

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 14 February 2024
In the Boardroom and Via Zoom**

Present: S. MacQuire (SMacQ) Chair; E. McCurdy (EM) Vice-Chair; A. Tuach (AT); J. Smillie (JS); G. Mulvaney (GMu); C.Chalk (CC); S. Humphrey (SH).

In attendance: A. Murphy (AM) Chief Executive Officer; H. Maitz (HM) Finance Manager, P. Sweeney (PS) Asset Manager; R. Murray (RM) Housing Services Manager; D. Wilson (DW) Corporate Services Manager.

	ACTION BY
<p>1. Welcome, Apologies and Declarations of Interest</p> <p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from, A. Cameron (AC); F. Criag (FC); H. Sorrell (HS); I. Davie (ID).</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	
<p>2. Minutes of Previous Meetings</p> <p>The minutes of the meeting of 17 January 2024 were proposed as a true record by EM and seconded by AT.</p>	
<p>3. Matters Arising</p> <p><u>Matters arising from the meeting held on 17 January 2024</u></p> <p><i>Page 1, Salary Sacrifice, AM advised that there was no further update. A response is awaited from the car company, however AM is hopeful that the scheme will go live within the next few weeks.</i></p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	
<p>4. Chief Executive Officer</p> <p>a) <i>Governance Report</i></p> <p><i>AM introduced the governance report. He detailed to new members that this report provides an update with regard to changes from relevant regulatory bodies and also any complaints received by the Association. AM highlighted any issues with complaint management.</i></p> <p><i>The Board noted the report.</i></p> <p>b) <i>Key Performance Indicators (KPIs) Board Report</i></p>	

<p><i>AM provided the Board with an update on the KPIs from Quarter 3.</i></p> <p><i>AM directed the Board's attention to the following indicators.</i></p> <p><i>AM proposed for the Board's approval to change the proposed targets only for indicators 2, 5 and 27 and all others will remain the same. Following discussions it was agreed for the proposed changes.</i></p> <p><i>The board approved the KPI's for the following year.</i></p>	
<p>5. Housing Services</p> <p>a) Rent Consultation</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	
<p>6. Corporate Services</p> <p>a) Membership & Cancellations</p> <p>DW detailed to the Board that there were no new applications or cancellations, and the membership remains at 65.</p> <p>The Board noted the report.</p>	
<p>7. Asset Management</p> <p>a) Health & Safety Matrix</p> <p>PS presented the matrix to the Board and drew their attention to the comments within the report as these explain the risks that were reported.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>The report was noted.</p> <p>b) Dampness & Mould Register</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>The report was noted.</p>	
<p>8. Policies</p> <p>a) Updated Policies</p> <p>8.a.1 Void Management</p> <p>The Policy was approved.</p>	

<p>8.a.2 Value for Money Strategy</p> <p>The Strategy was approved.</p> <p>8.a.3 Contractor Code of Conduct</p> <p>The Policy was approved.</p> <p>8.a.4 Financial Regulations</p> <p>HM noted a typo on page 3, under 2.4 last line should read ‘Chief Executive Officer’ rather than director.</p> <p>The Policy was approved.</p> <p>8.a.5 Treasury Management</p> <p>The Policy was approved.</p>	
<p>9. Confidential Staffing Report</p> <p>At this point all staff left the meeting other than AM ..</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	
<p>10. A.O.C.B</p> <p>There was no A.O.C.B</p>	
<p>11. Date of next meeting – 13 March 2024</p>	