

**Dunbritton Housing Association Ltd.**

**Minutes of Meeting of Management Board  
Held at 6.00pm on Wednesday 15 January 2020  
at the Abbotsford Hotel, Dumbarton**

**Present:** S. MacQuire (SMacQ) Chair; A. Tauch (AT) Vice Chair/Treasurer; M. Appleton (MA); A. Davey (AD); G. Morrison (GM); J. Smillie (JS).

**In attendance:** A. Murphy (AM) CEO; T McShane (TMS) Operations Manager; P. Sweeney (PS) Asset Manager; P Bradley (PB) Corporate Services Manager; Daniel Wilson (DW) Assurance/Housing Officer; A. Temple (ATe) Corporate Services Assistant, Minute taker.

| <b>1. <u>Welcome, Apologies and Declarations of Interest</u></b>   | <b>ACTION<br/>BY</b> |
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| <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>He reminded the Board that if they cannot attend a meeting, they should email him in advance of the meeting. Apologies were received from D. Clark (DC), H. Maitz (HM), S. Aitken (SA), B. Walker (BW), G. Mulvaney (GMu).</p> <p>There were no declarations of interest.</p> |                      |
| <p><b>2. <u>Minutes of Previous Meeting on 20 November 2020</u></b></p> <p>The Minutes were proposed as a correct record by GM and seconded by AT.</p>   |                      |
| <p><b>3. <u>Matters Arising</u></b></p> <p>Page 2, PS advised the EESSH strategy will now be presented at the board meeting in February.</p> <p>Page 4, AM said PB will contact all Board members to inform them of dates of both Board Away Days.</p>   |                      |
| <p><b>4. <u>Membership Application and Cancellations</u></b></p> <p>PB advised that there was one application and no cancellations.</p> <p>The report issued with the agenda was <b>approved</b>.</p>  |                      |

### **5. Draft Budget for 2020/21**

AM took the Board through the report in HM absence, he advised that the draft budget would link in with the 30-year projections due for completion in March, along with the final budget.

AM said there are no concerns and the Board are asked to note the contents of the report. AM invited questions from the Board. The Board confirmed they were content with the details within the draft budget.

A discussion followed in relation to the Harbour Development and AM confirmed that the variation to the development agreement should be signed imminently. He explained the historic L&A damages would not be recovered however the proposal was to include L&A damages for any completions after 30 June 2020. He also confirmed that Associations solicitor was intending to suggest an increased level of damages.

AD referred to a previous meeting where it had been confirmed that the Association was due £474k (approximately) compensation from Cullross. He explained that the Association due to delays had lost income and should be compensated.

AM explained that the figure did relate to damages however it had previously been agreed by the Board on 21 September 2019 that the Chief Executive could decide whether to pursue the L&A damages or not. Therefore, the damages would not be pursued as this could have severe financial implications for Cullross which could result in the project failing to be completed or the Association having to assume further huge financial losses.

The Board **noted** the report and draft budget.

### **6. Rent increase Consultation 2020/21**

TMS took the Board through the report in covering the background, the proposed increase and the rental income generated by this.

She also advised how comparisons had been made with a range of peer landlords' proposed increases across the Housing sector.

TMS informed the Board that tenants have been asked to complete the annual rent survey through monkey survey due to the low attendance levels at previous rent consultation meetings. The annual rent survey will also be posted out to all tenants.

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The Board were asked to approve a consultation on a proposed rent increase of 1.5% based on inflation only.

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

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| <p><b>7. <u>Write Off Report</u></b></p> <p>TMS asked the Board to approve a write-off of rent debt for £1,044.65 linked to a sequestration in line with our Rent Arrears Policy.</p> <p>The Board <b>approved</b> the contents of the report.</p>   |  |
| <p><b>8. <u>Dumbarton Harbour Rent Setting</u></b></p> <p>AM provided the Board with a handout confirming the proposed rent charge for the properties at the Harbour. He gave the Board an in-depth explanation on the base rent, the gross rent and confirmed that they were affordable in terms of the affordability tool provide by SFHA.</p> <p>He explained that the Association, as previously agreed at the Special Board meeting 21 September, had agreed that the Association should make an additional contribution on 620k.</p> <p>AM confirmed that the Association could recover the cost at £10 per month in the rent of every household. Alternatively, the Association could absorb the cost. He confirmed that having reviewed the Association finances Fettes McDonald had advised that the budget and 30-year projection had not included recovering the £620k. Therefore, the Association could absorb this cost if the Board did not wish to recharge to the tenants.</p> <p>The Board agreed that the Association should absorb the £620k.</p> |  |
| <p><b>9. <u>Freedom of Information (FOI) Request</u></b></p> <p>DW said that the purpose of this report is to inform the Board that a Freedom of Information request was received by Dunbritton HA, and the response.</p> <p>DW advised that Dunbritton received an e-mail from the charity: Electrical Safety First. This provided the details of the requester and referred to the information sought under Freedom of Information; the e-mail entailed 12 questions with regards to DHA's electrical safety procedures.</p> <p>The questions were checked with the Asset Management department and it was confirmed that responding would not impact on any commercially sensitive information. DW worked with the Asset Management department to complete and return the survey.</p> <p>The Board <b>noted</b> the contents of the report.</p>   |  |
| <p><b>10. <u>A.C.O.B</u></b></p> <p>TMS gave the Board an update on the Homeless Prevention programme and the benefits to the Association.</p>   |  |

TMS confirmed that A&B Council were running a Homelessness Prevention Pilot under their Rapid Rehousing Transition Plan and they had recently agreed to pay £1,500 in respect of a tenant where decree for eviction for arrears had been granted. SMacQ and AT had agreed enforcement of decree. Decree will not be enforced.

**Board noted that the Project offered tenants a second chance to sustain their tenancy.**

**\*\*Following a meeting earlier in the day with the Staffing Committee,** AM advised that the Association will be advertising for 2 new staff members, one full time within Asset and the other part time post in Finance this followed a discussion at the staffing Committee.

**There being no other business the meeting closed at 6:50pm**

**Date of next meeting 12 February 2020**

**N.B. Post-meeting note. The amendment highlighted at 10 above will be brought to the attention of the Board at the meeting on 12 February 2020.**