


Dunbritton Housing Association Ltd.

**Minutes of Meeting of Management Board
Held at 6.00pm on Wednesday 26 June 2019
at the Abbotsford Hotel, Dumbarton**

Present: W. Clark (WC); Chair; S. MacQuire (SMacQ); Mike Appleton (MA); D. Clark (DC); A. Davey (AD); G. Morrison (GM); G. Mulvaney (GMu); J. Smillie (JS); SA. 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; H. Maitz (HM) Finance Manager; A. Temple (ATe) Corporate Services Assistant, Minute taker.

1. Welcome, Apologies and Declarations of Interest	ACTION BY
<p>WC 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>He reminded the Board that if they cannot attend a meeting, they should email him in advance.</p> <p>Apologies were received from F McDonald (FMD); S. Aitken (SA). A Tuach had previously tendered an apology, but was able to attend and joined the meeting at 6.05 p.m.</p> <p>There were no declarations of interest.</p>	
2. Minutes of Previous Meeting on 8 May 2019	
<p>There were no corrections.</p> <p>The minutes were proposed as a true record by MA and seconded by SMacQ.</p>	
3. Matters Arising	
<p>Page 1, WC asked for clarification on who would lead the Short Life Working Group (SLWG) that would review the benefits of EVH membership, PB or the nominated lead Board Member.</p> <p>AM confirmed that the SLWG would be led by the relevant Manager, but there would be a relevant 'Lead Board Member' as part of the SLWG. AM advised PB to arrange the first meeting of the Group.</p> <p>PB advised that a meeting will be convened as soon as possible.</p> <p>Page 2, AM gave the Board an update on the meeting with Cullross, he advised we do not have a definitive date for the completion of the Harbour</p>	

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<p>development. We will hear in advance of the next meeting and AM will inform the Board when he has these dates.</p>	
<p>4. Finance</p> <p>a) <u>Loan Portfolio Return</u></p> <p>HM went through the Loan Portfolio and assured the Board that there were no issues to report in terms of covenant compliance.</p> <p>She confirmed that the Association remains in a positive position and said that there were no concerns to report.</p> <p>GMu asked if the Board need the level of detail proved in the Loan Portfolio.</p> <p>WC said that he felt this level of details would be useful to the Board being in mind the drive toward the Board issuing an Annual Assurance Statement.</p> <p>The report issued with the agenda was approved.</p> <p>b) <u>5-Year Financial Projections</u></p> <p>HM referred to the report and went through the main assumptions and projected outcomes. She confirmed there was not any huge changes and on approval she would submit the projections to the Scottish Housing Regulator (SHR).</p> <p>The report issued with the agenda was approved.</p> <p>c) <u>Management Accounts</u></p> <p>HM went through the detail of the report, Statement of Comprehensive Income and the Statement of Financial Position.</p> <p>She explained in detail the main variances to date and advised that there were no issues with regards to covenant compliance.</p> <p>GMu asked for clarification on the expenditure on professional fees.</p> <p>HM explained there had been various fees, including surveys, and procurement costs.</p> <p>5. Corporate Services & Governance</p> <p>a) <u>Membership applications / cancellations report</u></p> <p>PB advised that there were no applications and no cancellations.</p> <p>This was noted by the Board.</p>	

b) Health & Safety Review

PB went through the report.

The report that was issued with the Agenda was **noted**.

c) West Hub – Request for CEO to have delegated authority

AM advised that in order to progress the application he would like the Board to approve that:

- (i) *authority is delegated to Allan Murphy, Chief Executive of the Association, to progress, negotiate and finalise the accession agreement to the territory partnering agreement for the hub west territory and the accession agreement to the participants agreement for the hub west territory (the "Transaction Documents") on behalf of the [Association]; and*
- (ii) *Allan Murphy, Chief Executive, is authorised by and on behalf of the [Association] to execute as an authorised signatory in the presence of a witness, the Transaction Documents and to do such other acts or things or enter into any other document ancillary to the Transaction Documents as he may consider appropriate to give effect to the [Association] becoming a participant in hub west territory and/or the provisions of the Transaction Documents.*

The Board **agreed** to delegate this authority to AM as the CEO.

d) Business Plan 2019/2020

AM said he had not received any comments from the Board on the draft Business Plan that had been issued and asked the Board if he could now proceed with the changes.

The Board **agreed** with AM's proposal and confirmed that he should proceed with the changes.

6. Customer Servicesa) Annual Return on the Charter (ARC) – summary report

TMS advised she had changed the format of the report to highlight the key issues, she informed the Board that each department collated their own data, and this was then verified and tested by key staff. The final version was input via the on-line portal and a validation report was then generated. A validated copy of the return was provided to the Chair and Vice Chair for consideration and was signed (electronically) by the Chair and submitted to the Scottish Housing Regulator (SHR).

