

**Dunbritton Housing Association Ltd.**  
**Minutes of Meeting of Management Board**  
**Held at 6.00 pm on Wednesday 23 February 2022**  
**Held in the Boardroom and via Zoom**

**Present:** S. MacQuire (SMacQ) Chair; A. Tuach (AT) Vice-Chair; E. McCurdy (EM); A. Cameron (AC); F. Craig (FC); G. Morrison (GM); S. Aitken (SA); B. Walker (BW).

**In attendance:** A. Murphy (AM) Chief Executive Officer; D. Wilson (DW) Corporate Services Manager; H. Maitz (HM) Finance Manager; E. MacDonald (EMacD) MacDonald-Cameron; J. Henderson (JH) Arneil Johnstone; A. Williamson (AW) Corporate Services Assistant; C. Samain (CS) Corporate Services Officer, Minute taker.

<b>1. Welcome, Apologies and Declarations of Interest</b>	<b>ACTION BY</b>
<p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from: J. Smillie (JS); C. Chalk (CC); G. Mulvaney (GM); D. Caldwell (DC); R. Murray (RM) Housing Services Manager; P. Sweeney (PS) Asset Manager.</p> <p>No Declarations of Interest were made.</p>	
<p><b>2. Minutes of Board meeting on 19 January 2022</b></p> <p>The minutes of the meeting of 19 January 2022 was proposed as a true record by AT and seconded by EM.</p>	
<p><b>3. Minutes of Special Board meeting on 9 February 2022</b></p> <p>SA noted a typo in section 1, it should read “apologies received from S. Aitken.”</p> <p>The minutes of the meeting of 9 February 2022 was proposed as a true record by AT and seconded by AC.</p>	
<p><b>4. Matters Arising</b></p> <p><b>Minutes of Board meeting on 19 January 2022</b></p> <p>Page 1 Matters Arising, under ‘Disposals’, AM advised that there has been interest in some of the properties that are for sale. He confirmed that he would initially keep the chair updated with any progress.</p> <p>Page 2 under ‘Dumbarton Harbour’ AM confirmed that the street signs are now up in the Harbour. We have further submitted the details in regard to the viewing platform to West Dunbartonshire Council’s Planning Department and we expect their imminent response, following which we shall look at erecting the platform.</p>	

<p>Page 2 paragraph 3, AM advised that we have been in contact with the Scottish Government and West Dunbartonshire Council to arrange an opening for the harbour. DW detailed that he has been in contact with both, with a suggested opening date of Wednesday 22 June 22. DW is awaiting confirmation from the Scottish Housing Minister for this date.</p> <p>Page 3 'Board Away Day', AM confirmed that the first training session for the Board will be on Development and the training will be undertaken by EMacD, the training session will take place in the evening, for any Board Member unable to attend the training it will be recorded via Zoom. Further sessions shall be held with regard to procurement and succession planning.</p> <p>Page 4 under 'Community Links feedback' AM advised he will look to arrange a meeting with Community Links and staff next month and the feedback will then be given to the Board.</p> <p>Page 4 under 'Tenant Information Service Feedback', AM advised that a Staff Working Group has now been formed to work alongside Sharon from Tenant Information Service (TIS). AM advised we are now going to contact all tenants who volunteered to be involved with the Tenant Participation Group to arrange a meeting with them and the Staff Working Group and TIS in hope that a tenant participation strategy can be formed. AM also confirmed that Corporate Services will have greater involvement with CS being the link between the Tenant Participation Group and the Board.</p> <p>Page 7 under 'Community Support Fund' AM advised that the staff suggestions have been sent over to the Board for consideration.</p>	
<p><b>5. Chief Executive Officer</b></p> <p>a) Rent Service Charge Review by Arneil Johnstone</p> <p>AM welcomed JH to the meeting. He provided the Board with a recap of the review carried out in 2015/16, during this review tenants had detailed that they wished three elements to remain separate, these being close cleaning, ground maintenance, and electrical lighting; all other service costs are pulled together by the Association.</p> <p>AM advised the Board that he felt it was important to have Arneil Johnstone re-audit the process of the Rent Service Charge Review to ensure the Board that the service charge level that has been set is recovering the adequate costs for the association.</p> <p>SA asked if we have taken into consideration the extra costs that will occur due to inflation on energy costs? AT also asked if we have done any modelling on what the likely hood of the increased costs will be next year with regards to the inflation on energy price and also if we have looked at ground maintenance costs in terms of the Harbour and if it has been built into the service charge element?</p>	

HM confirmed that an element has been factored into the rent service charge review with regards to ground maintenance at the harbour, and the costs will be recovered. HM also advised that with regards to the predicted rise in energy costs, as we are unsure as to how high the prices could go, they have not yet been included in the current review. However, HM confirmed to the Board that as part of taking the rent and service charge review forward on an annual basis we will review costs and ensure that these are incorporated within the next year's review.

AM detailed that there may be more fluctuations over the next twelve months due to changes to energy prices, if specific costs spiked during the year we may have to change a specific part of the service charge. We will need to ensure that all charges are correctly reflected at the annual rent and service charge review.

