

Dunbritton Housing Association Ltd.

**Minutes of Meeting of Management Board
Held at 6.00pm on Wednesday 17 April 2019
at the Abbotsford Hotel, Dumbarton**

Present: W. Clark (WC) Chair; S. MacQuire (SMacQ); S. Aitken (SA); M. Appleton (MA); D. Clark (DC); 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; H. Maitz (HM) Finance Manager; A. Temple (AT) minute taker; C. Gallacher (CG) Observer; I. Murray (IM) Scotland Excel.

<p>1. Welcome, Apologies and Declarations of Interest</p> <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 of the meeting.</p> <p>Apologies were received from Anthony Davey and Pat Bradley.</p> <p>There were no declarations of interest.</p>	<p>ACTION BY</p>
<p>At this point item 6b was brought forward to allow Ian Murray of Scotland Excel to comment on his involvement at Dunbritton.</p> <p>PS introduced IM from Scotland Excel to give the Board an update on the Procurement Assessment done on behalf of the Scottish Government conducted by Scotland Excel.</p> <p>IM gave the Board a brief overview of what Scotland Excel do, he advised that in May 2017, the Scottish Government introduced the Procurement Improvement Programme for the Housing Sector.</p> <p>For the first national assessments the Scotland Excel programme of support includes an assessment of your organisation's current approach to procurement using the 'Procurement and Commercial Improvement Programme' (PCIP) tool.</p> <p>IM explained that the programme aims to understand the current approach to procurement and to identify opportunities for improvement. Scotland Excel will also work with us to develop an improvement plan and are happy to present that to our Management Team and Board.</p> <p>IM advised the Board that this service is fully funded by the Scottish Government.</p>	

<p>He then explained the scoring system and that the Housing Association PCIP consists of 14 questions divided into four sections which cover the breadth of procurement activity in terms of Leadership and Governance, Development and Tender, Contracts and Key Purchasing Processes. Each question is worth a possible three marks.</p> <p>He advised that Dunbritton's overall score was 37% and he took the Board through the key areas of strength and areas for improvement. He confirmed that 37% at the first attempt was very good as other larger organisations, in the past, had achieved 9% at their first assessment.</p> <p>IM thanked Dunbritton for their positive engagement with the Scottish Government Procurement Improvement Programme and suggested that the areas for improvement could be included in our Procurement Action Plan as we continue to maximise the efficiencies/effectiveness that good procurement can deliver.</p> <p>AM thanked IM for providing this service and felt this was fundamental in Dunbritton moving forward with procurement and provided us with really good information and feedback to work on moving forward.</p>	
<p>2. Minutes of Previous meeting on 13 March 2019</p> <p>The Minutes were proposed as a correct record by JS and seconded by SA.</p>	
<p>3. Matters Arising</p> <p>Page 1. AM confirmed that invitations to the official opening of the Succoth development have been emailed to a comprehensive list of people who were involved in the project.</p> <p>WC confirmed that the opening will be held 11:30 a.m. on 1 May 2019 at Bruce Court Succoth and a buffet will be provided at the 3 Villages Hall from 12:00 till 14:00.</p> <p>AM advised that he will organise with 3 tenants to allow access to their properties and give attendees the opportunity to see inside the properties.</p> <p>Page 2. AM advised he is in discussions with Zurich to arrange the Risk presentation for the 15 May 2019 after the Audit and Risk Committee meeting.</p> <p>AM will look over the first draft of the presentation and agree the content with Alan Ross of Zurich. The Risk training session is scheduled to take place immediately after the Audit & Risk Committee meeting at 3.00 p.m. on Wednesday 15 May 2019 in the Abbotsford Hotel.</p> <p>Page 5. AM stated that Pat will take the lead on this Short Life Working Group, with regards to the services provided by EVH, the intention is to work with the Staffing Committee if this is met with Board approval. The Board agreed with the proposal.</p>	

4. Corporate Services & Governance

a) Membership applications / cancellations verbal update

AT advised that there were no applications or cancellations to report.

b) Recognised for Excellence

AM gave the Board an update on the assessment week, and advised that we will not find out the outcome of the assessment until June when we attend the awards dinner. A full report will be sent to the Board on the outcome of this.

JS stated that she feels this is good for staff morale and some recognition from an external body that we are doing ok.

