

# YORKHILL HOUSING ASSOCIATION LTD.

## Minutes of Management Committee hybrid meeting held on Thursday 12<sup>th</sup> March 2026 at 18:00 in The Association's Office & via Zoom

**Present:** M Ralph (Chair), M Green, R Toner, A Millar, M Hughes, T Ramsay (in person)

C Armstrong, J Xu, J Fleming (via Zoom)

C Wilson (observer)

**Apologies:** Y Alexis, W Docherty, J Wilson, C Mearns

**In Attendance:** T Mallaghan (Chief Executive), G Kennedy (Deputy Chief Executive), G Watson (Finance Manager), J Stirling (Housing and Finance Manager), C Davidson (Governance Assistant), M Krupa (Housing Officer, Mins)

A Thomson (on behalf of wbg, Internal Auditors)

### Abbreviations:

<b>CE</b>	Chief Executive
<b>DCE</b>	Deputy Chief Executive
<b>FM</b>	Finance Manager
<b>HFM</b>	Housing and Factoring Manager
<b>PSM</b>	Property Services Manager
<b>GA</b>	Governance Assistant
<b>CLS</b>	Community Links Scotland

		Action
1.	<b><u>Welcome and Apologies</u></b>  Attendees were welcomed and attendance was noted. In the absence of the Chair this evening, the Vice Chair will lead the meeting.  Meeting began at 18:00.	
2.	<b><u>Declarations of Interest</u></b>  Staff attending the meeting declared interest in Item 13.	
3.	<b><u>Internal Audit Annual Report</u></b>  <i>Although this item was initially no.5 on the agenda, the Chair agreed for this presentation to be carried out at the top of the meeting, and A Thomson (AT) was invited to present the Internal Audit Annual Report and also the Audit Plan for the next financial year.</i>	

AT guided members through the Annual Report on all Internal Audits completed in the financial year. AT confirmed that the audits showed that the Association had Adequate, Effective, Risk and Governance Controls in place.

An error was noted on Page 6 of the report where Reactive Maintenance should be "Strong" not "Substantial" AT apologised for this and advised that the corrected report would be sent over to the FM.

The 60% figure on Page 11 was impacted by the Christmas and New Year break otherwise all responses were received within timescales.

AT went on to discuss the proposed Audit Plan for 2026 / 27, this year would cover the ARC Review, Factoring, Treasury Management and a follow up review.

No objections were raised, Members thanked AT for his time. AT left the meeting at 18:10.

**4. Membership Applications and Cancellations**

The DCE advised that there were no new Applications or Cancellations this month. C████████ Wilson is attending tonight's meeting as an observer with a view to joining the committee.

**5. Minutes of Last Meeting on 12<sup>th</sup> February 2026**

**5.1 - Amendments**

No amendments required to be made.

**5.2 – Approval**

Minutes were proposed as correct by M Green and seconded by M Hughes.

**5.3 – Matters Arising**

Item 13 – Members asked if there had been any progress on recording Management Committee Meetings. The CE advised that he had contacted a few Association's, and they advised that they record meetings purely for minuting purposes and then destroy the recording after the minute is complete.

The CE advised that he will continue to investigate this.

CE

6.

**Budget 2026 – 27**

The FM presented the budget for 2026 – 27 to members.

[REDACTED]

The FM noted an error on Page 5, it should read Lumsden Street not Lymburn Street.

Members requested a user guide for acronyms that are used.

The budget was proposed correct by M Green and seconded by M Ralph.

FM

7.

**Policy Reviews**

The DCE guided members through the changes to the following policies.

**Home Working**

Updated removing the section that stated managers would carry out inspections of staff's home working set up and replacing it with a Self Assessment form.

**Training and Development**

The DCE advised that while we are aligning most of our policies with EVH in this case our policy is more in depth than EVH.

Changes include "Before the Board" sessions which would be short 30 minute training sessions for members before the committee meetings. These would be presented by various staff members depending on the topic being covered.

It is planned to limit attendance at conferences to 1 member, the upcoming share awards would be the exception to this where the Association have been nominated for six awards.

It was discussed that the Committee Appraisals move in house when

the next tender comes round, these could be carried out by the CE and the Chair. Members agreed that this required further discussion.

**Void Management**

Changes reflect the recommendations following the internal audit. Going forward all documents will be saved within the Property Case module on Homemaster.

**Use & Storage of Disclosure Information**

Policy discontinued this is now covered within other policies.

No changes have been made to either the **Asbestos** or **Electrical Installation Safety policies**, they were due their standard review after 3 years.

**8. Write Off Report**

The HFM discussed the proposed write offs. No Factoring Write Offs, 1 Rent and 2 Rechargeable repair write offs.

[REDACTED]

Write offs approved and seconded by Committee.

**9. Summary Reports from Sub-Committees**

The summary reports from the 2 recent sub committees were discussed for information:

Governance & Finance (29/01/26)  
Housing & Property Services (26/02/26)

**10. External Audit Letter of Engagement and Plan**

The FM advised that this is a standard Audit Letter. Interim Audit was completed in January with the end of year scheduled for July.

Members enquired regarding the difference between internal and external audit. The FM advised that internal was procedural, external statutory.

**11. Strategic Risk Register and Assurance**

The GA presented the report on the Strategic Risk Register and

	<p>Assurance. This year members agreed that Assurance should be a top priority. The GA discussed the minor changes to the Risk Register; the changes had no impact on the overall risk scores.</p> <p>Each Quarter the Assurance Map will cover a different Strategic Risk, with this report covering “Difficulties in Maintaining a strong and diverse committee”.</p> <p>Members agreed that this report was informative and easy to follow.</p>	
<p>12</p>	<p><b><u>Committee Succession Document (Draft)</u></b></p> <p>Members discussed how co-opted members do not count towards the quorum, so they must be vigilant that full members attend as much as possible to ensure a quorum.</p> <p>Members discussed the skills audit and agreed that it would be good to repeat this as it does not consider the skills that new members have brought to the committee. An updated Skills audit would be sent for members to complete.</p> <p>Members discussed succession planning, the HFM advised that she was aware of a structure in other organisations with two vice chairs to support the chair. One vice chair being an experienced board member (ideally former chair) and the other a prospective future chair – a ‘succession triangle’.Members asked for more information on this.</p> <p>Following the skills audit a refreshed succession plan would be published.</p>	<p>DCE</p> <p>DCE</p>
<p>13.</p>	<p><b><u>Chief Executive’s Report</u></b></p> <p>The CE discussed his report.</p> <p>2.1 - The purchase of the property in Thornbank Street is almost complete adding four units to our stock.</p> <p>2.3 – Green Heat at 46 Overnewton Street is progressing with works hopefully carried out before the end of the calendar year. A more detailed report by the PSM will be presented in due course.</p> <p>2.6 – Public Holidays – Members discussed the additional Public Holiday in Jule due to the World Cup. Members agreed with the upcoming change to the working week an additional public holiday was</p>	

