

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 19 October 2022
In the Boardroom and Via Zoom**

Present: S. MacQuire (SMacQ) Chair; E. McCurdy (EM) Vice-chair; A. Tuach (AT); C. Chalk (CC); G. Mulvaney (GMU); A. Cameron (AC); J. Smillie (JS); S. Aitken (SA).

In attendance: A. Murphy (AM) CEO; R. Murray (RM) Housing Services Manager; D. Wilson (DW) Corporate Services Manager; C. Samain (CS) Corporate Services Officer (minute taker); F. McDonald (FMD) FMD Consultants.

<p>1. Welcome, Apologies and Declarations of Interest</p> <p>SMacQ welcomed everyone to the meeting.</p> <p>SMacQ informed the Board that George Morrison has submitted his resignation for personal reasons. AM confirmed that an email has been sent to George on behalf of the Board to thank him for his time and assistance.</p> <p>Apologies were received from, H. Sorrell (HS); P. Sweeney (PS) Asset Manager; H. Maitz (HM) Finance Manager.</p>	<p>ACTION BY</p>
<p>2. Minutes of Previous Meetings</p> <p>The minutes of the meeting of 17 August 2022 was proposed as a true record by SA and seconded by EM.</p>	
<p>3. Matters Arising</p> <p>There were no matters arising.</p>	
<p>4. Chief Executive Officer</p> <p>a) Internal Management Plans (IMPs)</p> <p>AM confirmed the departmental Internal Management Plans (IMPs) are aligned with the Association’s Strategic Objectives.</p> <p>He explained that each IMP 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.</p> <p>The IMPs are presented to the Board on a 6 monthly basis to ensure the Board is kept informed of progress in key areas of work. AM invited questions from the Board. The Board were in agreement with the updates provided.</p>	

The report was **noted**.

b) Charity compliance update

AM assured the Board that the Association is compliant with its requirements as a Scottish Charity.

The report was **noted**.

c) Community Regeneration

AM confirmed that Community Links Scotland (CLS) is currently working on a bid for Dunbritton and other Associations for the Housing Fuel Support Fund. AM is hopeful that if the bid is successful, it will give us access to further support for our tenants. This will provide assistance in addressing the current fuel crisis.

AM also confirmed that we are looking at the place standard tool to develop a strategy with CLS which we can then take forward. AM apologised for the delay with the CLS strategy, however, due to the fuel crisis, it was agreed that they should focus on the funding application and return to the strategy in the near future.

d) Rent Freeze

FMD provided the Board with a presentation showing an overview of the potential long-term effects that a rent freeze or rent cap could have on the Association.

EM asked if there was any funding available if a rent freeze is put in place by the Scottish Government. FMD advised that it is highly unlikely that there will be government funding available to cover the shortfall for associations.

After discussion, it was agreed that the Board will reconvene for a special Board meeting to be held to further discuss the potential implications for the coming year.

e) Board Away Day

AM gave a brief overview of the Board Away Day:

Procurement (presented by Dougie Gold)

AM advised that he was hopeful that Dougie Golds' presentation gave the Board assurance that as an association we are procuring correctly.

<p>Value for Money (presented by Elaine Byrne)</p> <p>AM advised that we aim to have an interim strategy in place for value for money by December. He detailed that a meeting has been arranged for staff to meet with Elaine in January 2023 to agree on an action list for the model. Following this, a report will be presented back to the Board to demonstrate Value for Money.</p> <p>Succession Planning (presented by Linda Ewart)</p> <p>AM confirmed that DW has sent over our policies and procedures in relation to succession planning to Linda for review and a report will be given to the Board with any changes that are suggested. He confirmed with the Board that all senior staffing posts will be advertised externally.</p> <p>AM also thanked all the Board members who attend the Board Away Day.</p> <ul style="list-style-type: none"> f) Disposals g) Corporate Plan <p>AM thanked the Board for their input on the updates to the Corporate Plan. The Plan has now been printed and if any Board member would like a copy there is a copy available for download on the Board member area of our website.</p> <ul style="list-style-type: none"> h) GWSF Annual Fee report <p>AM advised that the annual fee for GWSF has increased. He advised that he feels that the information and guidance they provide is beneficial.</p> <p>The Board approved the continued membership.</p>	
<p>5. Corporate Services & Governance</p> <ul style="list-style-type: none"> a) Membership Applications & Cancellations <p>DW detailed that there had been no change to the organisation's membership.</p> <p>He did however advise that we are currently reviewing our membership list and contacting all members who haven't attended the AGM in the last 5 years to seek confirmation that they wish to remain as members of the Association.</p> <p>The Board noted the report.</p> <ul style="list-style-type: none"> b) Document Singing of the Seal <p>DW advised the Board that there were no new entries since the last Board meeting.</p>	

<p>The Board noted the report.</p> <p>c) Minutes of the September Board Meeting</p> <p>DW updated the Board on the meeting held immediately after the AGM. At this meeting, EM was made Vice-chair and SMacQ was retained as Chair.</p> <p>The minutes were proposed by SMacQ and seconded by EM.</p> <p>d) Board member's choice of committee</p> <p>DW advised that there have been no requests to change membership.</p> <p>The Board agreed on the committee membership.</p> <p>e) Board schedule approved for the following year</p> <p>The schedule was approved.</p> <p>f) Assurance Statement</p> <p>CS detailed to the Board that we are required to annually submit the Assurance Statement to the Scottish Housing Regulator.</p> <p>CS reminded the Board of the importance of accessing and reviewing the 'evidence bank' on the Board member area of our website to ensure they are adequately assured that the Association is meeting all seven of the regulatory standards.</p> <p>The Board approved the Assurance Statement.</p> <p>g) Tenant Equality Survey</p> <p>CS presented the Board with the results from the Tenant Equality Survey which we recently carried out with CX-Feedback. She detailed that we continue to meet our legislative duties with regards to the collection of equalities data.</p> <p>The report was noted.</p>	
<p>6. Housing Services</p> <p>a) Housing Services Presentation</p> <p>RM provided a comprehensive update on the work being undertaken by the Housing Services department.</p>	
<p>7. Asset Management</p> <p>a) Bell decorators – Extension to contract</p>	

<p>AM advised that we currently have work being carried out by Bell decorators and we are looking to extend this contract by 12 months to allow them to complete the planned works.</p> <p>The Board approved the extension.</p>	
<p>8. Policies</p> <p>a) New Polices</p> <p>8.a.1 Death of a Tenant Policy</p> <p>The Policy was approved.</p> <p>8.a.2 Electrical Safety Policy</p> <p>The Policy was approved.</p> <p>b) Updated Policies</p> <p>8.b.1 Financial Regulations Policy</p> <p>The Policy was approved.</p> <p>8.b.2 Maintenance Performance Policy</p> <p>The Policy was approved.</p>	
<p>9. <u>A.O.C.B</u></p> <p>There was no A.O.C.B</p>	
<p>10. <u>Date of next meeting</u> – 30 November 2022</p>	