



DUNEDIN CANMORE HOUSING LIMITED

MEETING OF BOARD OF DIRECTORS

Via Videoconference

on Thursday 12 November 2020 at 17.00

Present: Mary Mulligan, Jill Cronin, Ruth Kynoch, Anne McGovern and Bryan Pitbladdo.

In Attendance: Anthony Alison (Director of Governance), Steven Henderson (Group Director of Finance), Hazel Young (Managing Director, Dunedin Canmore), Morgan Kingston (Finance Manager), Alex Lamb (Head of Housing), Jackie McIntosh (Director of Property Development and Initiatives – item 4 only), Elspeth Lang (Development Manager – item 11 only) and Helen Berry (Head of Assurance, items 14 and 15 only)

1. Apologies of absence

There were no apologies for absence. It was noted that non-attending members had all received the papers and given the opportunity to provide feedback on the papers.

2. Declarations of Interest

The Board noted the standing declarations of interest.

3. Minute of Meeting held on 13 August 2020 and Matters Arising

Decided: The Board approved the minute of 13 August 2020.

4. Coronavirus (COVID-19): Scotland's Strategic Framework (Presentation)

The Board received an update on the recently published Scotland's Strategic Framework and an update on: the implications for our service mobilisation across the tiers; shielding guidance; and our wider approach to staff infections and exposures.

The Board sought clarification on whether a confirmed case would trigger a deep clean of any office they had been worked from. It was confirmed this was, and has been, the case.

The Board discussed our approach where tenants have reservations regarding work being undertaken, it was confirmed that we would always discuss this with tenants, with particular challenges mainly in relation to areas such as gas safety where may require to meet legal obligations.

Decided: The Board noted the presentation.

5. Staff survey during lockdown, summer 2020

The Board received an update on the results of the survey held in the summer to understand the staff experience during the first four months of lockdown and how we are using the feedback to shape our future ways of working. It was explained that feedback within Dunedin Canmore reflected the broad themes from across the wider group.

The Board considered the feedback and discussed how we continue to receive feedback from staff. It was explained that we would soon be commencing consultation with staff on our new operating model and our new way of working. The Board sought clarification trade unions would be engaged as part of the consultation. It was confirmed this was the case.

The Board recognised that the operating context continues to remain dynamic and as such we continue to engage with our staff on an ongoing basis.

Decided: The Board noted the contents of the report.

6. [redacted]

7. Dunedin Canmore Strategy 2021-26

The Board were provided with a summary of the strategy session held by the Board and the associated updates to our 2021-26 strategy, *Your Home, Your Community and Your Future*. The Board discussed the updates and agreed they reflected the workshop discussions.

The Board were also updated on the engagement plan. The Board noted the need to ensure our launch takes cognisance of our wider operating environment.

Decided: The Board

- 1) noted the feedback from the Board strategy workshops;**
- 2) agreed to the updated Dunedin Canmore Strategy; *Your Home, Your Community, Your Future*, and**
- 3) noted the proposed approach to staff, customer and stakeholder engagement**

8. 2021 RSL Rent Setting

The Board received a presentation setting out the key elements of our affordability and comparability analysis and the proposals for consultation.

The Board discussed the proposals at length, in particular how we take into account affordability and comparability. the Board further discussed demand patterns across our stock profile relative to the affordability and comparability analysis.

The Board discussed at length the potential for variations in our approach, the financial implications of any variation and the risk to the future sustainability of rent levels in areas where affordability could be an issue.

Following discussion, the Board agreed that it wished to consult all tenants on the same base level and that agreement be sought from the Group Board to do so outwith the currently agreed parameters.

Decided: The Board:

- 1) **agreed to seek Group Board agreement to consult all tenants on a rent increase of 1.7% with the option given for 2.2.%; and**
- 2) **Agreed to consult former Barony tenants on a 2% increase in line with the ballot commitments**

9. A) Business and remobilisation update

The Board received an update on the status of our services under our remobilisation framework.

The Board welcomed the continued focus on delivering the best service we can within the constraints currently in place.

Decided: The Board noted the update.

9. B) Building compliance update

The Board received an update on our building compliance activity, in particular in relation to Legionella prevention and water management.

The Board welcomed the full compliance in relation to gas safety.

Decided: The Board noted the contents of the report agreed the proposed approach to compliance related works.

10. Delivery Plan 2020/21 and performance update

The Board received an update on performance for the year to date and the phased approach to targets in areas where activity has been constrained due to government restrictions.

The Board considered performance, recognising the impact of the restraints in areas such as letting. It was agreed that our targets should reflect the operating context within which we are delivering our services.

Decided: The Board approved the phased targets and delivery plan for 2020/21.

11. Development programme- proposed additions

The Board received an update on projects where an opportunity has arisen to expand our 5-year development programme. It was confirmed that if added, the projects would remain subject to detailed project approval by the Group Development Committee.

The Board considered both projects, the projected demand for the locations and the wider mix they are contained within. The Board agreed the projects were consistent with our strategy and support our objective to increase supply of high quality, affordable homes.

A) New Build: Rowanbank, Edinburgh

Decided: The Board

- 1) agreed that the Rowanbank project to be added to our 5-year development programme; and**
- 2) noted that the project will be subject to the standard Group Development Committee project approval**

B) New Build Project: Nursery East, Penicuik

Decided: The Board

- 1) agreed that the Penicuik project be added to our 5-year development programme; and**
- 2) noted that the project will be subject to the standard Group Development Committee project approval**

C) New Build: Roslin Phase 1

Decided: The Board

- 1) agreed that the Roslin project to be added to our 5-year development programme;**
- 2) noted that the project will be subject to the standard Group Development Committee project approval**

12. Finance update

The Board received an overview of the management accounts for the period to 30 September 2020.

The Board discussed financial performance, the impact of the pandemic on performance relative to our budget and the forecast for the remainder of the year.

Decided: The Board noted the management accounts for the period to 30 September 2020.

13. Governance update

The Board were updated on a range of governance related matters including recruitment and succession planning; Annual Assurance Statement; updated Group IRR rates; and disposal of ex Barony property.

The Board considered the updates, noting that our Annual Assurance Statement reflected the impact of the pandemic on our succession planning.

Decided: The Board

- 1) Approved the appointment of Jane Menzies;
- 2) Approved the update to the Board three-year succession plan to extend the Chair until 2022;
- 3) Noted the Group Annual Assurance Statement; and
- 4) Noted the Development Project approval criteria will be updated to reflect the new Group IRR rate
- 5) Approved the disposal of the properties at 5.29
- 6) Delegated authority to a) the Managing Director to approve the sale of each individual property listed in 5.29 at up to 5% (adverse) variance from the assumed net sale proceeds, or the Chair where the variance exceeds 5%
- 7) Authorised the Managing Director, Company Secretary or Deputy Group Company Secretary to sign the dispositions (and an ancillary documentation) for the disposal of the properties listed in 5.29)

14. Risk Register

The Board reviewed the revise corporate risk register and agreed that the updates reflected our current operating context.

Decided: The Board approved the revised Corporate Risk Register and confirmed it appropriately captures the current corporate risks.

15. Assurance update

The Board were provided with a status updated on the delivery of the Group's Internal Audit work for 2020/21.

The Board reiterated the importance of activity in relation to IT security and cyber security within our current home working context.

Decided: The Board noted the contents of the report.

16. 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: _____ Date: _____

**Mary Mulligan
Chair**