

**Dunbritton Housing Association Ltd.**

**Minutes of Meeting of Management Board  
Held at 6.00pm on Wednesday 16 October 2019  
at the Abbotsford Hotel, Dumbarton**

**Present:** S. MacQuire (SMacQ); Sonja Aitken (SA); Mike Appleton (MA); A. Davey (AD); G. Morrison (GM); G. Mulvaney (GMu); J. Smillie (JS); A. Tuach (AT); B. Walker (BW)

**In attendance:** A. Murphy (AM) CEO; T McShane (TMS) Operations Manager; P. Sweeney (PS) Asset Manager; P Bradley (PB) Corporate Services Manager; C Samain (CS) Receptionist; J Cannon (JC) Maintenance Officer, D. Wilson (DW), Assurance Officer

<b>1. Welcome, Apologies and Declarations of Interest</b>	<b>ACTION BY</b>
<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 P. Sweeney (PS) Asset Manager; H. Maitz (HM) Finance Manager; D. Clark (DC).</p> <p>There were no declarations of interest.</p>	
<p><b>2. Minutes of Previous Meetings on 26 June 2019</b></p> <ul style="list-style-type: none"> <li>a) 28 August 2019</li> <li>b) 25 September 2019 (AGM)</li> <li>c) 25 September 2019 (Initial meeting of new Board)</li> </ul> <p>The minutes were proposed as true records as follows:</p> <ul style="list-style-type: none"> <li>a) Proposed by MA and seconded by TD</li> <li>b) Proposed by AT and seconded by SA</li> <li>c) The minutes were noted and require to be proposed and seconded at the next meeting.</li> </ul> <p>GM asked if there was a minute of the Board's Special Meeting held on Saturday 21 September 2019. PB apologised for the omission and said the minute would be brought to the next Board meeting on 20 November 2019 for approval.</p>	
<p><b>3. Matters Arising</b></p> <p>Minute of 28 August 2019 page 4, AM confirmed that we have signed the memorandum Report for West Dunbartonshire Council and it has been sent to them.</p>	
<p><b>4 Corporate Services &amp; Governance</b></p> <ul style="list-style-type: none"> <li>a) Membership applications / cancellations report – attached for approval</li> </ul> <p>PB confirmed that we have five new applications this month. He also said that he will be contacting all new members who have joined over the past year to gauge interest in becoming more involved with the Association. Then for those interested he and SMacQ will meet them to explain the</p>	

benefits of becoming a Board member. This will form the basis of the Association's Succession Plan for Board members moving forward. The report issued with the agenda was **approved**.

b) Charity Compliance report – attached for noting

PB confirmed that it is a standard report that we do every year. PB advised that he is going to contact West Dunbartonshire Council Citizens Advice Bureau to deliver the training for Charity Compliance to the Board as part of the Board training plan.

The report issued with the agenda was **noted**.

c) Board and Committee Meetings Schedule 2020 – attached for noting  
The schedule issued with the agenda was **noted**.

d) Board Members' responsibilities in relation to Health & Safety – attached for signing at the Board meeting.

The report issued with the agenda was **noted**, and the Health & Safety Policy Statement was signed off by AM and SMacQ.

e) Board Members' choices in terms of who attends the Audit & Risk Committee – verbal confirmation of Committee membership (*This is to be discussed at the Board's pre-meeting*)

The Board **agreed** that the membership of the Audit & Risk Committee should remain the same.

f) Entitlements, Payments & Benefits Policy – attached for information

PB confirmed that all Board members present had signed the disclaimers as required.

JS suggested that in future for the Policy not to be included within the Board papers off due to the amount of paper. The Board agreed that in future it is adequate for an electronic copy to be available.

g) Board Code of Conduct –attached for information

PB confirmed that all Board members present had signed the disclaimers as required, and the Board agreed that in future it is adequate for an electronic copy to be available.

h) Statement of Acceptance for 4f and 4g above – forms attached for signing

PB confirmed that all Board members present had signed the disclaimers as required.

At this pointed SMacQ read out the Assurance Statement to the Board and it was agreed and signed. PB advised that the unsigned copy of the Assurance Statement will be put on the Association's website.

PB advised the Board that the Management Team had started building the evidence banks and suggested that the Board may wish to adopt 'Short Life Working Group' approach to ensure that everyone has an opportunity to build their understanding of each Regulatory Standard, and the relevant evidence that the Board needs in relation to it.

