

Dunbritton Housing Association Ltd.

**Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 23 June 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); G. Morrison (GM);

In attendance: D. Wilson (DW) Corporate Services Manager, P Sweeney (PS) Asset Manager; H.Maitz (HM) Finance Manager; G.Cameron (GC - Gregor Cameron Consultants) E.McDonald (EMD - Gregor Cameron Consultants)

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.</p> <p>Apologies were received from, J. Smillie (JS); B. Walker (BW); A. Murphy (AM) CEO; R. Murray (RM) Housing Services Manager.</p>	
<p>2. <u>Minutes of Previous Meeting 17 March 2021</u></p> <p>The Minutes were proposed as a correct record by EC and seconded by AT.</p>	
<p>3. <u>Minutes of Audit and Risk Committee of 23 May 2021</u></p> <p>PS advised on page 2, 'Tenant Safety' with regards to the Electrical Installation Condition Report (EICR), that we are able to follow the current 'Gas Safety Check' procedure with regards to electric safety, however, the only difference which will be in the procedure is that we cannot force access for the 'EICR'.</p> <p>The Minutes were noted.</p>	
<p>4. <u>Matters Arising (from the 17 March meeting)</u></p> <p>At Page 1, HM confirmed that Jackie Ballie MSP, is still pursuing revenue funding loss with Shona Robison, Cabinet Secretary for Social Justice, Housing and Local Government.</p> <p>HM also gave an update on page 3, 'SHR communication'. She advised that AM had sent a response to the Scottish Housing Regulator (SHR) with regards to cash flow. The SHR had responded yesterday (22 June) and confirmed that the response from AM had provided them with reassurance.</p>	

<p>HM advised that the SHR also had further points that they wanted clarification on with regards to the maintenance costs, PAT testing and component replacement costs. HM confirmed that she and PS have prepared a response and shall confirm this with AM prior to replying to the SHR. HM advised that AM will respond to SHR on his return and update the Board.</p>	
<p>5. <u>Chief Executive Update</u></p> <p>a) Development Update</p> <p>GC gave an update on the Dumbarton Harbour development and confirmed that the completion date was March 2021 he also confirmed that the total development cost was [REDACTED]. He advised that the Association also secured the stage 2 adaptation funding of £131,204 at the development.</p> <p>GC also advised that with regards to the insurance claim for the damaged properties two tenders were returned. PS advised the successful contractor has been selected [REDACTED], PS advised that the target date for completion of reinstatement of the properties is 21 October 2021.</p> <p>GC confirmed that along with the Clark of Works they have been looking at what works still need to be carried out and any defects at the Dumbarton Harbour Development. GC advised he will compile the report of defects and works still needing to be carried out along with a letter to the developer advising of a time scale on which the works should be carried out.</p> <p>GC also gave an overall update on all proposed future developments. AT reminded GC of the importance of ensuring that correct title deeds are supplied.</p> <p>GC asked for Board approval for a maximum authorised expenditure of [REDACTED] with regards to the Golfhill Drive development. GC advised that the expenditure is for the outlay of design team fees and statutory consent fees to take the project to the tender application stage.</p> <p>The Board approved the maximum authorised expenditure for Golfhill Drive.</p> <p>b) ARC Report (report attached for noting)</p> <p>HM advised that it has been another successful year where we have continued to progress well across all of the key indicators despite the challenges faced due to Covid-19.</p> <p>HM advised The SHR is due to publish all final ARC results as at 31/3/2021 year at which point the benchmarking and top quartile statistics will be available. HM confirmed that this information will be used to update the Key Performance Indicator report.</p>	

