



## **DUNEDIN CANMORE HOUSING LIMITED**

### **MEETING OF BOARD OF DIRECTORS**

**Via Videoconference**

**From 5pm to 5.45pm on 27 May 2021**

**Present:** Mary Mulligan, Anne McGovern, Bryan Pitbladdo and Jill Cronin

**In Attendance:** Steven Henderson (Group Director of Finance), Hazel Young (Managing Director, Dunedin Canmore), Morgan Kingston (Finance Manager), Alex Lamb (Head of Housing) and Stephen Wright (Deputy Group Company Secretary) and in part Nicola McQuiston (Letting and Homelessness Lead), Jennifer Anderson (Group Protection Liaison Manager), Emma Thomson (Head of Care – East (Wheatley Care)) and Helen Berry (Head of Assurance)

#### **1. Apologies of absence**

Apologies for absence were received from Ruth Kynoch. It was noted that we are continuing to operate with a dual approach to Board meetings due to the ongoing Coronavirus pandemic, with non-attending Board members having attended a meeting and provided feedback to the Chair earlier in the day.

#### **2. Declarations of Interest**

The Board noted the standing declarations of interest. No new declarations of interest were made.

#### **3. Minute of Meeting held on 25 March 2021 and Matters Arising**

**Decided: The Board approved the minute of 25 March 2021.**

#### **4. Business and remobilisation update**

The Board received an update on our response to the impact of the coronavirus pandemic on our services, customers and communities.

The Board considered the report and the key issues including the updated timeline for remobilising services. The Board also discussed an update on our compliance programme including gas safety, legionella testing, the installation of smoke and heat detectors and electrical inspections. The Board welcomed the proposal for housing officers to undertake walk-about reviews in their areas and increase visibility in our neighbourhoods.

The Board discussed the potential impact of the extension of the 6-month notice period for Notices of Proceedings and evictions and agreed that this was unlikely to cause any difficulties given our approach to tenancy management.

**Decided: The Board noted the plan for remobilising services.**

## **5. DC Five Year Asset Investment Plan 2021-2026**

The Board received a report setting out the five-year investment plan, which would underpin our strategic asset management in line with the 2021-26 strategy.

The Board considered the report and welcomed the enhanced level of customer engagement which would help to influence the type and timing of investment. The Board welcomed in particular the 'Customer Voice' budget which would help deliver £2.1m of customer driven investment work over the life of plan, in addition to £25m already allocated to deliver current customer priorities for windows, heating, kitchens and environmental improvements. It was noted that this sum was also in addition to the provision that had been made for the capital investment programme and compliance activity.

The Board discussed EESH2 and the level of investment that required to be achieved. The Board noted that the cost of the investment would be significant and that we were part of a cross-sector working group exploring the issue. It was agreed that an update on EESH2 would be brought to a future meeting.

**Decided: The Board approved DC's 5 Year Asset Investment Programme 2021-2026.**

## **6. Dunedin Canmore Annual Charter Return and Delivery Plan Year-End Update**

The Board received a report on our year-end performance results which were due to be submitted to the Scottish Housing Regulator. The Board considered the report and progress in achieving the majority of performance targets, despite the covid-19 pandemic.

**Decided: The Board**

- 1) approved the draft 2020/21 Charter results;**
- 2) noted the detail of activity involved in the performance results achieved;**
- 3) delegated authority to the Group Director of Housing and Care to sign off any non-material changes to the results which may be required prior to submission; and**
- 4) delegated authority to the Group Director of Housing and Care to sign off the Charter and EESSH submissions on behalf of the Governing Body.**

## **7. Performance Framework and Strategic Projects 2021/22**

The Board received a report on the proposed performance management framework for the 2021-26 strategy, key performance indicators for 2021/22 and draft strategic projects for 2021/22.

### **Decided: The Board**

- 1) noted the new Group-wide performance management framework;**
- 2) approved Dunedin Canmore's proposed KPIs and targets for 2021/22; and**
- 3) noted the planned strategic projects across the Group for 2021/22.**

## **8. Fire Prevention and Mitigation update**

The Board received an update on performance in relation to fire prevention and considered: the on-going approach to the prevention and mitigation of fire during the Covid-19 pandemic; performance in relation to accidental dwelling fires; progress with the continued development and implementation of the Fire Prevention and Mitigation Framework; progress with the LivingWell Fire Risk Assessment (FRA) programme; and the new reporting arrangements being introduced via the Group Audit Committee.

### **Decided: The Board noted**

- 1) our on-going approach to the prevention and mitigation of fire during the Covid-19 pandemic;**
- 2) our end of year performance in relation to the reduction of accidental dwelling fires;**
- 3) progress with the continued development and implementation of our Fire Prevention and Mitigation Framework;**
- 4) progress with our MSF and Living Well Fire Risk Assessment (FRA) programme; and**
- 5) the new reporting arrangements via the Group Audit Committee.**

## **9. Finance report for the period to 30 April 2021**

The Board received a report and considered financial performance for the period to 31 March 2021 including a reported statutory surplus of £5,194k which is £3,615k favourable to budget.

### **Decided: The Board**

- 1) noted the management accounts for the year ended 31 March 2021 and the month to 30 April 2021 at Appendix 1;**
- 2) approved the loan portfolio submission in Appendix 2 and authorised this to be submitted to the Scottish Housing Regulator and delegated to the Group Director of Finance authority to approve any factual data updates required to the data in advance of the submission; and**
- 3) approved the summary sheet and accompanying financial data and projections at Appendix 3 and authorised these to be submitted to the Scottish Housing Regulator and delegated authority to the Group Director of Finance to undertake any factual data updates required to the data in advance of the submission.**

**10. Strategic Governance Review**

The Board received a report which provided an update on the planned Group-wide strategic governance review and noted the areas for review.

**Decided: The Board noted the Strategic Governance Review Terms of Reference.**

**11. Cyber Security**

The Board received a report explaining: the key cyber security threats we face; a summary of how we seek to mitigate these threats; and the proposed next steps to strengthen our cyber security approach in the context of the new operating model and 2021-26 strategy.

**Decided: The Board noted the contents of the report.**

**12. Corporate Risk Register**

The Board received a report which sought approval of a revised corporate risk register. The Board considered the report and the proposed changes to the risk register.

**Decided: The Board reviewed and approved the revised Corporate Risk Register.**

**13. AOCB**

There was no other competent business.

**I certify that the above minute has been approved as a true and accurate reflection of the proceedings.**

**Signed:** \_\_\_\_\_

**Chair**