

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
held at 6.00 pm on Wednesday 18 October 2023
in the Boardroom and via Zoom**

Present: S. MacQuire (SMacQ) Chair; E. McCurdy (EM) Vice-Chair; A. Cameron (AC); C. Chalk (CC); S. Humphreys (SH); H. Sorrell (HS).

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; F. McDonald (FMD) FMD Consultants.

<p>1. Welcome, Apologies and Declarations of Interest</p> <p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from: G. Mulvaney (GMu), I. Davie (ID), and B. Mochan (BM).</p> <p>SMacQ detailed to the Board that Sonya Aitken has resigned her position for personal reasons. The Board members noted their thanks to Sonya for all her hard work over two decades of service to Dunbritton.</p>	<p>ACTION BY</p>
<p>2. Minutes of Previous Meeting</p> <p>The minutes of the meeting of 23 August 2023 were proposed as a true record by AC and seconded by EM.</p>	
<p>3. Matters Arising</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>Page 2, paragraph 4, AM advised he will contact Hazel Sorrell out with the meeting for further assistance with regards to Dumbarton Cottage Hospital.</p> <p>Page 3, under Woman’s Aid, AM confirmed that PS and RM will take the lead on speaking with Woman’s Aid., They have proposed various dates to meet with Women’s Aid and are awaiting on confirmation.</p> <p>Page 4, under SFHA Consultation response, AM apologised that the GWSF response wasn’t sent out along with the minutes but assured that they would be included with the November Board meeting minutes.</p>	<p>AM</p> <p>AM</p>

4. Chief Executive Officer

a) Internal Management Plans (IMP)

AM confirmed that the (IMPs) are aligned with the Association's Strategic Objectives with each IMP for individual departments with agreed-upon timeframes; he consistently conducts reviews with each Manager to evaluate progress in relation to these set targets.

The report was **noted**.

b) SHN Performance

AM presented the report to the Board, highlighting that the outcomes raised no major concerns. The report was overwhelmingly positive, underscoring the hard work of our staff.

AM drew attention the factoring to the figure that didn't meet target. He detailed to the Board that we are carrying out a comprehensive review of the service which will include an options appraisal. This will particularly look at value for money and he will pull a presentation together on this for a future meeting.

The Board requested that the minutes reflect their appreciation of the hard work carried out by the staff in the last 12 months.

The report was **noted**.

c) Board Away Day

AM reminded the Board of the rescheduled away day, which is now proposed for November 11, 2023. AM requested an urgent response from Board members to confirm their availability on this date so that it can be confirmed.

d) Community Links update

AM presented a report from Community Links to the Board, detailing their recent collaborative work with the Association and other housing associations during the past quarter. This work has been mainly focusing on financial inclusion, energy advice, and the cost of living.

The report was **noted**.

e) Development Plan Scheme

AM explained that West Dunbartonshire Council is about to commence discussions on their Development Plan. The first part of the process was to discuss their arrangements for consultation, which had previously been sent to the Board. AM advised that if any Board

<p>member had any comments he was happy to take them to WDC.</p> <p>EM asked if there has been any update from the Council with regards to the Artizan centre, and AM detailed there has not been.</p> <p>The report was noted.</p> <p>f) Regulatory Standards Action update</p> <p>AM explained it was important in terms of governance to assure the Board that the Association was meeting the requirements of the Regulatory Standards. He advised the Board this the report will be presented to them on a 6 monthly basis, to provide additional assurance regarding the evidence bank for the assurance statement.</p> <p>The report was noted.</p>	
<p>5. Finance</p> <p>a) <u>Treasury Management Report</u></p> <p>FMD updated the Board on the treasury management operations, including the amount & status of existing loans, the amount of stock secured against loans, future proposed borrowing, and management of cash available for investment.</p> <p>SH queried under 10.2 as to why the interest rates on borrowing is low at 1.9%? FMD explained that this is primarily due to the shorter duration of the deposit, which was for 3 months, in contrast to the previous 12-month deposit period.</p> <p>The report was noted.</p> <p>b) <u>30 Year Long-term projections</u></p> <p>FMD gave a presentation on the 30-year long term projections.</p> <p>FMD took the Board through the comprehensive presentation in detail. The overall conclusion is that there are no material concerns and FMD assured the Board that the Association's financial stability remains strong.</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>The report was noted.</p> <p>At this point, FMD left the meeting.</p>	

6. Corporate Services & Governance

a) Membership Applications and Cancellations

DW advised that due to a bereavement, we have one cancellation therefore our membership number now sits at 87.