<p>HM advised that AM would like to thank all staff involved in achieving the ARC result.</p> <p>SMacQ also thanked staff for their hard work on behalf of the Board with regards to the ARC return and results.</p> <p>c) Referrals from Audit & Risk Committee</p> <p>HM confirmed that AM is updating the Risk Register which he will bring to the August board meeting. HM advised that the items that will be looked at as agreed by the Audit and Risk Sub-Committee are;</p> <ul style="list-style-type: none"> • Assurance Statement • Tenants Engagement • Review Development process (lessons learned) <p>d) Afghan Resettlement</p> <p>HM advised that 2 properties have been agreed with A&B council and so far, no requests have been received, all requests will go through RM.</p> <p>e) Harbour Heritage Funding Update</p> <p>HM confirmed that further to some of the previous publicity received with regards to the Heritage Project, the Association along with Rig Arts held two zoom meetings along with an open day for feedback from tenants and local people with regards to the project. HM advised that these received a very positive outcome. HM confirmed that the WDC planning committee is now in summer recess therefore the new planning application will be submitted in August on their return.</p> <p>HM also advised that the Association has had to delay the grant drawdown with regards to the project until October. HM confirmed that the Heritage Lottery Fund has approved the delay until the revised project completion date in October 2021.</p>	
<p>6. Finance</p> <p>a) Management Accounts & Report</p> <p>HM went through the details of the Report, Statement of Comprehensive Income, and the Statement of Financial Position. HM explained in detail the main variances to date and advised that there were no issues with regards to terms of loan covenant compliance or in terms of accessible cash.</p> <p>The report was approved.</p> <p>b) Treasury Management Report & appendix</p>	

<p>HM updated the Board on treasury management operations, including the amount & status of existing loans; the amount of stock secured against loans; future proposed borrowing; and management of cash available for investment.</p> <p>The report was noted.</p>	
<p>7. <u>Corporate Services & Governance</u></p> <p>a) Membership Applications and Cancellations</p> <p>DW updated the Board that there have been 3 new applications to become members of the Association.</p> <p>The three applications for membership were approved.</p> <p>b) Health & Safety review</p> <p>DW updated the board on the Health & Safety within the office and assured the Board that this is being effectively managed and administered across the Association. He detailed that an external audit and assessment was carried out in the new office prior to moving in and that new health and safety equipment was installed for the office move.</p> <p>The report was noted.</p> <p>c) Annual Assurance Action Plan</p> <p>The board had a brief discussion of the Annual Assurance Action Plan.</p> <p>The report issued with the agenda was approved.</p> <p>e) Report on Board Appraisals</p> <p>DW detailed the findings following the Board appraisals and the new format for reporting this.</p> <p>The report issued with the agenda was approved.</p> <p>f) Changes to Report Format</p> <p>DW advised of the proposed changes to the Report formats. These changes are in line with the requirements created through the Assurance Statement and will assist the Board in recognising areas of Regulatory Requirement as well as ensuring that considerations are being made to both equalities and human rights.</p> <p>The new format for the Board report was approved.</p>	
<p>8. <u>Asset Management</u></p> <p>a) Asset Management report</p>	

<p>PS took the Board through a detailed update on what has been happening within the Asset department over the last 6 months.</p> <p>The presentation covered all aspects of the department and included management section, reactive maintenance, planned maintenance and cyclical maintenance. A detailed description and slides show was provided highlighting the recent procurement activity and the upcoming procurement for the new financial year.</p> <p>The report included details of the remedial works at Dumbarton Harbour following the flood at 4 Cronin Street and the disabled adaption/extension carried out at Logie Place. PS commended the work undertaken by Jim Cannon (Maintenance Officer) and Central Timber Construction (contractors) with regards to delivering this extension.</p> <p>SMacQ highlighted the Board's thanks for the works undertaken by the Asset team in the year as well as commending the work of all the teams within DHA in a challenging year.</p>	
<p>9. <u>Policies</u></p> <p>a) New Policies</p> <p>9.a.1) Shared Ownership</p> <p>The Shared Ownership Policy was approved.</p> <p>9.a.2) Business Continuity Plan</p> <p>The Business Continuity Plan was approved.</p>	
<p>10. <u>A.O.C.B</u></p> <p>a) HR – Confidential</p> <p>b) AGM</p> <p>DW sought the Boards agreement to host the AGM remotely. He confirmed that the 2020 Rules, adopted by the members last year, allow for the hosting of the AGM remotely (Rule 20.1, and 20.2). The Board agreed that in light of the current Covid situation, this would be the best option, and agreed to the remote hosting of the AGM on 22 September.</p> <p>There being no other business, the meeting closed at 19:30.</p>	
<p>11. <u>Date of next meeting</u></p> <p>18 August 2021</p>	