

**Dunbritton Housing Association Ltd.**

**Minutes of Meeting of Management Board  
Held at 6.00pm on Wednesday 19 November 2020  
Via Zoom**

**Present:** S. MacQuire (SMacQ); A. Tuach (AT); J. Smillie (JS); B. Walker (BW); G. Mulvaney (GMu).

**In attendance:** A. Murphy (AM) CEO; H. Maitz (HM) Finance Manager ; R. Murray (RM) Housing Services Manager; P. Sweeney (PS) Asset Manager; D. Wilson (DW) Corporate Services Manager; C Samain (CS) Corporate Services Assistant; Gregor Cameron (GC) Development Consultant (during Development update)

<p><b>1. Welcome, Apologies and Declarations of Interest</b></p> <p>SMacQ welcomed everyone and thanked them for their attendance. He advised the Board that while the Board meetings are recorded, the recording is destroyed once the approved minutes are posted onto the website. He also asked all present to turn off their mobile phones.</p> <p>Apologies were received from S. Aitken (SA); G. Morrison (GM).</p> <p>There were no declarations of interest.</p>	<p><b>ACTION BY</b></p>
<p><b>2. Minutes of Previous Meetings on 14 October 2020</b></p> <p>The Minutes were proposed as a correct record by GMu and seconded by JS.</p>	
<p><b>3. Matters Arising</b></p> <p>No matters were arising.</p>	
<p><b>4. Finance</b></p> <p>a) Management Accounts</p> <p>HM updated the Board with a comparison between the estimated and actual financial position as of 30 September 2020. HM also confirmed that there are no issues in terms of loan covenant compliance.</p> <p>HM advised that the annual budget for 20/21 projects a surplus for the 6 month period of £297k. The actual results to date note a surplus for the same period of around £388k and therefore shows a positive variance to date of around £91k. (June £211k).</p> <p>However, HM also advised the Board that whilst the initial findings were positive the delay in the allocation of the harbour properties would impact on the final year end figure.</p> <p>The report and Management Accounts were <b>approved</b>.</p>	

## b) Write off Rechargeable Repairs

HM explained that the Board had previously agreed to write off outstanding rent in relation to this property. She explained that when the property was finally handed back the Asset team had assessed the damage and completed the necessary works.

AM explained to the Board as to why the rechargeable repair was of such a high value and noted that these types of properties are the exception within Dunbritton's stock. None the less it was a cost to the Association, which would be pursued from the former tenant should they find employment at a future date.

HM asked the Board to approve the write off report for Rechargeable Repairs.

The report was **approved**.

**5.Chief Executive Officer**

## a) 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.

AM confirmed that over the next couple of months PS and DW will be working on the Health and Safety aspect from both tenant's perspective and within the office. He intended a Board report similar to the Governance report to ensure the Board is regularly updated in relation to all Health & safety matters.

The report was **noted**.

## b) Development Update

Golfhill Drive - GC updated the Board on the Development at Golfhill Drive he confirmed that a recent funding application to the Scottish Government had been successful. This particular development will be progressed by hub West Scotland.

Dumbain Road - GC confirmed discussions were ongoing with the National Park and it is anticipated that a final decision on the planning application will be given week commencing 7 December 2020.

Jennie Deans – GC advised that the design of the proposed development at Jeanie Deans has progressed to the point of pre-application discussions with Argyll & Bute Council's planning department.

Former Dumbarton Cottage Hospital – GC confirmed that the development is currently stalled by the NHS and their title issues with WDC. No further progress can be made until this is resolved as it prevents access for site

investigation. GC advised that Dunbritton's solicitors have been in contact with NHS, however no progress has been made yet.

Helensburgh Golf Club – GC advised that work is ongoing with the Dunbritton's Developer (JR Group) and Taylor Wimpey in relation to design proposals that would allow Dunbritton to develop part of the site to include land they own at the moment. He was hopeful this would generate in region of 40 units.

Dumbarton Harbour – GC confirmed that we are still awaiting habitation and planning certificates to be issued by WDC. On receipt the properties can be handed over to the Association and subsequently allocated.

AM explained that with Board approval he would like to pursue L&As (Liquidated and Ascertained) as the Association has grounds in terms of the contract if the development is delayed. GC confirmed that most developers, due to the impact of COVID, have been allowed a 3-month period of delay, but even if this were applied the development should have been completed by the beginning of October 2020. AM advised the Board that there was no guarantee that we would be successful in our claim, however it was important we were seen to trying to recover any costs.