AM also said that the whole point in of the Board and Management Team working jointly on the Standards and evidence was to build on the principle of continuous improvement and assurance for the Board.

i) Document signing and use of the Seal – Report attached for noting  
The report issued with the agenda was **noted**.

j) Adoption of the Scottish Information Commissioner's Model Publication Scheme – Report attached for noting and approval

The report issued with the agenda was **approved**.

k) CEO appraisal 2018/19 – Report attached for noting

AM advised that as agreed at the Board Away Day that his objectives were sent up to the Board.

The Board **agreed** on AM's objectives.

l) Internal Management Plans

### **Customer Services**

GMu asked what initiated the Factoring Working Group. TMS advised that we have a requirement to consult with owners and as part of the customer satisfaction results that we have to report back to them as they are a group of customers and we want to meet their needs and the hope to improve engagement with the Factoring Owners.

### **Corporate Services Internal Management**

PB drew attention to C5 which refers to implementing a Succession Plan to the Board. PB reassured the Board that we are conscious of the succession planning which is needed in the next three years.

PB also explained how the Communication Strategy links to, and supports the Scottish Information Commissioner's Model Publication Framework.

**Finance** – no questions were asked.

**Asset Management** –

AD congratulated PS and the Asset Management Department for their work over the last 12-15 months.

AM assured the Board that the Internal Management Plans are fluid and the Board would be updated as and when new items were added, or when relative legislation changed.

m) Community Links Scotland Update – Report attached for noting

TMS gave an update on Plot to Pot - now in Y2 of funding. Next update report due in November 2019. TMS confirmed project being delivered in partnership with the Leamy Foundation and CFS training to deliver cookery and growing workshops in the community.

AM advised that Community Links Scotland finalised the preparation of the National Lottery Heritage Fund (NLHF) application and all supporting documentation for this Harbour Heritage Project to which we have got the grant. AM also advised that everything is almost in place for it and will keep the Board updated when we sign the specification. AM advised that the grant will help involve the community in the Harbour project.

TMS advised that DHA had been invited to be part of a funding bid, in partnership with the rural RSL's, to employ Energy Advisors who would be based in each RSL office. The funding bid is to the Community Energy Redress Fund. This is not being pursued due to restricted run in time and experience of MSA. The Association will provide a letter of support for Ali Energy who are also bidding to the fund. Officers currently make referrals to AliEnergy for DHA tenants.

SMacQ asked AM if he would pass on the Board's congratulations to West Dunbartonshire Council on their award for the design of the new council offices building at 16 Church Street, Dumbarton.

n) Settlement Agreements Policy – attached for approval

Following an in-depth discussion around the processes to be followed as and when posts become vacant, the policy issued with the agenda was **approved**.

## **5 Customer Services**

a) Home Argyll Allocations Policy Review – Changes to Policy.

TMS presented Policy for consideration and approval.

TD raised a question in relation to priority for veterans being rehoused and their active service end date being restricted to 6 months post discharge. TMS and DW clarified the issues around award of points/priority. TMS added that practice was to look at each case on its merits and ensure points awarded correctly.

TMS also advised that there will be further Policy review and follow up as detailed in section 4.2 of the Policy.

The policy issued with the agenda was **approved**.

b) Money Skills Argyll Project Update - Report for noting

TMS presented the details of the report. She confirmed that Money Skills Argyll Project funding end date was February 2020 and project will be concluded. DHA tenants are being sign posted to other advice and support services including CAB and ALiEnergy.

c) Welfare Reform Action Plan updated – for noting

TMS presented the headlines of the plan. Discussion around Managed Migration impact (currently 87 Universal Credit cases). TMS reported good relationships with DWP Resolution managers in management of cases.

TMS and the Housing Management team were congratulated on the continued reduction in arrears in current financial climate.

d) Castleton Housing 2019 Upgrade – verbal update

TMS confirmed that the first training dates for Castleton Housing 2019 upgrade will be delivered on 21 October 2019. Expected go live date is December 2019.

## **6. Asset Management presentation**

JC gave an update on the Asset Management presentation and updated on the following;

- Procurement
- SHQS Compliance
- EESSH Compliance
- Reactive Repairs Service
- Cyclical Works
- Major Works
- Legislation
- Insurance Work
- Medical Adaptations

GMu suggested that with regards to EESSH the Board are presented with a paper to show what the strategy is in order for the Board to be updated. AM agreed that he will take the suggestion to PS.

## **7 A.O.C.B**

AM advised that he have an update on the Harbour at the next Board meeting on 20 November 2019.

There being no other business, the meeting closed at 7.45 p.m.

**8 Date of Next Meeting: 20 November 2019**