



Agenda Item 3.1

BOARD MEETING

Wednesday, 16 June 2021 at 6.30pm via video call on Microsoft Teams

Attendance:

Board Members: C Edward (Chair), G Laurie, K Johnson, J Henderson, L Lester, G Waddell, N Gerrard, G Connell, M Cameron

Staff/Advisor(s): Anne Marie Brown, Chief Executive
Carla Cameron, Senior Finance Officer
Arlene Dickson, Care Services Manager
Graeme Bruce, Finance Adviser (Agenda Item 8 only)
Lesley Gillespie, Senior Corporate Services Officer (Minutes)
Catherine Lowe, Business Support Consultant (Agenda Item 8 only)
Jill Cronin, Business Support Consultant (Agenda Item 8 only)

ITEM	NOTE	ACTION
	WELCOME AND ORDER OF BUSINESS Members agreed to take item 8 first to allow C Lowe J Cronin and G Bruce to leave after this item.	
8.0	STRATEGY	
8.1	New Business Plan 2021/2024 Report Summary C Lowe advised Members that work was progressing on developing the new 3-year Business Plan. The purpose of the report attached to the Agenda was to highlight the process required prior to the final approval of the Business Plan in August 2021 and to advise the Board of the key messages that had arisen from developing the new Business Plan. C Lowe advised that Rent affordability was a key issue and Chapter 8 of the Plan advised of the finances and assumptions on rent increases. There was still another paragraph to be added to reflect the understanding of sensitivities of customers around rent levels the reasons behind these and how these still present Value for Money (VFM) for customers. C Lowe advised that COVID-19 could potentially impact on the investment programme from 20/21 and catch up over the next year would be required and will be included in the Delivery Plans over the next 2 to 3 years. A key part of the Plan will include COVID-19 recovery and changes required as result of COVID-19, including how we now support our customers and service users.	

Climate Change challenges and expectations are included in the Plan and it was noted that DPRA's approach to climate change is work in progress.

C Lowe advised the Plan includes business efficiencies to be aware of and an Annual Value for Money Report will be included. Partnership working was stressed as important, and the Plan will include the option to investigate any local opportunities should they become available.

As well as including DOSCG and their future in the Plan C Lowe noted that West Dunbartonshire Council now has a focus on a concept called the '20 Minute Communities'. This is where a range services should be available in the community from 20 minute walking, running, cycling distance. C Lowe advised that pilots were already in place at other areas in Clydebank and Dumbarton and highlighted that Dalmuir would be an excellent area for this.

J Cronin added they will finalise any outstanding areas of the Plan and allow the Leadership Team to review and come back with any feedback. One or two areas still need to be updated with figures in the next few weeks. The Board were requested to consider the draft Plan and key messages and provided any comments tonight or by the 21 July 2021 at the latest.

Discussion	Members advised they agreed with the key messages and VFM was interesting especially when the QEF report highlighted that VFM was currently very high for tenant satisfaction levels. They noted we operate in a fluid environment so the Plan will change and be reviewed as it is an evolving document. Members also advised that affordability was key across the sector, and it was vital to review efficiencies to ensure this continues annually and as the economy recovers from the impact of COVID-19. They suggested that the projected cash flow in year 28 of the 30-year Financial Projections and associated assumptions needed to be reviewed to ensure the projections do not breach the Association's minimum cash flow levels of £1m. It was clarified that some changes had already been made to bring cash back up, however this will be further reviewed and reported to the Audit and Risk Committee, then the Board.	GB
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Decision	Following consideration, the Board: Noted the contents of the report at Appendix 1. Comments from the Board and Leadership Team should be directed to AM Brown by 21 July 2021, and a finalised Business Plan will be presented to the August 2021 Board meeting for approval.	
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1.	APOLOGIES L Gillespie apologised to members for the Board papers being sent late and thanked members for going ahead with the meeting. Apologies were received from I Lennox, D Wilson and D McIndoe. M Donnelly was not present at the meeting.	LG
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	Members noted the resignation from A Williamson for personal reasons from the Board and offered thanks to be sent to them for their service and contribution. The Board accepted A Williamson's resignation and suggested a small gift be sent.	
2.	DECLARATIONS OF INTEREST	
	The Chairperson declared no interest in Agenda Items 5.1.2 and 11.3.	
3	MINUTES	
3.1	Minute of previous meeting (19 May 2021) Subject to 'Chair Brief' being removed and amended that G Laurie was not in attendance, the minutes were approved on a proposal by J Henderson and seconded by L Lester.	
3.2	Confidential Board Meeting (19 May 2021) Subject to 'Chair Brief' being removed and amended that G Laurie was not in attendance, the minutes were approved on a proposal by L Lester and seconded by J Henderson.	
3.3	Confidential Staffing Committee Meeting Note (9 June 2021) The note was noted with no other omissions or amendments.	
4.0	REPORT FROM THE STAFFING COMMITTEE (9 JUNE 2021)	
4.1	Review of Sheltered Housing Services: CONFIDENTIAL See confidential minutes.	
5.0	MATTERS ARISING SCHEDULE AM Brown presented the Schedule and had no further comments to add.	
6.0	CHIEF EXECUTIVE'S PROGRESS UPDATE CONFIDENTIAL See confidential minutes.	
7.0	GOVERNANCE	
7.1	Governance & Financial Management & Improvement Plan	
Report Summary	AM Brown presented a progress update to the Board on achieving the actions contained within the Governance & Financial Management Improvement Plan (GFMIP) and updated the board with the following areas: <ul style="list-style-type: none"> a. IT Strategy - currently being progressed. b. Tenants panel – is being resurrected, possibly being held in the Board Room if COVID-19 guideline allows. c. Gardeners – both are due back to work the week commencing 28th June. 	
Discussion	None.	
Decision	Following consideration, the Board: Approved the updated GFMIP at Appendix 1.	
7.2	7.2 Community Benefits 2020/2021 Update	
Report Summary	AM Brown presented the report to update the Board on Community Benefits received from contractors during 2020/21. AM Brown highlighted that the two	

