

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 25 May 2022
Held in the Boardroom and via Zoom**

Present: S. MacQuire (SMacQ) Chair; A. Tuach (AT) Vice-Chair; A. Cameron (AC); E. McCurdy (EM); 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; C. Samain (CS) Corporate Services Officer, Minute taker.

1. Welcome, Apologies and Declarations of Interest	ACTION BY	
<p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from C. Chalk (CC), G. Mulvaney (GMu), and Fiona Craig (FC).</p> <p>DW advised that we are waiting to hear from both West Dunbartonshire and Argyll and Bute Councils with regards to which elected figure they shall be appointing as a Co-optee. He confirmed that Garry Mulvaney has been re-elected in Argyll and Bute, but that Brian Walker was not elected in West Dunbartonshire and so would be leaving the Board.</p> <p>No Declarations of Interest were made.</p>		
2. Minutes of the Board meeting on 20 April 2022		
<p>The minutes of the meeting of 20 April 2022 was proposed as a true record by AT and seconded by AC.</p>		
3. Matters Arising		
<p>Minutes of the Board meeting of 20 April 2022</p> <p>Page 2, Matters Arising, under 'Development Update, East King Street,' AM detailed that Ewan McGregor had a positive meeting with the planning department at Argyll & Bute Council with the hope being to have feedback soon with regards to the current planning issues.</p> <p>Page 2, Matters Arising, under 'Development Update – Golf Hill Drive,' AM confirmed that the planning is going forward with Hub West and the contractor has confirmed that if we get planning, we can draw them down from another framework and the cost will remain within budget.</p>		

Page 3, Chief Executive update, under 'Ukraine Refugees,' AM confirmed that we have put our offer to the local authorities to assist with housing and we are awaiting feedback. AM advised that there are in-depth minutes from the meetings however AM advised that if he has any further updates from the meetings, he will update the Board. AM also advised that any tenant wishing to assist in housing any Ukraine refugees would have to in the first instance contact Dunbritton as their landlord for discussion. AM advised that we shall publish this on our website and within our next newsletter.

Page 5, Corporate Services, under 'Stock Tour' AM confirmed that the stock tour was received well by all who attended.

Page 5, Corporate Services, under 'Harbour Official opening' DW advised that Shona Robison MSP, Cabinet Secretary for Social Justice, Housing and Local Government will attend the opening from 10 am to 11 am. DW also advised that we will now start to send invites out for the Harbour opening and that we have booked Dumbarton Football Club for refreshments after the opening.

Page 5, Corporate Services, under 'Board Away Day; DW asked if the Board could get back to him with potential Saturday dates that they would be available for a Board Away Day, and he will then start to arrange the Board Away Day.

Page 6, Procedures, under 'Community Support Fund' AM asked if all high schools were contacted. DW confirmed that the high schools have been contacted, and we have received one so far.

SMacQ asked if we have had any interest in potential Board members from our more rural stock, DW confirmed that we haven't had any interest as of yet, however, we will continue to use our publications to make people aware that our Board meetings can now be attended via Zoom as well as in person.

Page 7, 'A.O.C.B', AT asked if we have had any update with regards to the speeding concerns that have been raised at Levenbank Terrace to Jackie Ballie (MSP). DW confirmed that he has been in contact with Jackie Ballie and was advised that there was no further update,

4. Chief Executive Officer

- a) KPI Board report

AM confirmed that the report shows that our outcomes, in comparison to our targets, have been very positive.

Indicators 1 and 2, AM advised that he is still happy with the overall percentages, however, he assured the Board that we will continue to

keep our tenants informed of our services and decisions and where we can look to improve our services going forward.

Indicator 6, PS advised that the figure is slightly down as this includes the properties that we are currently disposing of which failed to meet SHQS standards. PS confirmed that when the sales of the properties have been concluded it will bring the percentage down slightly.

Indicator 13, AM advised although the figure has slightly dropped but we are still within our target We are now looking at how we carry out our surveys, going forward we will do it on the anniversary of the tenant's start date to provide a wider geographical mix.

Indicator 14, RM confirmed that it wasn't one specific property that was refused, it was several properties that we had refusals for.

The report was **noted**.

b) Governance Report

AM advised that while there is a lot of information in the report, he hoped that it kept the Board informed on Governance matters with the main Regulatory bodies.

The report was **noted**.

c) Internal Management Plans (IMPs)

AM outlined how the departmental IMPs support and are aligned to the Association's Strategic Objectives.

He explained that each IMP defines specific targets, key tasks, and objectives for each department within agreed timeframes and he conducts regular reviews with each Manager to check progress against the targets identified.

AT asked under 'Corporate Services IMP' C11 - why there was a delay in providing the Board with I.T equipment? DW confirmed that it was delayed due to the outbreak of Covid-19, the I.T budget was used to provide staff with I.T equipment to enable them to work from home. DW, however, confirmed that the I.T that was purchased for staff will be offered to Board members. DW also confirmed that if there is any additional I.T training required by the Board, he will be happy to have training arranged.

<p>SMacQ advised under 'Corporate Services IMP' C2 - if any Board members could advise him of their interest in any training that they would like to attend? SMacQ encouraged the Board to look at SFHA's weekly news bulletin as training details are published within this bulletin.</p> <p>It was agreed that CS would send the Board the fortnightly SFHA events bulletin.</p> <p>JS advised that she thinks the report is a well thought out and concisely report and gives the Board good assurance of what is happening at a higher level within the Association.</p> <p>The report was noted.</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) Health and Safety Control Manual</p> <p>DW confirmed that he has shared the Health and Safety Control Manual (HSCM) with all Board members The HSCM has been updated along with the risk assessments for the Association. DW also confirmed that section 1.10 of the HSCM must be signed on an annual basis, this shall be done at the AGM going forward.</p> <p>It was also noted that for any Board member not attending in person, with their permission, an electronic signature could be used.</p> <p>The report was agreed upon.</p> <p>c) Remit of the Audit and Risk Committee</p> <p>DW presented the Board with the remit of the Audit and Risk Committee for Board approval.</p> <p>The board agreed on the remit.</p>		

6. Housing Services

a) Tenant Participation Strategy

AM advised that both himself and RM had a meeting with the Tenant Information Service (TIS) and AM is hopeful that we will have an update on the strategy by the Board meeting in August. AM advised he is going to put an interim strategy to the tenant's group, and over the course of the next 12 months, we will work with the tenants to develop the Tenant Participation Strategy.

AM also advised that RM is in the process of contacting all tenants within the group to arrange a meeting with the tenants and staff to take the group forward and identify any training that may be required.

b) Housing Services Presentation

RM gave a presentation in relation to the Housing Services department. He highlighted that the arrears were at the lowest that they have been, standing at 1.22%. RM advised that overall, the performance has been very positive.

RM also advised that within the Harbour development, close meetings were being arranged for each block to go over estate management. RM is also hopeful to encourage tenants to have more involvement with the association such as through a 'Harbour Tenants Group'.

Lastly, RM updated the Board with the details of the key areas of focus that the Housing Services department will be working on.

The presentation was **noted**.

7. Policies

a) New Policies

7.a.1) Lodger Policy

The Lodger Policy was **approved**.

b) Updated Policies

7.b.1) Legionella Policy

The Legionella Policy was **approved**.

7.b.2) Asset Management Strategy Policy

<p>The Asset Management Strategy Policy was approved.</p> <p>7.b.3) Expenses Policy</p> <p>The Expenses Policy was approved.</p>		
<p>8. A.O.C.B</p> <p>There was no A.O.C.B.</p>		
<p>9. Date of next meeting – 22 June 2022</p>		