

**Dunbritton Housing Association Ltd.  
Minutes of Meeting of Management Board  
Held at 6.00 pm on Wednesday 27 October 2021  
Via Zoom**

**Present:** S. MacQuire (SMacQ) Chair; E. McCurdy (EC); C. Chalk (CC); G. Mulvaney (GMU); A. Cameron (AC); D.Caldwell (DC).

**In attendance:** A. Murphy (AM) CEO; R. Murray (RM) Housing Services Manager, D. Wilson (DW) Corporate Services Manager; H. Maitz (HM) Finance Manager.

<b>1. Welcome, Apologies and Declarations of Interest</b>	<b>ACTION BY</b>
<p>SMacQ welcomed everyone to the meeting, he detailed that this was DC's first meeting and welcomed him to the Board. He also detailed that this was the first meeting for CC and AC as full members. AM briefed the new members on how the information is provided prior to the meetings and the support available through the Management and Corporate teams. SMacQ 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, B.Walker (BW) J. Smillie (JS); S. Aitken (SA); A. Tuach (AT) Vice-Chair; G. Morrison (GM); F.Craig (FC); P. Sweeney (PS) Asset Manager.</p>	
<p><b>2. Minutes of Previous Meetings</b></p> <p>a) 18 August 2021 b) 22 September 2021 AGM c) 22 September 2021 (Board meeting after AGM)</p> <p>AM noted that on page 7, paragraph 2 of the minutes of meeting held on 18 August 2021, it should read "Following a discussion, it was approved to move from Libor to the base rate for the BOS and Santander loans."</p> <p>The minutes were proposed as a true record as follows:</p> <p>a) Proposed by CC and seconded by EC. b) Proposed by SMacQ and seconded by EC. c) Proposed by CC and seconded by EC.</p>	
<p><b>3. Matters Arising</b></p> <p>There were no matters arising.</p>	

#### 4. Chief Executive Officer

##### a) Internal Management Plans (IMPs)

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

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.

##### b) Charity compliance update

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

##### c) Community Links Scotland

AM advised to the Board on the role that Community Links Scotland (CLS) provides Dunbritton with supportive help to improve the communities we serve. AM proposed to the Board that at the next Board Away Day and Staff Meeting that CLS can attend to give all a short presentation with regards to their role working with Dunbritton. AM advised following on from the meetings with CLS that a further report will be issued to the Board with the finding of the meetings to enable the Board to make a formal decision on how we spend the funding within the budget set for next year.

GMu asked that with regards to the budget set, would the meeting after the Board meet with CLS, discuss if we increase the budget or decrease the budget? AM confirmed that this is a discussion that we can have once we have had the initial meeting.

GMu also asked how this would be approached within the budgets, and if it may be required to be profiled over two years? HM advised of an expected potential cost of around £15,000, if it did span two years then this would be reflected accordingly in the budgets.

##### d) Key Performance Indicators

AM detailed the Key Performance Indicators (KPIs). He proposed that these primarily remain unchanged, which reflected both the high performance achieved and the high targets we have set, AM advised that there were two highlighted areas within the Housing Services Department which RM feels the target can be changed:

- Gross rent arrears as percentage of rent due to be reduced from 2% to 1.5%.
- Average time taken to re-let properties to be reduced from 8 days to 6 days.

AM advised that these were the suggested changes but asked for the Board's thoughts in this regard. GMu suggested that we consider reviewing the repair times as our current results were well within target. AM advised that this KPI cannot currently be changed, as these targets are set within the current contracts we have in place with our contractors. He advised however that as part of the procurement process the times set will be looked at. GMu also asked if the number of days for the repairs to be completed on target were working days or included weekends. AM detailed that he will confirm this.

**Post meeting note, the target is working days. The Emergency repairs equation for this KPI is set by the Scottish Housing regulator and defined in the ARC Day to day repair guidance.**

Following discussion, the Board **agreed** for these two KPI targets to be changed.

e) Private Health Care

AM highlighted to the Board an error in the report under 4.3 'Employee tax liability' it should detail that 20% should be £120 and 40% should be £240.