Following discussion BW agree to raise the matter on behalf of the Association with WDC planning officials.

The Board agreed that the letter provide should be sent to Cullross.

**Post meeting note:**

The letter was sent to Cullross on Thursday 19 November.

AM confirmed that the Association will not accept handover of the properties after 11 December 2020.

The report was **noted**.

c) KPI Board Report – Report attached for noting

AM gave the Board an update on the results on the Key Performance Indicators.

AM advised of one error which is under factoring arrears the cumulative figure is wrong it should read £9,818.44 which means the target was met.

AM confirmed that the one target which has not been met was the average days to re-let however this has been due to COVID-19 and overall, all other satisfaction levels were high, and all other targets were met.

It was agreed that AM will give an annual return in terms of complaints and moving forward make it a cumulative report each quarter providing a running commentary throughout the year.

The report was **noted**.

## d) COVID-19 update

AM advised that they have had feedback from Glasgow West of Scotland housing forum and it will be agreed with the Management Team which repairs are able to be carried out over the next three weeks due to the current tier restrictions across both local authorities.

**Post meeting note**

**As the Association's main base is in a Level 4 area we can only complete emergency repairs in our areas of operation. The website has been updated to confirm the current service provision.**

**6. Corporate Services & Governance**

## 1. Membership Applications &amp; Cancellations

DW advised that there were no applications and no cancellations.

The report was **noted**.

## 2. Assurance Statement

DW reminded the Board that the Evidence Bank is where it details all the evidence in support of the Assurance Statement and Board Members are free to view any and all of these individual supporting documents. AM confirmed that moving forward he was hopeful that the Board would be able to access updated information on a regular basis. DW is looking to progress this piece of work in the New year.

The report was **approved**.

## 3. Charity Compliance Report - Report attached for noting.

DW explained that the report is to ensure the Board that the Association is complying with its requirements as a Scottish Charity.

The report was **noted**.

## 4. Chief Executive Officer Appraisal - Report attached for noting.

DW explained that the report is attached for confirmation that the Chair has completed the CEO's annual appraisal and has agreed his objectives.

The report was **noted**.

**7. Asset Management**

- a) Disposal of land (Beechwood Arrochar)

PS confirmed that he has investigated the matter in depth, obtaining the original title deeds and by physical inspection of the area in question and asked for the Board approval to Dispose of the land.

The report was **approved**.

- b) Procurement Strategy - Report attached for noting.

PS explained to the Board some of the changes being made to the policy.

The report was **noted**.

**8. Housing Services**

- a) Housing Services Presentation

RM took the Board through all aspects of Housing Services department. The presentation covered all of the legislative changes affecting Housing Associations, and the Housing Services department's performances, succession, and future plans.

The report was **noted**.

- b) Approval to Offer Accommodation

RM asked the Board to approve the report to offer accommodation to parties that are related to staff members.

The report was **approved**.

**9. Polices**

- a) New Polices

9.a.1 Notifiable Events Policy

The Notifiable Events Policy was **approved**.

9.a.2 Financial Regulations policy

The Financial Regulations Policy was **approved**.

- b) Updated Policies (with track changes)

9.b.1 Attendance Management Policy

The Attendance Management Policy was **approved**.

9.b.2 Lone Workers Policy - attached for approval

The Lone Workers Policy was **approved**.

9.b.3 Code of Conduct Staff

The Code of Conduct Staff was **approved**.

9.b.4 Void Management Policy

The Void Management Policy was **approved**.

9.b.5 Asbestos Policy - attached for approval

The Asbestos Policy was **approved**.

9.b.6 Procurement Strategy Policy

The Procurement Strategy Policy was **approved**.

9.b.7 Procurement of Good, Services and Works Policy - attached for approval

The Procurement of Good, Services and Works Policy was **approved**.

9.b.8 Anti-Fraud and Bribery Policy

The Procurement Strategy Policy was **approved**.

**10. A.O.C.B**

There was no A.O.C.B.

**11. Date of Next Meeting: 13 January 2021**

**12. Confidential Staffing Issue**

The Board met and discussed a confidential staffing issue. All employees left the meeting at this point. They agreed the matter raised and noted at the staffing sub-committee. (the minutes of this staffing sub-committee are held securely and are available to Board Members only).