

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 17 August 2022
Held in the Boardroom and via Zoom**

Present: S. MacQuire (SMacQ) Chair; A. Tuach (AT) Vice-Chair; A. Cameron (AC); E. McCurdy (EM); F. Craig (FC); J. Smillie (JS); S. Aitken (SA).

In attendance: A. Murphy (AM) Chief Executive Officer; H. Maitz (HM) Finance Manager; D. Wilson (DW) Corporate Services Manager; R. Murray (RM) Housing Services Manager; P. Sweeney (PS) Asset Manager; S. Cunningham (SC) Auditor; C. Samain (CS) Minute Taker.

<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); G. Morrison (GM); C. Chalk (CC).</p> <p>SMacQ also thanked AT for standing in for him at both the Harbour Opening and the Board meeting in June.</p> <p>No declarations of Interest were made.</p>	<p>ACTION BY</p>	
<p>2. Minutes of the Board meeting on 22 June 2022</p> <p>The minutes of the meeting of 22 June 2022 were proposed as a true record by EM and seconded by AT.</p>		
<p>3. Chief Executive Officer</p> <p>a) Corporate Plan</p> <p>AM prior to the meeting provided the Board with the proposed annual updates for the Corporate Plan. AM advised that the Corporate Plan would retain the same front cover however will be renamed version 2.</p> <p>The updates to the Corporate Plan were approved by the Board.</p> <p>b) Interim Tenant Participation Strategy</p> <p>AM presented the Board with the interim Tenant Participation Strategy. AM advised if the strategy is approved by the Board that he will take the interim strategy to the tenants' group, and over the course of the next 12 months, that RM and his team will work with the Tenant Information Service (TIS) and the tenants to develop the Tenant Participation Strategy.</p> <p>AM confirmed that the Housing Services department will take the lead with Tenant Participation within the association, however other</p>		

departments will be represented depending on the topic being discussed. The Board will receive regular feedback from the TP group.

SMacQ proposed on page 13 that the feedback should be every 6 months rather than annually. AM confirmed that going forward a representative from the group will update the Board on a 6 monthly basis.

A discussion also took place in relation to the input from tenants and the difficult with communications and participation due to our geographical locations. AM explained that hopefully, TIS will be able to offer advice to overcome these obstacles.

Following on from the Board's discussion the Interim Tenant Participation Strategy was **approved**.

c) Disposals

AM confirmed that the sale of the properties previously approved for disposal had initially to be concluded on 5 August however this had been delayed and would now conclude on Friday 26 August. AM will contact the Board to confirm the sales concluded.

He also explained that once the sale have concluded he would notify the Scottish Housing Regulator (SHR) that we had disposed of the properties.

AM also reminded the Board that when a property becomes vacant that we feel could be considered for disposal, he will bring a report to the Board for consideration.

c.2) Potential disposal 7 Broom Road

AM sought Board approval for the potential disposal of 7 Broom Road. AM explained the reasons for the disposal, he also confirmed to the Board that in relation to the property the Bank of Scotland holds standard security of £24,981 against the property. The bank has confirmed they have no objection to the property being sold.

The Board **approved** the disposal.

d) Internal Audit

AM provided the Board with the internal auditor's findings in relation to the harbour development. Following discussion, the Board confirmed that the report was positive and provided reassurance that the Association had acted appropriately during the development of the site.

<p>The report was noted.</p> <p>e) Community Links</p> <p>AM provided the Board with a report from Community Links in relation to the Harbour Heritage project, Financial Inclusion and Place Standard Engagement. The Board thought the harbour project had been excellent and was a good reflection on the heritage associated with the site.</p> <p>AM confirmed that as restrictions had eased following the Covid pandemic the Association were now able to consider future options with Community Links</p> <p>The report was noted.</p> <p>f) Staffing Sub - Minutes 7 July</p> <p>The Board noted the contents of the minutes.</p> <p>g) KPI Performance report</p> <p>AM presented the Board with Quarter 1 KPI results. AM highlighted to the Board that the MSI survey responses are not yet populated as when the surveys were carried out initially, by CX-Feedback. However, we found that as CX-Feedback carry the survey out via text message when a question is answered not satisfied or dissatisfied counts towards a negative response. Therefore, we were unable to have an accurate recording of the satisfaction. AM confirmed that since we have returned back to the original company that carried out our survey responses they have come back with similar percentages as the previous quarter. AM confirmed he will have the final figures reported to the Board at the next meeting.</p> <p>AT asked, under indicator 14 why there were 7 refusals? RM confirmed that the refusals were due to a change in circumstances for the applicants and no issues were to report in terms of our stock.</p> <p>AM advised overall, all other stats reported within the KPIs are good and there is no cause for concern to report.</p> <p>The report was noted.</p>		
<p>4. Finance</p> <p>a) Annual Accounts report (report attached for noting)</p> <p>HM introduced the year-end Finance reports highlighting the Board of Management's responsibilities when considering annual financial statements for the year, the management letter received from the external auditors, a response from the Association to the</p>		

management letter, and the letter of representation to be sent from the Association to the external auditors. Regulatory, Legal and Constitutional Issue and the Conclusion.

