

Dunbritton Housing Association Ltd.

**Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 12 May 2021
Via Zoom**

Present: S. MacQuire (SMacQ) Chair; A. Tuach (AT) Vice-Chair; S. Aitken (SA); E. McCurdy (EC); C. Chalk (CC); G. Mulvaney (GMU); B. Walker (BW).

In attendance: A. Murphy (AM) CEO; R. Murray (RM) Housing Services Manager; D. Wilson (DW) Corporate Services Manager, P Sweeney (PS) Asset Manager. F McDonald (FM) FMD.

1. <u>Welcome, Apologies and Declarations of Interest</u>	ACTION BY
<p>SMacQ welcomed everyone and thanked them for their attendance. He advised the Board that while the Board meetings are recorded, the recording is destroyed once the approved minutes are posted onto the website. He also asked all present to turn off their mobile phones.</p> <p>Apologies were received from, J. Smillie (JS); G. Morrison (GM); H.Maitz (HM) Finance Manager.</p>	
2. <u>Minutes of Previous Meeting 17 March 2021</u>	
<p>The Minutes were proposed as a correct record by EC and seconded by AT.</p>	
3. <u>Matters arising</u>	
<p>Page 2- SMacQ advised he did not receive any pictures back from the Morrison's seed project, although he has sent some pictures to AM of the gardens at Clyde View.</p> <p>Page 3- AM advised the Board that the suggested staff enhancements have been well received by the staff.</p> <p>AM advised that the quantified cost of the delay to the development is still being investigated by Gregor Cameron.</p> <p>AM said that in terms of the revenue funding loss, he has received feedback from the Scottish Government to say that this will be delayed until 17 May, AM will keep the Board updated.</p> <p>AM informed the Board that a further capital funding application has been submitted to the Scottish Government, with regards to £620,000. He confirmed to date we had received £281,000 and he is hopefully a further amount will be awarded to the Association. AM will keep the Board updated.</p>	

<p>4. <u>Chief Executive Update</u></p> <p>a) KPI Board Report</p> <p>AM advised the Board that in addition to our own results we also look to see how we compare against the results of the upper quartile. These results will be available in September and a further report will be submitted for the Board.</p> <p>AM said that after a difficult year our outcomes, in comparison to our targets, have been very positive, there was only two areas where we had not made target:</p> <p>Stock Meeting SHQS. This was in part due to a change in the criteria which has made a further 23 properties that now fail ESSH. These properties will have the energy performance evaluated in the coming year to evaluate the extent on work required to meet ESSH2.</p> <p>Annual Gas Safety Check, AM detailed that due to the requirements to follow the guidance on Covid, there were properties that it was not possible to carry out the gas safety check. Had it had not been for Covid, and people shielding, these targets would have been met.</p> <p>AM advised said the one area the Association did not meet was the average time taken to re-let. This was due to the impact of COVID-19 at the start of financial year. Since Covid kicked in at the beginning of April, we were well above target, but throughout the year the team had managed to greatly improve on these results. He was pleased to note that the last quarter result was only 5.7 days.</p> <p>PS said that in terms of the void days it should also be recognised that we were letting the harbour during this time and had a stretch in resources. With regards to the properties missing ESSH2, he is confident the 23 properties will be brought up to standard.</p> <p>AT asked how the Association will bring the properties up to this standard.</p> <p>PS said that due to the SAP rating (the energy performance calculation) they were evaluated on old EPC's (Energy Performance Certificate) therefore he is confident when the new methodology is used that the properties will pass the required standards.</p> <p>b) Governance Report (report attached for noting)</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.</p> <p>AT asked with regards to one of the complaints received and enquired why the bath was not fitted to allow a shower to be fitted. PS advised that</p>	

when it is a new build it is 'Provisionals' which are put in place for the water supply and electricity supply. There will not be provisions in place to allow showers to be directly fitted.

The report was **noted**.

c) SHR communication - Dunbritton Cashflow Projections (for discussion)

AM advised the Board that we have had a communication from the Scottish Housing Regulator asking specific questions with regards to cash flows etc.

FMD shared with the Board the questions which were raised by the Regulator. FMD spoke the Board through some of the points raised by the Regulator to reassure the Board that there were no issues with the accounts.

AM highlighted to the Board a question which was asked with regards to the small spend with regards to the capital programme. AM advised that this is particularly low due to the stock which Dunbritton has, and confirmed he believes it is also due to the procurement exercises which we have in place.

GMU asked if we had done a sensitivity analysis. FMD confirmed that we have carried this out with regards to our projections over the years. GMU advised as a Board member he felt reassured given the information that the Board has received.

Following discussion it was agreed that before the response is sent to the Regulator that it will be shared with both the Chair and Vice Chair.

d) Internal Management Plans – All departments

AM outlined how the departmental Internal Management Plans (IMPs) support and are aligned to the Association's Strategic Objectives.

He explained that each IMP clearly defines specific targets and objectives for each department within agreed timeframes and he conducts regular reviews with each Manager to check progress against the targets identified.

It was highlighted that the Board have not received the laminated details of the Regulatory Standards and the Strategic Objectives, and Corporate Services shall ensure these are sent out.