AM discussed the report with the Board. He intimated the current challenges facing the organisation both in recruitment, retention, and staff wellbeing. As this matter was a conflict of interest for the attending staff members, SMacQ asked that the staff left the meeting whilst the Board carried out a private discussion.

At this point AM, HM, DW, and RM left the meeting, and the recording was paused.

A private discussion was held by the Board.

SMacQ invited the staff members to return, and the recording was recommenced.

SMacQ confirmed that the Board have **approved** to go ahead with the Medical History disregard (MHD) for Private Health Care.

AM thanked the Board for their support and agreed to propose Private Health Care to the staff terms.

**Post meeting note:**

The Private Health care scheme has been well received by staff.

f) Disposals

AM advised the Board of the vacant properties which the Association holds and are in need of significant investment due to major maintenance issues.

DW advised that there is a typo on page 1 under Equalities and Human Rights impact it should detail that: This report has a neutral impact on those with protected characteristics. He confirmed that none of these properties are disability adaptable.

The Board **approved** the stock disposal.

g) Development

AM gave the Board an in-depth update on all the Associations current developments as detailed below:

Funding

The Association is seeking additional grant support from the Scottish Government for unforeseen costs attributed to the Minute of Variation (MoV); further discussion has taken place with the Scottish Government however the only SG technical officer who can review major funding applications is on long term leave so it is unlikely to be progressed quickly. The Association will continue to pursue this additional funding to maximise recovery of Dunbritton Housing Association (DHA) additional contribution under the MoV.

Insurance Works

The insurance reinstatement works being carried out by Central Timber Construction were successfully completed on Thursday 21<sup>st</sup> October.

Outstanding Works

The developer failed to complete landscaping works to the required standard prior to handover of the Dumbarton Harbour properties; as a result, Marshall Construction remain liable for the completion of the landscaping works and for maintenance until the works are signed off as acceptable and complete. We have requested an update on progress regarding the list of outstanding items with Cullross, reminding them of the timescales required within the development agreement. On completion, should the works not achieve the required standard then, on behalf of DHA, Martin Aitken Associates will notify Turner Townsend, Cullross' agent, that DHA will complete the outstanding items, with the cost of same deducted from the future release of retention to Cullross by DHA.

Golf Hill Drive (8 units)

An initial meeting was held earlier this month with hub West and their design team to discuss the project. We now await hub West's updated design proposals for DHA's review then an updated tender figure will be requested from hub West. The project costs will have to come in line with the figures already approved by the Scottish Government in order for it to be delivered. It is anticipated that a site start could be achievable later in the current financial year subject to achieving a satisfactory tender price.

Dumbain Road Phase 2 (44 units)

Further to the detailed planning application being refused, the developer submitted an appeal to the Local Review Board at the National Park. The Review Board met and agreed to support the planning officer's decision to refuse the application and there are no further opportunities for review. The reasons given were landscape visual impact and the site falling out with the Local Plan boundary. The developer will now submit a pre application enquiry to the National Park planning authority seeking their views on a smaller scale development on the site with additional landscape design. If the project becomes entirely abortive then DHA's total spend will be in the region of £5k including VAT as the design team were working at risk via the developer and the only direct appointment by DHA is the development agent.

#### Kent Drive (18<sup>th</sup> Tee) (16 units)

The high level of costs associated with the ground conditions and topography of the site mean that the development is not currently affordable on its own. The Government has agreed to consider funding the project as part of the larger adjacent development by Taylor Wimpey which is expected to deliver much lower costs per unit. DHA's development agents will collate cost information for both sites as soon as it is available and forward to the Government for an initial appraisal.

#### Helensburgh Golf Club Main Site (66 units)

DHA's development agents are progressing heads of terms with Taylor Wimpey for the land and construction contracts for the delivery of 52 new homes on the main Helensburgh Golf Club site. We await detailed design proposals for DHA's review and construction costs which are required to progress both the Main Site and the adjacent 18<sup>th</sup> Tee development. Taylor Wimpey's planning application awaits validation by Argyll & Bute Council.

