

Dunbritton Housing Association Ltd.

**Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 14 October 2020,
(via Zoom)**

Present: S. MacQuire (SMacQ) Chair; G. Mulvany (GMu); S. Aitken (SA); J. Smillie (JS).

In attendance: A. Murphy CEO (AM); P. Sweeney Asset Manager (PS); D. Wilson Corporate Services Manager (DW); R. Murray Housing Services Manager (RM); C. Samain Corporate Services Assistant, minute taker (CS)

<u>1. Welcome, Apologies and Declarations of Interest</u>	ACTION BY
<p>SMacQ welcomed everyone and thanked them for their attendance. He advised the Board that the meetings are recorded.</p> <p>He reminded the Board that if they cannot attend a meeting, they should email him in advance of the meeting.</p> <p>Apologies were received from, E. McCurdy (EMc), G. Morrison (GM), B Walker (BW), H Maitz Finance Manager (HM), and Fettes McDonald (FMD).</p> <p>There were no declarations of interest.</p>	
<p><u>2. Minutes of Previous Meeting</u></p> <p>a) 26 August 2020 b) 23 September 2020, SGM c) 23 September 2020, AGM d) 23 September 2020, SGM, (initial meeting of the new Board)</p> <p>The minutes were proposed as a true record as follows:</p> <p>a) Proposed by GMu and seconded by SA b) Proposed by SA and seconded by JS c) Proposed by SA and seconded by JS d) Proposed by SA and seconded by JS</p>	
<p><u>3. Matters Arising</u></p> <ul style="list-style-type: none"> • Meeting of 26 August 2020 <p>AM advised of a correction on page 3 under Annual Gas Safety reads "one gas service was missed" however should read "one Gas Service was deferred."</p>	

AM also gave an update about the pensions, as detailed on page 4, and advised that all three members of staff have now moved from the final salary pension to the defined contributions pension scheme.

- 23 September 2020, SGM, (initial meeting of the new Board)

DW confirmed that due to the different format of the AGM and SGM this year, it was not possible to confirm the Committee Memberships. It was agreed at this meeting to retain the membership as per previous year.

Staffing Committee;

- Alistair Tuach
- Julie Smillie
- Sephton MacQuire

Audit & Risk;

- Alistair Tuach
- Sonja Aitken
- Sephton MacQuire
- George Morrison
- Julie Smillie

4. Chief Executive Officer

4a) Internal Management Plans.

AM detailed that we are working on the move towards the Corporate Plan. He detailed that the IMP papers provided an update from each department. AM 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 these targets.

PS gave an update to the Board regarding funding that was recently applied for through Ever Warm for 37 properties at Rosneath, detailing that, unfortunately, the funding was unsuccessful.

4b) Development update.

AM gave the Board an update on our current and future development plans:

Dumbarton Harbour – AM advised that Cullross is progressing on-site with their main contractor Marshall Construction. However, AM stated that the first phase of handovers which were to take place on 28

September has been delayed due to issues which arose relating to a pre-habitation condition. AM also confirmed that Meetings are now taking place every 2 days with Dunbritton Development Consultants, Cullross and Marshalls to ensure progress is being made and to monitor the revised programme for handover dates. AM confirmed he will now update the Board on a weekly basis in with regards to the progression of the Harbour. AM confirmed it was his intention to write to Cullross to note the Association's dissatisfaction in relation to the latest reasons for further delays.

Future Development plans

Former Dumbarton Cottage Hospital – AM advised that this development is still sitting in the same position as previously reported.

Helensburgh Golf Club

AM confirmed that the development is moving forward and is hopeful when the roads department comes back to us it will allow for 30 properties and thereafter potentially another 35-40 properties to be built.

Golfhill Drive

AM advised that a funding application is with the Scottish Government and if the funding is received, we are hopeful for a potential site start date of April/May 2021.

Dumbain Road - Phase 2

AM advised that we are waiting for the planning permission to be resolved with the Development and then a funding application will be submitted due to the cost of the development.

Jeanie Deans Site

AM confirmed that The Association is progressing the legal agreement with the seller and it is the intention to acquire the site and submit a full funding application in the current financial year, with a site start in 2021.

Cardross

AM stated that the potential development has been noted for future years.

<p>The report issued with the agenda was noted.</p> <p>c) Assurance statement</p> <p>AM confirmed that DW has taken the lead and working alongside the Management Team in order to combine all of the evidence which goes alongside the Assurance Statement. AM advised when the document is complete a paper will be presented to the Board.</p> <p>5. <u>Corporate Service & Governance</u></p> <p>a) Membership Application & Cancellations (attached for noting and approval)</p> <p>DW updated the Board that there has been 1 new application and 5 cancellations.</p> <p>The report issued with the agenda was approved.</p> <p>b) Document Signing & Use of Seal report</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 noted.</p> <p>c) Confirmation that code of conduct/entitlement, payments & benefits policy has been signed by board.</p> <p>DW confirmed that all Board members have signed the disclaimers as required.</p> <p>d) Board schedule approved for the following year</p> <p>The schedule of meetings issued with the agenda was approved and noted.</p> <p>e) GDPR Data Breach</p> <p>DW Informed that there has been a breach due to an administrative error. This has been contained and is not a serious breach.</p> <p>The report was noted.</p> <p>6. <u>Housing Services</u></p> <p>a) Write off Report</p> <p>RM asked the Board to approve the write off report.</p>	
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<p>The report issued with the agenda was approved.</p> <p>b) Approval to offer accommodation</p> <p>RM asked the Board to approve the report to offer accommodation to parties that are related to staff members.</p> <p>The report issued with the agenda was approved.</p> <p>7. <u>Policies</u></p> <p>a) Updated Policies</p> <p>7.a.1 Membership Policy</p> <p>The Membership Policy was approved.</p> <p>7.a.2 Code of Conduct Staff</p> <p>The Code of Conduct Staff Policy was approved.</p> <p>7.a.3 Recruitment and Selection Policy</p> <p>The Recruitment and Selection Policy was approved.</p>	
<p>10. <u>A.O.C.B.</u></p> <p>AM advised that he has issued all staff with the Strategic Objectives and if there are no changes to be made AM will use the Strategic Objectives to move forward with the Corporate Plan.</p>	
<p>11. Date of next meeting – 18 November 2020</p>	