

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
held at 6.00 pm on Wednesday 15 May 2024
in the Boardroom**

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

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 (CS) Governance & Compliance Officer.

	ACTION BY
<p>1. Welcome, Apologies and Declarations of Interest</p> <p>SMacQ welcomed everyone to the meeting and welcomed BM to his first Board Meeting.</p> <p>Apologies were received from: J. Smillie (JS) & H. Sorrell (HS).</p> <p>No Declarations of Interest were made.</p>	
<p>2. Minutes of Previous Meeting</p> <p>The minutes of the meeting of 17 April 2024 were proposed as a true record by CC and seconded by EM.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	
<p>3. Matters Arising</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	
<p>4. Chief Executive Officer</p> <p>a) <u>Governance report</u></p> <p>AM presented the Board with the report, which was noted.</p> <p>AM advised that while there is a lot of information in the report, he hoped that it kept the Board informed on Governance matters with the main regulatory bodies. In addition, he intimated there were no major concerns to report in terms of complaint handling.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>SMacQ also urged the Board to reach out to HM or CS if they identified any training they would like to undertake.</p> <p>The Board noted the report.</p>	

b) KPI report

AM confirmed that the report shows that our outcomes, in comparison to our targets, have been very positive.

The Board **noted** the report.

c) IMP

AM outlined how the departmental IMP's support and are aligned with the Association's Strategic Objectives.

He explained that each IMP defines specific targets, key tasks, and objectives for each department within agreed timeframes; he conducts regular reviews with each manager to check progress against the targets identified.

The Board **approved** the IMP reports for each department and **noted** the outcomes.

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d) Board Away Day

AM suggested to the Board for the following subjects be covered at the next Board Away Day and welcomed suggestions from the Board regarding areas they would like to address on that day:

- Governance – Role of a Board member
- Health & Safety Training
- Procurement

AM informed the Board that both HM & CS will explore possible dates for the Board Away Day, aiming for a Saturday around the end of August.

e) Corporate Plan

AM advised that he along with the Management Team were currently working on the Corporate Plan, however it can't be finalised until the yearend figures are confirmed by the external auditors.

AM suggested that the Board proofread the plan as each section is completed. The Board **agreed** to receive the sections for proofreading as they are completed.

5. Corporate Services

<p>a) <u>Membership Application & Cancellation</u></p> <p>CS confirmed that there had been no change to the organisation's membership. The membership stands at 66.</p> <p>The report was noted.</p> <p>b) <u>CEO Employee Development & Cancellation</u></p> <p>HM confirmed that the Chair, with assistance from Linda Ewart, consultant, had completed the CEO's annual Employee Development Review and has agreed to his objectives for 2024/25.</p> <p>HM also confirmed that there were no areas of concern highlighted during the appraisal interview.</p> <p>AM confirmed that after completing his review, he has now scheduled for the managers to be carried out.</p> <p>The report was noted.</p>	
<p>6. Asset Management</p> <p>a) <u>Health & Safety Report</u></p> <p>PS gave the Board an update on our compliance with our legal obligations on employee and tenant/resident safety.</p> <p>The Board noted the report.</p>	
<p>7. Housing Services</p> <p>a) <u>Presentation</u></p> <p>RM gave a presentation in relation to the Housing Services department.</p> <p>RM highlighted that the arrears were at the lowest that they have been, standing at 0.96%.</p> <p>RM mentioned that one of the key areas he aims to focus on throughout the year is tenancy sustainment.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>RM advised that overall, the performance has been very positive within the Housing Services team.</p> <p>The contents of the presentation were noted.</p>	
<p>8. Policies</p>	

<p>a) <u>Updated Policies</u></p> <p>a.1 Principal Officer Remuneration Policy</p> <p>The Principal Officer Remuneration Policy was approved.</p> <p>a.2 Asbestos Policy</p> <p>The Asbestos Policy was approved.</p> <p>a.3 CCTV Policy</p> <p>AC inquired about the necessity of conducting a RISPA inspection</p> <p>The CCTV Policy was approved.</p> <p>Post-Meeting Note: Following up on this query, we were advised by Really Good Data Protection (RGDP), who confirmed that we are not legally obligated to undergo this inspection, as we do not have enforcement authority over our CCTV</p>	
<p>9. A.O.C.B</p> <p>SMacQ has confirmed that he has signed off on the ARC, and it will be presented at the Audit & Risk meeting on 22 May 2024.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	
<p>10. Date of next meeting – Wednesday 12 June 2024</p>	