SMacQ asked if the Asset department could potentially look at the timing of the lighting within some of our developments in order to make some cutbacks on energy costs for the Association? AM confirmed he will speak with the Asset department to look into this.

b) Development Update

EMacD presented the Board with the Development Report.

SMacQ asked if the access route, right of way, has been re-opened at the Helensburgh Golf Club site? EMacD confirmed that this access route has been re-opened.

AM detailed that we had looked at specialised housing within the Helensburgh Golf Club development, but as the site has been reduced this will not be possible. We shall however work with the council and the developer to look and see if there are possibilities for specialised housing development on the site.

AT asked if the proposal is to convert the Brown Street commercial unit into a house? EMacD confirmed that the proposal is to convert the ground floor shop and this could be an amenity property.

AT also asked what we hoped for Bridge Street? EMacD detailed that we could look to appoint an architect to review the DHA side of the building and look at remodelling or extending it for re-use.

AT asked what burden is on the title deeds at Bridge Street? AM confirmed that the property title deeds state that the property has to be used for people with specific medical needs. EMacD confirmed that burdens can be removed with the local authority's consent.

<p>SMacQ asked if all tenants of Bridge Street have now been rehoused. AM confirmed that the Key Housing tenants have now been rehoused to our development at Dumbarton Harbour.</p> <p>The Board <b>approved</b> to the appointment of an architect.</p> <p>SMacQ asked if on the next update to the Board on development if they could have a map showing the Board where the exact location of the proposed developments is? EMacD confirmed that this would be included for the Board at the next Development update.</p> <p>The board <b>approved</b> and <b>noted</b> the report.</p> <p>c) KPI Board Report</p> <p>AM provided the Board with an update on the results on the Key Performance Indicators. (KPIs)</p> <p>d) Agree KPI</p> <p>AM proposed for the Board's approval not to change any of the current KPI's and that the Board review these again in 6 months.</p> <p>The board <b>approved</b> the current KPI's and to review these again in 6 months.</p> <p>e) Governance Report</p> <p>AM introduced the governance report, this providing an update on Governance matters. He detailed to new members that this report provides an update with regards to changes from relevant regulatory bodies and that this report highlights these updates to Board members.</p> <p>AM stated that the report does not highlight any issues with complaint management.</p> <p>AT asked with regards to one of the complaints noted as to what was installed in terms of the heating system. AM confirmed that we upgraded the property's boiler and radiators within the property.</p> <p>The report was <b>noted</b>.</p>	
<p><b>6. Corporate Services &amp; Governance</b></p> <p>DW welcomed AW to the Board meeting and introduced her to all Board members.</p>	

<p>a) Membership Applications &amp; Cancellations</p> <p>DW detailed that there had been no change to the organisation's membership.</p> <p>The report was <b>noted</b>.</p> <p>b) Staff Holiday</p> <p>The Board <b>approved</b> the annual leave.</p> <p>c) Board Member Leave</p> <p>The Board <b>agreed</b> a leave of absence for DC for this meeting in accordance with the rules.</p>	
<p><b>7. Housing Services</b></p> <p>a) Write off Report</p> <p>AM spoke the Board through the Write Off Report and asked the Board to approve the write-off.</p> <p>The report issued with the agenda was <b>approved</b>.</p>	
<p><b>8. Finance</b></p> <p>a) Loan Funding Report</p> <p><b>This was approved by the Board.</b></p>	
<p><b>9. Policies</b></p> <p>a) Updated Asset Management Polices</p> <p>a.1) Fire Safety Policy</p> <p>The Fire Safety policy was <b>approved</b>.</p> <p>a.2) Gas Safety Policy</p> <p>The Gas Safety policy was <b>approved</b>.</p> <p>b) Updated Corporate Services Policies</p> <p>b.1) Alcohol and Substance Misuse Policy</p> <p>The Alcohol and Substance Misuse Policy was <b>approved</b>.</p> <p>b.2) Equality and Diversity Policy</p>	

<p>The Equality and Diversity Policy was <b>approved</b>.</p> <p>b.3) Smoke Free Policy</p> <p>The Smoke Free Policy was <b>approved</b>.</p> <p>c) Updated Chief Executive Policies</p> <p>c.1) Risk Management</p> <p>The Risk Management policy was <b>approved</b>.</p> <p>d) New Policies Housing Services</p> <p>d.1) Anti-Social Behaviour Policy</p> <p>The Anti-Social Behaviour Policy was <b>approved</b>.</p>	
<p><b>10.A.O.C.B</b></p> <p>AM advised as he will not be able to make the Associations 30<sup>th</sup> Birthday lunch and that he hoped the Board and staff enjoy the lunch.</p> <p>SMacQ highlighted recent negative press with regards to housing which appears to highlight issues with Housing Associations in England. He felt that it could have been clearer that this was not with regards to Scotland and asked if we could contact SFHA to provide a publication clarifying this. AM confirmed that he will take this up with SFHA</p>	
<p><b>11. Date of next meeting – 23 March 2022</b></p>	