

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 19 June 2025
In the Boardroom and Via Zoom**

Present: G. Mulvaney (GMu) Chair; E. McCurdy (EM) Vice-Chair; S. MacQuire (SMacQ); A. Tuach (AT); C. Chalk (CC) via zoom

In attendance: A. Murphy (AM) Chief Executive Officer; P. Sweeney (PS) Head of Asset Services; R. Murray (RM) Head of Housing Services; C. Kelly (CK) Senior Finance Officer; C. Samain (CS) Governance & Compliance Officer; F. McDonald (FMD) FMD Consultants.

<p>1. Welcome, Apologies and Declarations of Interest</p> <p>GMu welcomed everyone to the meeting.</p> <p>Apologies were received from: H. Maitz (HM); I. Davie (ID); A. Cameron (AD); S. Humphreys (SH)</p> <p>No Declarations of Interest were made.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	<p>ACTION BY</p>
<p>2. Minutes of Previous Meeting</p> <p>The minutes of the meeting of 14 May 2025 were proposed as a true record by EM and seconded by AT.</p> <p>GMu noted correction to spelling Stephen Humphrey's name at Item 9 Board Discussion.</p>	
<p>3. Matters Arising</p> <p><u>Matters arising from the meeting held on 14 May 2025</u></p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>Page 2, under Development, Design Guide, AM confirmed that he had reminded Ewan (Development Consultant) that the Design Guide has to be distributed to the working group with the aim of obtaining Board approval at the August Board meeting.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>Page 4, New Website, a meeting has taken place with Kiswebs, the Management Team and C. Samain (CS), we are pulling together information which will be discussed with the Scrutiny Group and staff to get some feedback. AM advised further discussions will be held with the Board in relation to the Board area on the new website.</p>	

Page 7, AM advised a formal report on the feedback from the recent round of Board reviews/appraisals will be brought back to future meeting.

GMu updated members that he had engaged with the Chair of Helensburgh & Lomond Area committee re Cllr Patterson resignation and need to find a willing and suitable replacement and formally advised council officers accordingly.

4. Chief Executive Officer

a) Referrals from Audit & Risk Committee

AM confirmed that following the Audit & Risk Committee meeting the 4 keys areas that they feel the Association should be looking at this year under Strategy and Planning: Business Planning and Key Business Decisions. The other area under Finance is controlling Financial Planning and under Governance and HR will be Succession Planning Leadership and Board Development.

AM advised that at the meeting they also signed off the Risk Register for the Association, he explained that due to the size of the document it has been uploaded onto the Board members area of the website and suggested that the Board look over it as it highlights the key risks and gives the risk management plan for the next 6 months.

b) Staff Survey 2025

AM explained that the results from the staff survey highlighted 3 key areas in comparison to the previous survey that they might want to look at going forward.

CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION

AM emphasised that overall, it was a positive response to the survey as 94% of the staff think that it's a good place to work and there were encouraging responses given. Following discussion, it was agreed that AM would prepare an update for the August Board meeting and include the written comments from staff.

The Board **noted** the report.

c) Golfhill Drive

CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION

The Board **approved** the report.

d) Engagement Plan

<p>AM updated Board our Engagement Plan with the Scottish Housing Regulator (SHR).</p> <p>AM confirmed that work is progressing across all key areas of the Engagement Plan, a review of the Risk Register and development has been sent to the SHR. The SHR has also been kept updated with our Governances arrangements and areas we are further improving.</p>	
<p>5. Finance & Corporate Services</p> <p>a) Quarter 4 Management Accounts</p> <p>FMD provided the Board with an update comparing the estimated and actual financial position as of 31 March 2025.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>FMD reassured the Board that there are no concerns regarding loan covenant compliance.</p> <p>The Board approved the report.</p> <p>b) Health & Safety six-month review</p> <p>CS advised the Board that we are effectively administering and managing Health & Safety within the office by carrying out weekly fire alarm tests, fire lighting testing and housekeeping inspections.</p> <p>The Board noted the report.</p> <p>c) GDPR and FOI update</p> <p>CS informed the Board that we had received two Subject Access requests and two FOI requests which were responded to within the timescale.</p> <p>The Board noted the report.</p> <p>d) Member application/cancellations</p> <p>CS detailed to the Board that we received one new membership application and no cancellations; therefore, the membership now stands at 59.</p> <p>The Board approved and noted the report.</p> <p>e) SHR Loan Portfolio</p> <p>FMD detailed the report also confirmed that there are no issues in terms of covenant compliance to 31 March 25.</p>	

<p>The Board approved the submission of the loan return to the Scottish Housing Regulator.</p> <p>FMD left the meeting at this point.</p>	
<p>6. Asset Management</p> <p>a) Storm Eoywn</p> <p>PS updated the Board on the impact of the storm which affected around 200 properties between roofs and fences. The cost to fix was a bit more than anticipated due to the significant damage caused.</p> <p>The Board noted the report.</p> <p>b) Asset Management Report</p> <p>PS gave a comprehensive update of all areas of Asset Management, including:</p> <ul style="list-style-type: none"> • Procurement - window replacement program, solar panels, gutter cleaning, external painting, boiler replacement program, EICR program. • SHQS Compliance • EESSH2 Compliance/Net Zero • Reactive Repairs Service • Cyclical works • Planned Works • Medical adaptations • Insurance <p>The Board noted the report.</p>	
<p>7. Policies</p> <p>a.1) Legal Action and Eviction Policy</p> <p>Legal Action and Eviction Policy was approved.</p> <p>a.2) Health and Safety Policy</p> <p>Health and Safety Policy was approved.</p>	
<p>8. A.O.C.B</p> <p>No AOCB.</p>	
<p>Date of next meeting – 20 August 2025</p>	

