the Board with the current and former arrears and a potential increase in charges for 2024/2025 in relation to factoring charges and arrears.</p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p>The Board <b>noted</b> and <b>approved</b> the report.</p> <p>f) Santander Supplementary Agreement</p> <p><b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b></p> <p>The board <b>approved</b> the signing of the agreement.</p>		
<p><b>6. Corporate Services &amp; Governance</b></p> <p>a) Member Applications/Cancellations</p> <p>CS detailed that there has been 1 new application and no cancellations to the organisation's membership.</p> <p>The membership now stands at 66.</p> <p>The Board <b>approved</b> the new applications and noted the contents of the report.</p>		
<p><b>7. Policies</b></p> <p>a.1) Development Strategy</p> <p>The Strategy was <b>approved</b>.</p> <p>a.2) Rent &amp; Service Charge Policy</p> <p>The Policy was <b>approved</b>.</p> <p>a.3) Compensation Policy</p> <p>The Policy was <b>approved</b>.</p> <p>a.4) Procurement Strategy</p> <p>ID pointed out that it is now a legal requirement under the conditions of the grant for an external audit to be conducted. PS agreed that this would be updated within the strategy.</p>		

The Strategy was <b>approved</b> .		
a.5) Procurement Policy		
The Policy was <b>approved</b> .		
<b>8. Confidential Staffing Report</b>		
<b>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</b>		
<b>9. A.O.C.B</b>		
There was no A.O.C.B		
<b>10. Date of next meeting – 17 April 2024</b>		