

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 20 April 2022
Held in the Boardroom and via Zoom**

Present: S. MacQuire (SMacQ) Chair; A. Tuach (AT) Vice-Chair; A. Cameron (AC); C. Chalk (CC); F. Craig (FC); G. Morrison (GM); G. Mulvaney (GMu); E. McCurdy (EM); J. Smillie (JS).

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. Shek (SS) Finance Officer; G. Marley (GMa); C. Samain (CS) Corporate Services Officer, Minute taker.

<p>1. Welcome, Apologies and Declarations of Interest</p> <p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from B. Walker (BW); S. Aitken (SA).</p> <p>No Declarations of Interest were made.</p>	<p>ACTION BY</p>	
<p>2. Minutes of the Board meeting on 23 March 2022</p> <p>The minutes of the meeting of 23 March 2022 were proposed as a true record by EM and seconded by AC.</p>		
<p>3. Matters Arising</p> <p>Minutes of the Board meeting on 23 March 2022</p> <p>Page 1 Matters Arising, under ‘Dumbarton Harbour’ AM confirmed that we haven’t yet heard back from West Dunbartonshire Council’s (WDC) Planning Department with regards to the viewing platform, however, AM confirmed that he has spoken to BW who has been in touch with the WDC Planning Department. AM confirmed he is still pursuing the matter and will again contact both the WDC Planning Department and BW in the hope of an update. SMacQ confirmed if we haven’t had a response by 22/04/2022 he will send a letter to the WDC Planning Department.</p> <p>Page 2 Matters Arising, under ‘Development Update’ AM advised that a meeting has been scheduled on 6 May 2022 with Lesley Kinloch and John Kerr with regards to Bridge Street.</p>		

4. Chief Executive Office

a) Development Update

East King Street – AM advised that there are some issues with the development that have been raised by Argyll & Bute (A&B) Planning Department, firstly they wanted 4 additional parking spaces within the development. AM confirmed that we have submitted proposed planning to increase the parking spaces by 2. AM also advised that the Association carried out a study over a 10-day period at our Walker Place development and over this period more than half of the spaces were unoccupied. AM confirmed that the other issue raised was with regards to flood risk management AM confirmed that a potential plan has also been sent over to A&B Planning Department and a response is awaited. AM confirmed that GMu has assisted with the communication with A&B Planning Department. GMu confirmed this and detailed that he is hopeful that we should hear back from A&B Planning Department by 22/04/2022 if not he will follow this up.

Golf Hill Drive – AM confirmed that Hub West is taking the development to the planning stage and confirmed that we have agreed with the contractor who is on Hub West's framework that we can use them on another framework if needs be and this will keep the costs within budget.

b) Community Regeneration Annual Report

AM updated the Board on the work undertaken within the year with Community Links.

The Board **noted** the report.

c) Tenant Participation Report

AM presented the Board with the feedback from TIS with regards to the meetings that were held with: the Board, Tenants, and Staff. AM confirmed that he will work closely with Sharon from TIS and the scrutiny group to create a Tenant Participation Strategy and following on RM will pick up on the operational meeting of the group to identify what areas they want to look at within the organisation. AM confirmed that he will keep the Board updated quarterly.

SMacQ suggested that we explore tenants who would be interested in joining the Board in more rural areas of our stock now that our meetings are also held via Zoom. AM confirmed that we will engage with the tenants to see if there is any interest, however we should be mindful of the skills that are required for the Board.