For initial benchmarking purposes a copy of the submitted ARC is provided to the Quality Efficiency Forum (QEF) and Scotland's Housing

Network (SHN). TMS referred to the report and stated that there has been improvement across several areas and an overall continuous improvement.

AT asked why the figure on indicator 35 with regards to re-lets was so high.

TMS will check this and update the Board.

AT asked if the Association has the power to collect rent arrears straight from tenants Universal Credit (UC) payments.

TMS advised that is something that can be done with the tenant's permission.

A brief discussion on the impact of Welfare Reform followed and on how the Association is preparing for this.

AM said that overall, we have a had a positive ARC return and this has been conveyed back to staff.

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

b) Report on Plot to Pot – end of year 1

TMS updated the Board on the position at the end of the first year of the Climate Challenge Fund and Keep Scotland Beautiful, Plot to Pot Project. She advised that the Association canvassed tenants about their interest in a community growing project which would contribute to reducing carbon emissions as well introducing an educational aspect on using local produce and cooking from fresh.

The submission to the Climate Challenge Fund and Keep Scotland Beautiful was approved and funding totalling £72,446 was awarded to the Association.

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

c) Revised Scottish Secure Tenancy

TMS explained that the Housing (Scotland) Act 2014 introduced changes in several areas relating to available actions in respect of anti-social behaviour, recovery of properties with adaptations, the occupancy requirements relating to joint tenancies, assignation and subletting.

TMS met with the Housing Officers and the Asset Manager to review the existing Scottish Secure Tenancy (SST) to ensure it met the specific requirements of the Association.

Once agreed with staff, the Model Agreement incorporating the Dunbritton clauses was sent to Harper MacLeod, our Solicitors, for a compliance check. A final version was agreed at the end of April 2019.

TMS gave the Board a brief update on the changes to the Short Scottish Secure Tenancy (SSST) and training required for staff.

<p>The report issued with the agenda was noted</p> <p>d) <u>Write Off Report</u></p> <p>TMS referred to the report and advised that to ensure effective management of debt Housing staff regularly review rent accounts, all debts recommended for write off have been reviewed and pursued in line with our Rent Arrears Policy.</p> <p>Therefore, the Board are asked to authorise to write off a total of £3,642.31.</p> <p>TMS advised that any debt written off can still be recovered from the former tenant should new avenues for recovery become available for example the person makes a new application for housing.</p> <p>The report issued with the agenda was approved</p>	
<p>7. <u>Asset Management</u></p> <p>a) Maintenance Standards and Performance Policy</p> <p>PS took the Board through the changes made within the Policy.</p> <p>The report issued with the agenda was approved</p> <p>At this point the Board had an in-depth discussion with regards to the fencing at the new development in Succoth. The concerns from tenants and the options available to the Association were discussed in detail. Following discussion, the Board agreed that tenants, at their own cost, could erect fencing. This was on the basis that uniformity was maintained in relation to the size, type and colour of the fencing. The Association's staff will meet with the tenants to discuss the fencing.</p> <p>b) Tender for Roof Replacement at Garelohead</p> <p>PS updated the Board on the roof replacement at Garelohead, he stated that a budget was set for 2019-2020 based on the results obtained from an extensive roofing survey. The surveys recommended the immediate replacement of 17 roof coverings in Garelohead.</p> <p>PS confirmed that the lowest tender received was still £26,701.52 over the allocated budget.</p> <p>This would impact on the Association's financial planning, in addition to the tender exercise a further two roof replacements have been identified with additional costs of £18,000 based on tender.</p> <p>In summary, PS asked the Board to approve both sets of expenditure totaling £44,701.52 for the roof replacements.</p>	

<p>The report issued with the agenda was approved</p>	
<p>8. A.O.C.B. (any items to be notified to Chair in advance of meeting)</p> <p>AM said that he now had the feedback report from Quality Scotland following our achievement of the Recognised for Excellence – 3 Star accreditation.</p> <p>He and PB will meet with the Lead Assessor and the Award Manager from Quality Scotland to discuss the feedback report, the AM will meet with the Management Team to agree how we intend to continue on our 'Journey to Excellence'</p> <p>He will then bring back a full report to the Board with recommendations.</p> <p>WC informed that the next site visit for the Harbour Monday 5 August at 12:30 for anyone who missed the last visit.</p> <p>WC informed the Board that he will be resigning after he delivers the Chair's report at the Annual General Meeting on 25 September 2019, due to moving away from the area.</p> <p>There being no other business the meeting closed at 7:05pm.</p> <p>9. Date of next meeting – Wednesday 28 August 2019 at 6.00 p.m.</p>	

This is a true and certified copy of the minute of the Board meeting held on 26 June 2019.
 Dunbritton Housing Association registered Scottish Charity Number SC036518.
 Certified: Pat Bradley, Company Secretary

Signed..... *Pat Bradley*

Date..... *7/8/19*