#### Jeanie Deans (12 units)

The planning and funding applications still await determination by A&B Council and the Government respectively. The approval of both is expected within the next month. Once approved, the construction contract with JR Group will be formalised and a site start date can be agreed.

#### Bridge Street

DHA has obtained budget costs for the demolition of the building at Bridge Street which is currently partially leased to West Dunbartonshire Council. An options appraisal is currently being undertaken by DHA's development agents to review what number and size of new build units could be accommodated within the land already within DHA control.

#### h) Board Away Day

AM proposed some suggestion to the Board on which topics could be looked over at the Board Away Day:

<p>Board Succession Planning Community Links Tenant Participation Strategy Value for Money Service Charge Review</p> <p>The Board had a small discussion and <b>agreed</b> for the Board Away Day to be on a Saturday afternoon in late November from 9:30AM-3PM. DW will contact the Board and arrange this.</p>	
<p><b>5. Corporate Services &amp; Governance</b></p> <p>a) Membership Applications &amp; Cancellations</p> <p>DW updated the Board on the membership, confirming that the Board had agreed, prior to the AGM to accept three new applications, and also confirmed that we have one cancelation.</p> <p>The membership was <b>noted</b>.</p> <p>b) Document Singing of the Seal</p> <p>DW advised the Board that there were no new entries since the last Board meeting.</p> <p>The report issued with the agenda was <b>noted</b>.</p> <p>c) Minutes of September Board Meeting</p> <p>The minutes were proposed by SMacQ and seconded by EC.</p> <p>d) Board members choice of committee</p> <p>The Board felt that it would be beneficial for this to be carried forward to the November meeting to allow all members the opportunity to consider volunteering.</p> <p>e) Board schedule approved for following year</p> <p>The schedule of meetings issued with the agenda was <b>approved</b> and <b>noted</b>.</p> <p>f) Confirmation that code of conduct/entitlement, payments &amp; benefits policy has been signed by Board</p> <p>DW confirmed that all Board members and staff members have completed the code of conduct. Any entries have been reviewed by the Chair and the Chair is satisfied that adequate and proportionate process are in place to address any potential areas of conflict of interest.</p> <p>g) Assurance Statement</p>	

<p>DW confirmed that an 'Evidence Bank' has been created within our Board Member Area on our website and all Board Members have been provided with a log in to give further assurance with regards to the Assurance Statement. AM detailed to the Board the importance of accessing and reviewing this information and that is the duty of each Board member to ensure that they are adequately assured that the Association is meeting all seven of the regulatory standards.</p> <p>The Board <b>approved</b> the Assurance Statement for signature by the Chair and submission to the SHR.</p> <p>h) Freedom of Information Request (FOI)</p> <p>DW updated the Board with regards to a recent FOI request. DW confirmed that our response met our duties under the legislation.</p>	
<p><b>6. Housing Services</b></p> <p>a) Rent Management Policy</p> <p>The Rent Management Policy was <b>approved</b>.</p> <p>b) Write Off Report</p> <p>RM asked the Board to approve the write-off report.</p> <p>The report issued with the agenda was <b>approved</b>.</p> <p>c) Eviction Report</p> <p>RM updated the Board on the background to the eviction case.</p> <p>The Board <b>noted</b> the report and the contents therein.</p>	
<p><b>7. A.O.C.B</b></p> <p>A discussion was held with regards to the Board Christmas Lunch, it was agreed that the Board would advise DW on a date which they agree on, to allow DW to have the lunch booked.</p> <p>A special mention was also made on the passing of former Board Member John O'Connor. The Board recognised the hard work and dedication of John and passed on their condolences to his family.</p> <p>The meeting closed at 19:45.</p>	
<p><b>8. Date of next meeting</b></p> <p>22 November 2021</p>	

**Item:**