<p>d) SHR Engagement Plan 2022</p> <p>AM updated the Board with our Engagement Plan with the Scottish Housing Regulator (SHR) and confirmed that we are fully compliant and no further information is required by SHR.</p> <p>The Board noted the report.</p> <p>e) Ukraine Refugees</p> <p>AM gave an update to the Board with regards to a recent meeting that he attended with Argyll & Bute council with regards to Ukraine Refugees. AM also confirmed that he will be attending a meeting with West Dunbartonshire Council.</p> <p>AM asked the Board to consider giving one property per local authority to Ukraine Refugees? Following on from the Board discussion it was agreed that we initially do this, but if the demand becomes urgent, we could look at increasing this to two properties per local authority.</p> <p>AM also asked the Board to consider supporting tenants of the Association if they wish to take in Ukraine Refugees? Following on from the Board discussion it was agreed that AM will pursue the potential for tenants to also take in Ukraine Refugees and will work with staff to manage this. AM also confirmed that RM will have a procedure put in place.</p> <p>Following on from the Board discussion it was agreed that upon accepting any further offer on the properties AM has delegated authority to accept any responsible offer in consultation with SMacQ.</p>		
<p>5. Finance</p> <p>a) Write Off Report</p> <p>SS spoke to the Board through the Write Off Report and asked the Board to approve the write-off.</p> <p>The report issued with the agenda was approved.</p>		
<p>6. 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) Document Signing and use of the seal</p> <p>DW confirmed that there have been no uses of the Seal.</p> <p>The report was noted.</p> <p>c) Health and Safety Policy Statement</p> <p>DW updated the Board on the latest work within Health & Safety in the office. DW also advised the Board that we will be looking to update the Board now quarterly with regards to Health and Safety.</p> <p>d) Harbour Official opening</p> <p>DW confirmed that we have had confirmation from the Permanent Secretary and are awaiting further confirmation from the Cabinet Secretary that the Scottish Housing Minister will be able to do the official opening of the Harbour on 22 June 2022.</p> <p>DW also advised that he is looking to set up a working group with a volunteer from the Board and a volunteer from each of the staff departments to look at how we can maximise and get the best out of the opening of the Harbour.</p> <p>e) Stock Tour</p> <p>DW confirmed that the Stock Tour has been organised for 11 May 2022 at 1 PM.</p> <p>AT asked if we will be making tenants aware of the Stock Tour before we arrive outside of the properties. DW confirmed that he will look at the best way to communicate this with our tenants.</p> <p>f) Board Away Day</p> <p>DW suggested that the Board Away Day is held on a Saturday and confirmed that he will have an e-mail circulated to the Board to seek Board availability and have this arranged. AM also suggested that the Board Away Day is held in the Helensburgh Civic Centre.</p>		
<p>7. Asset</p> <p>a) EESH2</p> <p>GMa gave the Board a brief update on EPCs and EESH2. GMa confirmed that a contract has recently been awarded to carry out 250 EPCs within our housing stock this financial year with the intention of another 250 to be carried out next year. GMa confirmed that having the EPCs carried out will give us an indication of how</p>		

<p>well we are progressing towards EESSH2 which we need to achieve by December 2032.</p> <p>PS advised that the focus at the moment is predominately our stock transfer properties.</p>		
<p>8. Policies</p> <p>a) New Policies</p> <p>8.a.1 Assignment Policy</p> <p>The Assignment policy was approved.</p> <p>8.a.2 Succession Policy</p> <p>The Succession policy was approved.</p> <p>b) Updated Policies</p> <p>8.b.1 Menopause Policy</p> <p>DW advised that training for the Management team will be organised on the menopause to increase awareness of the menopause within the organisation.</p> <p>The Menopause policy was approved.</p>		
<p>9. Procedures</p> <p>a) Community Support Fund</p> <p>DW presented the Board with the new Community Support Fund procedure.</p> <p>AT suggested that we contact all high schools within the area to advise on the fund. DW confirmed that the Corporate Services team will be in contact with the schools and that any other suggestions of groups or ways of advertising the fund will be of assistance.</p> <p>The Community Support Fund procedure was approved.</p>		
<p>10. A.O.C.B</p> <p>FC advised that Jackie Ballie (MSP) was at Levenbank Terrace with regards to the concerns that have been raised by residents to do with speeding on the road. DW will contact Ms Baillie and update the relevant tenants.</p>		
<p>11. Date of next meeting – 18 May 2022</p>		