	gardeners were involved with the ground's maintenance programme and were looking forward to coming back and training with the landscape gardeners.	
Discussion	Members noted they were pleased about this and suggested that the Gardeners also get involved with the DOSCG plot at the allotments which might support intergenerational working.	DW
Decision	<p>Following consideration, the Board:</p> <p>Noted the contents of this report.</p> <p>Noted in particular the Community Benefit and work experience opportunities being provided for the two DPHA part time Gardeners, as a result of the commencement of the new landscaping Contract awarded to Continental Landscapes Ltd.</p>	
7.3	Internal Audit Services Tender Report CONFIDENTIAL <i>See confidential minutes.</i>	
9.0	FINANCE None.	
10.0	STAFFING	
10.1	Updated EVH Terms & Conditions	
Report Summary	L Gillespie presented the report providing Members with a summary of the changes to EVH Terms and Conditions (T&S's), which are effective from 1 June 2021. L Gillespie advised that since writing the report further updates on the T&C's had been received from EVH and these will be presented to the August 2021 Board meeting.	
Discussion	None.	
Decision	<p>Following consideration, the Board:</p> <p>Noted the contents of this report and the summary of EVH T&C's.</p>	
11.	OPERATIONS	
11.1	Out of Hours Repairs Service: Change of Contractor CONFIDENTIAL <i>See confidential minutes.</i>	
Report Summary	QEF Report: DPHA Annual Statistical Review 2020/2021 AM Brown presented DPHA's Annual Statistical Review for 2020/21, produced by the QEF (Quality & Efficiency Forum). They advised this was a timely report produced specifically for each of the 23 member Associations. In terms of the VFM score card AM Brown noted DPHA's performance was in the mid-range when compared with the other 22 members. They advised that the QEF was not just a benchmarking group, and the Group shared best practice and processes and had interesting speakers to share knowledge etc.	
Discussion	Members acknowledged the report validated what was already known and advised they thought the report was an interesting read which showed that one housing association, for example had high rent increases and good finances but had low levels of tenant satisfaction.	

	One member asked when the medium was used rather than average. AM Brown will check this out with the QEF group.	AMB
Decision	Following consideration, the Board: Noted DPHA's Annual Statistical Review Report for 2020/2021 produced by the QEF as attached at Appendix 1.	
11.3	Tenancy Offer to a Close Relative of a Board Member CONFIDENTIAL See confidential minutes.	
12.	HEALTH & SAFETY None.	
13.	ANY OTHER COMPETENT BUSINESS	
13.1	Correspondence None.	
13.2	Updated Board/Audit & Risk Committee Workplan 2020/21 AM Brown presented the updated Workplans and had no further comments to add.	
13.3	Board Appraisals The Chairperson advised they had recently discussed the upcoming Board Annual Review process with the Senior Corporate Services Officer. The Chair confirmed the format will be as in previous years, however dependant on costs, support may be sourced from either EVH or SHARE to assist with this year's process. It is planned to carry out the Annual Reviews during the month of July 2021 with a report to be presented to the Board in August 2021.	
14.	DATE OF NEXT MEETINGS VIA MICROSOFT TEAMS The dates of the next meetings were confirmed as: PRWG: 28 July 2021 @ 6pm Audit & Risk: 9 August 2021@ 5pm Staffing: 16 August @ 6pm Board: 25 August 2021 @ 6.30pm Staffing: 8 September 2021 @ 6pm The meeting closed at 8.25pm	

Signed _____ C Edward _____ Date 25/08/2021
 (Chairperson)