

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 24 November 2021
In the Boardroom and Via Zoom**

Present: S. MacQuire (SMacQ) Chair; A. Tuach (AT) Vice-Chair; B. Walker (BW); E. McCurdy (EC); S. Aitken (SA); A Cameron (AC),

In attendance: R. Murray (RM) Housing Services Manager; D. Wilson (DW) Corporate Services Manager; H. Maitz (HM) Finance Manager; P. Sweeney (PS) Asset Manager; Ewan MacDonald (EMacD) MacDonald-Cameron

1. Welcome, Apologies and Declarations of Interest	ACTION BY
<p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from, A.Murphy (AM) Chief Executive Officer; C.Chalk (CS); J.Smillie (JS); D.Caldwell (DC); G.Mulvaney (GM); F.Craig (FC);</p> <p>No Declarations of Interest were made.</p>	
<p>2. Minutes of Previous Meetings</p> <p>The minutes of the meeting of 27 October 21 were proposed as a true record by EC and seconded by AC.</p>	
<p>3. Matters Arising</p> <p>Page 2 Community Links Scotland - HM advised the Board that Steven Singer from Community Links Scotland will be attending the Board Away Day to provide a presentation on the projects being carried out by Community Links.</p> <p>Page 3 Private Health Care – HM confirmed that arrangements are in place for the Private Health Care to start from December 2021, this was well received by staff.</p> <p>Page 3 Disposals - PS asked the Board to note and approve one additional address for disposal: 3/1 84 High Street, which has now become vacant. He also advised that an estate agent is currently putting together a proposal for the management of the sale of all noted properties. This will be brought to the Board as soon as it has been received. AT asked PS to confirm the amount and location of the properties and PS confirmed that there are 7 properties, located in High Street (3), Castle Street (2), Williamson Avenue (1) and Burns Street (1).</p> <p>The Board approved the addition of 3/1 84 High Street for disposal.</p>	

<p>Page 6 - Assurance Statement - HM advised that the Assurance Statement will be looked over and discussed with the Board at the Board Away Day.</p>	
<p>4. Chief Executive Officer</p> <p>a) KPI Board Report</p> <p>DW presented the KPI's noting that we either met or nearly met the KPI targets. He detailed however that we were below target with indicator two advising that there had been 2 negative responses to this survey question, however, we had been impacted by an increase in 'neither no responses'. AT questioned why "neither nor" was an option on the surveys and DW confirmed that this was set by the Scottish Housing Regulator. He detailed that this increase in responses maybe because of surveys not currently being carried out face to face (due to Covid).</p> <p>The Board noted the report.</p> <p>b) Governance Report</p> <p>DW presented the Governance report. DW advised that we have seen a marked decrease in service complaints, and whilst this may in part be due to Covid, the Management Team have discussed this and shall highlight this in team meetings to ensure we are properly recording all dissatisfaction.</p> <p>The Board noted the report.</p> <p>c) Development Update</p> <p>EMacD presented the Board with a full update with regards the development programme.</p> <p>Additional Information:</p> <p>EMacD updated the Board on the new Benchmark Grant Levels which have been increased by the Government from £72k for a 3-person unit to £78k. However, this new figure comes with bolt on's for sustainability features like electric vehicle charge points, home office workspaces, non-fossil fuel heating/appliances etc. This brings grant funds up to £95.3k</p> <p>AT queried our position on building homes with alternative/renewable energy supplies. PS confirmed that different technologies are being discussed but this is mainly experimental at this point.</p> <p>The Board noted the report.</p> <p>d) Tenant Participation Strategy update</p>	

<p>HM advised that the Tenant Participation Strategy will be discussed at the Board Away Day by Sharon Donahoe.</p>	
<p>5. Finance</p> <p>a) Management Accounts</p> <p>HM updated the Board providing a comparison between the estimated and actual financial positions as at 30 September 2021.</p> <p>HM also confirmed that there are no issues in terms of loan covenant compliance.</p> <p>PS advised the Board that the overspend on day-to-day repairs in quarter two was due to a catch up of repairs which were unable to be carried out during Covid -19 restrictions. He detailed that as these works are completed we should see a balancing up throughout the year. With regards to service costs overspend PS confirmed that this was due Inspections carried out by fire officers and our actions on the back of these recommendations. He confirmed that the Asset department have implemented a safety first approach to carrying out these works but also detailed we shall recover these payments from service charges to the care providers.</p> <p>The Management Accounts were approved.</p> <p>b) Write off Report</p> <p>HM asked the Board to approve the write off report for Rechargeable Repairs.</p> <p>The report was approved.</p>	
<p>c) Corporate Services & Governance</p> <p>a) <u>Membership Applications & Cancellations</u></p> <p>DW detailed that there had been no change to the organisation membership.</p> <p>The report was noted.</p> <p>b) <u>Board Away Day</u></p> <p>DW discussed the agenda for forthcoming Board Away Day, and this was agreed by the board.</p> <p>c) <u>Sub-Committee Membership</u></p>	

<p>DW thanked those that volunteered for the Sub-Committee for the coming year. He detailed that SMAQ and AT had agreed the following makeup of the Committees:</p> <p>Audit & Risk Sub-Committee,</p> <p>Andrew Cameron Alistair Tuach Chris Chalk Elizabeth McCurdy Sephton MacQuire Sonja Aitken</p> <p>Staffing Sub-Committee,</p> <p>Andrew Cameron Alistair Tuach Elizabeth McCurdy Julie Smillie Sephton MacQuire</p> <p>The Board noted this report.</p>	
<p>Housing Services</p> <p>RM provided a comprehensive update of the work being undertaken by Housing Services and the planned programme of policy review in the coming year.</p>	
<p>d) Policies</p> <p>a) Updated Policies</p> <p>8.a.1) Dignity at Work</p> <p>Dignity at Work policy was approved.</p> <p>8.a.2) Stress Management AT enquired how the policy addresses situations where a manager is identified as a potential cause of the stress. DW detailed that this was covered at 8.3 in the Policy. SMacQ also confirmed that any stress claim or other claims of harassment against the senior officer are covered in the Whistleblowing Policy.</p> <p>Stress Management policy was approved.</p> <p>8.a.3) Whistleblowing</p> <p>Whistleblowing policy was approved.</p>	

<p>8.a.4) Flexible Working</p> <p style="padding-left: 40px;">Flexible Working was approved.</p> <p>b) New Policies</p> <p>8.b.1) Social Media Policy</p> <p style="padding-left: 40px;">Social Media Policy was approved.</p>	
<p>9. A.O.C.B.</p> <p>SMacQ thanked all the Board and Staff for their assistance and hard work throughout the year and wished everyone every happiness for Christmas and New Year.</p>	
<p>10. Date of next meeting</p> <p>19 January 2022</p>	