SMacQ would like to thank PB for all the work he has put into this.

The report was **noted**.

c) Freedom of Information

AM gave a brief update, and advised that there will be further information and updates from SFHA and David Bookbinder, this information will be forwarded onto the Board as and when it comes in.

The report was **noted**.

d) Health and Safety Policy Statement

The policy statement was signed by the Chair and the CEO

e) Staff Engagement Survey

AM advised the Board that the format had been changed this year for the Staff Engagement Survey, the overall results were positive although there are some issues that AM wants to explore further.

AT asked if there is going to be additional staff training with regards to equality in the workplace.

AM advised that all core staff had taken part in equality training although some new staff members would need to complete this training. AM stated he wants all staff to feel comfortable in the workplace.

A short discussion followed on the results of the Employee Engagement Survey.

AT suggested that Mental Health maybe something we need to start looking at within the workplace and asked if there is there a policy for this.

AM said that while we do not have a specific policy on Mental Health, our Attendance Management Policy enables us to provide relevant support to colleagues as and when required. We can also refer to EVH for support and guidance on such matters if required.

AT confirmed that he is happy if AM feels that the current arrangements are adequate. A brief discussion on mental health issues followed.

JS advised that there is training courses available to become a mental first aider, this would be worthwhile looking at for senior staff.

AM will ask PB to investigate this further.

ATe said that when she met with the Association's Healthy Working Lives advisor he had given her some contacts. She will arrange for a volunteer from a mental health charity to come along and talk at the next staff meeting.

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

f) Dumbarton Harbour Development

AM advised the Board that it is clear that there will be further slippage with regards to handover dates for the Harbour development. The office won't be completed by the end of June, although he was hopeful the project will still be completed by the agreed date of February 2020.

AM will consider the financial implications and update the Board in due course.

JS Asked how the delay in handover may affect rental income and AM confirmed that there would be a negative impact on income, and that the move to the new office will be delayed.

JS Asked if there was any particular reason for the delay and AM said that it was just down to general development issues.

g) Community Regeneration Update

AM advised the Board that Christine Menhennet had retired from Community Links, and this was her final report to the Association. He advised that he had presented her with a small gift to show the Association's appreciation for her support over the years.

The report was **noted**

h) Procurement of Development Services

AM updated the Board on the recent procurement exercise conducted alongside Clydebank Housing Association. The initial intention was to attract a development framework that would identify different companies

to deliver the service. This would afford the Housing Associations the opportunity to rank the submissions and decide on individual contractors depending on the nature of the project.

AM advised the Board that the only contractor who responded to the opportunity to tender to provide development services for both Associations jointly was Gregor Cameron Ltd. There were no other submissions to provide services for either organisation.

The report was **approved**

5. Customer Services

a) Veterans Properties

TMS confirmed that the Association formally handed over responsibility for the properties to the management company on 31 March 2019 and advised that HM will carry out a financial health check at the end of this month.

The report was **noted**

b) Update progress with Kypera

TMS advised the Board that a new project manager has been appointed at Casselton. She received the initial document this week and will meet with the Management Team to go over costing and to ensure this document is viable.

TMS said that a Data Input Officer will be recruited on a temporary basis to ensure all information on the system is up to date.

6. Asset Management

a) Asset Management Strategy

PS advised he has spent considerable time going through the previous document to ensure that it is compliant with all relevant legislation and financial constraints, and added an area on the disposal of properties.

AM confirmed that there was one change to be made in relation to the disposal of any assets and this would be completed following the meeting.

JS said that the document was very concise.

The Strategy issued with the agenda, subject to the above amendment, was **approved**

<p>7. A.O.C.B.</p> <p>AM advised the Board it was time for the Annual Return to the Charter. It was previously agreed that the Audit and Risk committee would sign off the final return. Tricia McShane , Operations Manager will consult with WC as Chair and SMacQ as acting Treasurer from to review and sign the final document before the deadline return date of the 31 May 2019.</p> <p>AM advised he has arranged a visit for 20 May 2019 to give the Board a tour of the Harbour.</p> <p>There being no other business the meeting closed at 7:15pm</p>	<p>TMS</p>
<p>8. Date of next meeting – Wednesday 8 May 2019</p>	