HM introduced Steven Cunningham of Alexander Sloan (External Auditors) he took the Board through the report in detail covering the financial statements, and the Management Letter from the auditors.

The report was **noted**.

b) Annual Accounts (report attached for approval)

SC presented to the Board the Annual Accounts and detailed that there were no issues to report.

SC highlighted to the Board on page 40 under note 28 – Contingent Liability.

SC confirmed it was another clean audit for the year.

The Annual Accounts were **approved**.

c) Audit Management Letter (report attached for approval)

SC advised that the audit for the year ending 31 March 2022 had no issues identified to be brought to the Board's attention.

AT asked under adjustments to the Financial Statements, Accruals Housing Properties as to what the £14,000 was with regards to. HM advised that it was a boiler replacement programme that was going to be carried out however this didn't go ahead. PS explained that the boiler replacement programme didn't go ahead as the type of boilers would not have been in line with moving our properties forward with regards to ESSH.

The letter attached was **approved** by the Board.

d) Letter of Representation to Auditor (report attached for noting)

SC explained that on an annual basis, the Board signs a Letter of Representation (provided by the auditors). SC advised that this is to allow the Board to declare in writing that the Financial Statements and other presentations to the auditors are sufficient and appropriate to the best of the Boards knowledge.

The Board agreed that they are happy for the Chair and Secretary to sign the letter.

The letter of representation was **noted**.

e) DHA Response

<p>HM asked the Board to approve the letter of response to Alexander Sloan.</p> <p>The response was approved, and the Chair shall sign on behalf of the Board.</p> <p>f) DCL Annual Accounts</p> <p>HM confirmed that there was no movement from previous year, and no changes have been made within the DCL Annual Accounts and that this is a dormant company.</p> <p>The report was approved, and the Chair and Secretary shall sign this.</p> <p>g) Management Accounts report</p> <p>HM updated the Board with a comparison between the estimated and actual financial position as of 30 June 2022. HM also confirmed that there are no issues in terms of loan covenant compliance.</p> <p>The Management Accounts were approved.</p> <p>h) Quarter 1 Management Accounts 2022</p> <p>HM updated the Board on quarter 1 Management Accounts.</p> <p>The Management Accounts were approved.</p>		
<p>5. Corporate Services & Governance</p> <p>a) Membership Applications & Cancellations</p> <p>DW detailed that there had been no change to the organisation's membership.</p> <p>The report was noted.</p> <p>b) Report on Board Equalities Survey</p> <p>DW assured the Board as detailed, the survey was carried out and the data provided to allow the Board to be assured that we are meeting our duties under equalities legislation.</p> <p>The report was noted.</p> <p>c) Secretary's Report on Compliance with Rules 62-67</p> <p>DW (as secretary) assured the Board that Rules 62-67 are being followed.</p>		

<p>The report was noted.</p> <p>d) CEO's Employee Development Review</p> <p>DW confirmed that the Chair has completed the CEO's annual Employee Development Review and has agreed to his objectives for 2022/23. DW also confirmed that there were no areas of concern highlighted during the appraisal interview.</p> <p>The report was noted.</p> <p>e) AGM Arrangements</p> <p>DW confirmed that the AGM will be held on 21 September 2022, at 6 pm at The Cruin, Loch Lomond.</p> <p>DW also confirmed that the 28-day letter has now been sent out and the Board should receive the letter over the next couple of days.</p>		
<p>6. Asset Management</p> <p>a) Procurement</p> <p>PS updated the Board in relation to procurement and awarded contracts from August 2021 to August 2022.</p> <p>PS highlighted to the Board that Central Timber Construction has been approached to cover the Joinery and secondary trades contract service due to the termination of the contract with John Duff joiners from 1 August 2022.</p> <p>7. The report was noted.</p>		
<p>8. A.O.C.B</p> <p>a) Home Argyll Common Housing Register</p> <p>RM advised that it was highlighted at a recent Home Argyll steering group that there are occasionally legislative changes made between policy reviews, which require a policy change in order to comply. RM asked for Board approval for authority for such legislative changes to be delegated to the Home Argyll Steering Group.</p> <p>The report was approved.</p> <p>b) Annual Rent Review 2023</p> <p>AM proposed to the Board that due to the current inflation that a meeting is arranged for the Board in order to discuss the Annual Rent Review for 2023 and discuss any potential impacts that inflation could</p>		

have on the Association. AM also advised the Board that he would invite Fettes McDonald to the meeting.

HM also advised that over the next couple of weeks HM will start to look at the budgets and assured the Board that she will also be looking at ways that we can cut the budget without impacting the service that we deliver.

The Board agreed for AM to arrange the meeting.

9. Date of next meeting – 21 September 2022 - AGM
