

Dunbritton Housing Association Ltd.

**Minutes of Meeting of Management Board
Held at 6.00pm on Wednesday 20 November 2019
at the Abbotsford Hotel, Dumbarton**

Present: S. MacQuire (SMacQ); Sonja Aitken (SA); Mike Appleton (MA); A. Tuach (AT); D. Clark (DC).

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; D. Wilson (DW) Assurance Officer; Gregor Cameron (GC) Development Consultant.

1. Welcome, Apologies and Declarations of Interest	ACTION BY
<p>Before the meeting formally started SMacQ advised that, at the pre-meeting of the Board it had been agreed that:</p> <ol style="list-style-type: none"> 1. He would retain the position of Treasurer as Chair. This had been discussed and agreed earlier at the Audit & Risk Committee meeting, and the Board confirmed that they agreed to retain the Treasurer position for the time being. 2. With reference to the proposal to get EVH to conduct the consultation on the proposed changes to the Final Salary Pension Scheme, SMacQ confirmed that the Board agreed and authorised the CEO (AM) to make the necessary arrangements. <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 J. Smillie (JS); B. Walker (BW); A. Davey (AD); G. Mulvaney (GMu); G. Morrison (GM); Heather Maitz (HM).</p>	
<p>2. Minutes of Previous Meetings on 26 June 2019</p> <p>(i) Minutes of Board meeting on 16 October 2019 - attached for approval and signing (ii) Minutes of Board meeting on 25 September 2019 - attached for approval and signing (iii) Minutes of special Board meeting on 21 September 2019 - attached for approval and signing</p> <p>The minutes were agreed as true records as follows:</p> <ol style="list-style-type: none"> (i) Proposed by AT and seconded by SA (ii) Proposed by DC and seconded by AT 	

<p>(iii) The minutes had previously been circulated to all Board members and the Board agreed that they were accurate.</p>	
<p>3. Matters Arising</p> <p>Item 2(i) – Minutes of Board meeting on 16 October 2019</p> <p>Page 3 Assurance Statement - AM confirmed that the Assurance Statement had been submitted to the Scottish Housing Regulator (SHR) the deadline of 31 October 2019; and that the Association was not in the list of landlords to be visited by the SHR.</p> <p>Page 5 PS advised he will present a paper to the Board in January with regards to the EESSH strategy.</p> <p>Item 2(iii) Minutes of the Special Board meeting on 21 September 2019. AM advised confirmed that the Dumbarton Harbour project was in fact a 'Development Agreement' and not a 'Design & Build Agreement' He also pointed out a spelling error that is now corrected.</p>	
<p>4. Finance</p> <p>a. Management Accounts – Report attached for noting</p> <p>AT asked what the approval was for on trees under 2.4. PS confirmed that it was trees with a conservation order which we had to go through planning to remove or cut back the trees from the buildings at Levenbank Terrace Alexandria.</p> <p>The report and Management Accounts issued with the agenda were noted.</p> <p>b. Pension Update Report – attached for approval.</p> <p>SMacQ confirmed that a Short Life Working Group (SLWG) would be set up to work with EVH on the consultation. The SLWG would comprise of 3 Board members, SMacQ, GM, AD; plus, the 3 members of staff who are still in the Final Salary Pension Scheme (Defined Benefit Scheme).</p> <p>The report issued with the agenda was approved.</p> <p>c. VAT Deregistration – Report attached for approval</p> <p>AM took the board through the report and explained that, given the nature and size of our business, we would benefit from de-registering from VAT. He also explained the implications of re-claiming (albeit only 1% -£2000) of VAT charges at the Dumbarton Harbour development. Having discussed the situation with the Association's financial consultant, he and the Finance Manager felt that it was prudent to de-register for VAT</p> <p>PS asked a question about 'Stage 3's and 'New Build and AM said that there were no changes in relation to these as VAT was not applicable on adaptations.</p>	

AT asked if we were near the VAT threshold and AM said that we were not. The report issued with the agenda was **approved**.

5. Corporate Services & Governance

a) Membership applications / cancellations

The report issued with the agenda was approved.

b) Mutual Societies Annual Return Form (AR30) – Report attached for noting

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

c) Freedom of Information – Report attached for noting

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

d) GDPR Data Breach – Report attached for noting

PB advised that we had sought advice from the Scottish Information Commissioner, and they were happy with how we dealt with the Data Breach.

AM said that while he is pleased that the data breach was handled effectively, he would be reminding all staff of the importance to ensure that every effort is being made to ensure that this does not happen again.

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

e) Governance Report – attached for noting.

AM said that while there is a lot of information in the report, he hoped that it kept the Board informed on Governance matters and information issued by the Scottish Housing Regulator (SHR).

The Board had a short discussion on complaints and how they are reported.

AM gave the Board an update on the results on the Key Performance Indicators and confirmed that performance has continuously improved across all business areas.

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

f) Development Report – To be tabled at the meeting

GC gave a comprehensive overview of all the Associations Development programme. He confirmed that matters were progressing with the harbour development and the variation to the Development Agreement was nearing completion.

A Board member intimated that we should pursue L&D form Cullross. AM explained that at the previous Special Board meeting he was given permission from the Board, if required, to refrain from pursuing these damages as the focus should be getting the development completed in the new proposed time frame.

6. Customer Services

a. Customer Services Presentation

TMS took the Board through all aspects of Customer Services activities over the previous few months. The presentation covered all of the legislative changes affecting Housing Associations, and the Customer Services team performance, succession and future plans.

TMS confirmed that a presentation by Women's Aid was to be delivered at the next Staff Meeting to increase awareness of Domestic Violence. TMS is working on a Policy which will be presented to the Board early in 2020.

TMS advised that Dunbritton Housing Association Succoth Development won the RIHAF Development of the Year 2019. AM thanked everyone who was involved in the Succoth Development.

SMQ thanked all of the Customer Services Department for their hard work over the past few months.

The Board **noted** the content of the presentation.

b. Write-offs – Report attached for approval

The report was **approved**.

c. Tenant Participation Strategy Update – report attached for noting.

TMS advised the Board that she is going to review the Tenant Participation Strategy, consultation with tenants will take the form of feedback via Survey Monkey. The report issued with the agenda was **noted**

7. Board Away Day (verbal update).

AM advised that the Assurance Statement has been submitted and that the Management Team is working on it and will give the Board a regular update.

AM also suggested to have two Board Away Days each year, the Board agreed.

8. A.O.C.B

SMQ gave verbal update on the RIHAF conference to the Board.
There being no other business the meeting closed at 7.40 pm

9. Date of Next Meeting: 15 January 2020