The report was **noted**.

b) Document Singing of the Seal

DW advised the Board that there were no new entries since the last Board meeting.

The Board **noted** the report.

c) Minutes of the September Board Meeting

DW updated the Board on the meeting held immediately after the AGM. At this meeting, SMacQ was elected Chair and EM was elected as Vice-chair. With no parties standing, the Board agreed to appoint a staff member as Secretary and requested DW carry out this role for the year. The Board agreed to appoint two co-optees, one from each council, and it was further agreed to continue with the Councillors nominated by those councils (GM and HS).

The minutes were **agreed**.

d) Board member's choice of committee discussed at September's Board Meeting.

DW advised that following an agreement by Members, the Committee Membership will remain the same with the exception of the change arising following SA's resignation.

The Board **agreed** on the committee membership.

e) Minutes of the AGM

The minutes were **agreed**.

f) Board schedule

The schedule was **approved**.

g) Board Monthly Meeting Planner

The Board **noted** the report.

h) Assurance Statement

<p>DW detailed to the Board that we are required to annually submit the Assurance Statement to the Scottish Housing Regulator. The SHR had advised that this should be a short synopsis, normally of one page of A4, but the key point is that this is a reflection that the Board has sought and received assurance across all of the regulatory standards. He highlighted the online evidence bank, which shows all the information submitted to the Board and Committees and how these tie into the section and subsections of the regulatory standards, and he asked Board Members to ensure that they are accessing this regulatory and are comfortable as to what documents are seen to provide assurance.</p> <p>He detailed that this year's assurance statement highlights the key matters of health and safety and equality data collection, areas that have been of focus to the Association in the year.</p> <p>The Board approved the Assurance Statement.</p>	
<p>7. Housing Services</p> <p>a) Housing Bill</p> <p>DW gave an update on the Housing Bill. He detailed that we have yet to see the end product of how this bill would be written and applied. He did however detail that the Bill would be looking to reform the private rental sector, including looking at a rent cap, and that this may have the result of reducing availability of housing within that sector, and invariably impact on an increase on our housing lists.</p> <p>There is an aim to reduce temporary accommodation, but how this will be achieved is unclear.</p> <p>There will be changes to the eviction process, including enhanced requirements to take account of household's pressures and circumstances. Again, until the legislation is published, we will be unsure as to what that will require.</p> <p>There will also be changes over domestic abuse, including the provision of power to landlords to grant tenancies to survivors of domestic abuse. RM detailed that it will be important to see how this is provided as in practice there may be challenges, especially over tenant safety. EM agreed that we would need to be very conscious of domestic abuse survivors' safety if we look to amend policies in reflection of any legal changes.</p> <p>b) Home Argyll</p> <p>RM detailed that it had previously been agreed, for a 12-month probation period, to allow the allocating of a 2-bedroom property, in a pressure area, to a single person who has high housing needs. As this has now been adopted permanently by the other partners in HomeArgyll, he requested that we follow suit.</p> <p>The board agreed the change to the policy.</p>	

<p>c) Write off Report</p> <p>RM presented the Write Off Report and asked the Board to approve this.</p> <p>The report was approved.</p>	
<p>8. Asset Management</p> <p>a) Disposals</p> <p>PS presented the Board with a list of properties that have been disposed of. PS also confirmed that all the properties were sold with vacant possession. AM confirmed the SHR would be advised of the disposal of vacant property.</p> <p>The report was noted.</p>	
<p>9. Policies</p> <p>a) <u>Updated Polices</u></p> <p>9.a.1 Membership Policy</p> <p>The Membership Policy was approved.</p>	
<p>12. A.O.C.B</p> <p>There was no A.O.C.B</p>	
<p>13. Date of next meeting – 29 November 2023</p>	