All IMP outcomes were **noted** and **approved subject to the undernoted typo that would be corrected**.

AT advised that the date on the header was incorrect on the Finance IMP it reads 2016-2019 and should read 2019-2022.

<p>e) Harbour Heritage Project. (verbal update)</p> <p>AM provided the Board with an update in regards to the viewing point. He confirmed that the planning permission was rejected by West Dunbartonshire Council. AM confirmed that we are having to withdraw the application and go back out to consultation to a wider group and this will then return to Planning.</p> <p>AM advised that with regards to the wider consultation we have placed adverts with the press and had our own leaflets printer, which will be distributed to all the Dunbritton tenants within Dumbarton. AM also confirmed that we will be holding two Zoom consultations for people to join and make their views, and, we will have an open day where locals can come along and share their views with both staff and the artists behind what we are trying to achieve. AM advised that all information will be gathered from all the consultations and we will then submit another application to West Dunbartonshire Council planning department.</p> <p>GMU asked that if the question will be asked as to whether the person supports the sculpture or not in order to have the positive response noted. AM confirmed that the question will be asked via Survey Monkey and a survey via Zoom, along with keeping note of anyone that we speak with views.</p> <p>EM recognised the level of work that has been put into attempting to gain the planning permission.</p> <p>SMacQ asked if the people attending the consultations would be able to note the plaques on the ground and benches for them to see the Heritage side. AM confirmed that the planning department has advised that we still need planning permission to sight two benches and seven slabs so as part of the consultation process the leaflet we have included these.</p>	
<p><u>5. Finance</u></p> <p>A & b) Five Year Financial Report and Projections (report attached for noting)</p> <p>FMD took the Board through the Five-Year Financial report projections report advising of the main assumptions and projected outturns. FMD advised that the 20/21 budget (as amended) is the starting point, and all future assumptions are based upon the long-term projections contained within the Business Plan. FMD also advised that the Association's long-term projections shall be revised around December 2021 along with the Treasury Management strategy.</p> <p>FMD confirmed, based on the projections no issues are expected in with regards to covenant compliance.</p>	

<p>SMacQ asked with regards to point 2.20 is it around £10,000 more per unit now with the new suppression unit which has to be installed in new builds. PS confirmed that there is an additional cost with regards to the suppression units due to fire legislation.</p> <p>The report was approved.</p> <p>Board Members agreed the Submission to SHR.</p>	
<p><u>6. Corporate Services & Governance</u></p> <p>a) Membership Applications and Cancellations</p> <p>DW detailed that there have been no new applications or cancellations and that the membership remains at 86.</p>	
<p><u>7. Housing Services</u></p> <p>a) Owners' Factoring Survey report (report attached for noting)</p> <p>RM advised that all 357 owners were surveyed in March 2021 and advised that Board of the overall results from the owners' survey.</p> <p>RM advised that going forward the Finance Department will be responsible department for the Factoring owners.</p> <p>RM thanked DW and the Corporate Services Department for their help with the surveys.</p> <p>b) Housing Services Presentation</p> <p>RM talked the Board through the Housing Services Presentation.</p> <p>RM updated the Board on the Housing Services Department performance throughout the year, highlighting that the arrears are at the lowest that they have been over the years at Dunbritton. RM advised that overall, the performance has been very positive.</p> <p>RM confirmed that the completion date for the Harbour was 31 March 2021. RM advised that going forward with the Harbour the Housing Officers will be carrying out settlement visits and working alongside Asset with regards to any snagging issues that there may be.</p> <p>RM confirmed that he is in the process of writing new policies which will come to the Board throughout the course of the year.</p> <p>RM lastly advised that Anne Jo will be retiring on 21 May 2021. The Board thanked Anne Jo for her service and wished Anne her well. RM advised that interviews would take place on 18 May 2021 for the vacancy that Anne Jo's retirement leaves in Housing Services.</p> <p>AM advised unfortunately due to Covid we are not able to give the send off we would have hoped for. AM confirmed that AM will have lunch with</p>	

<p>Anne Jo on behalf of Dunbritton and confirmed that SMacQ will do a socially distanced presentation in the office for Anne Jo's retirement.</p>	
<p>8. <u>Policies</u></p> <p>a) Updated Policies</p> <p>8.a.1) Privacy Policy</p> <p>The Privacy Policy was approved.</p> <p>8.a.2) Treasury Management Policy</p> <p>The Treasury Management Policy was approved.</p> <p>b) New Policies</p> <p>8.b.1) Board Recruitment Policy</p> <p>The Board Recruitment Policy was approved.</p> <p>8.b.2) Principal Officer Remuneration policy</p> <p>The Principal Officer Remuneration was approved.</p>	
<p>9. <u>A.O.C.B</u></p> <p>AM advised the Board that the previous minutes of the last Audit & Risk meeting were not presented to any Board meeting for noting. The Board noted the minutes of the meeting held on 20 May 2020.</p> <p>The minutes were noted by the Board.</p>	
<p>10. <u>Date of next meeting</u></p> <p>23 June 2021</p>	