

YORKHILL HOUSING ASSOCIATION LTD.

Minutes of Management Committee hybrid meeting held on Thursday 9th April 2026 at 18:00 in The Association's Office & via Zoom

Present: Y Alexis (Chair), M Ralph, M Green, W Docherty, T Ramsay (in person)

J Wilson A Millar (via Zoom)


Apologies: J Fleming, J Xu, M Hughes, R Toner

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, mins, via Zoom)

Abbreviations:

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

		Action
1.	<u>Welcome and Apologies</u> Attendees were welcomed and attendance was noted. Meeting began at 18:05.	
2.	<u>Declarations of Interest</u> There were no declarations of interest to note.	
3.	<u>Membership Applications and Cancellations</u> Members approved one new application for membership:  The Association's membership therefore now stands at 68.	
4.	<u>Minutes of Last Meeting on 12th March 2026</u> <u>4.1 - Amendments</u>	

No amendments required to be made.

4.2 – Approval

The minutes were unanimously approved for signing.

4.3 – Matters Arising

Item 3: Internal Audit Reports (pages 1-2)

The Finance Manager ('FM') noted that some recent reports had caused confusion over whether their outcomes were 'strong' or 'substantial', and that this had now been fully rectified. In sum, the following conclusions are final:

- Void Management – Substantial
- Reactive Maintenance – Strong

Item 5: Minutes from Previous Meeting on 12 February (page 2)

The CE agreed to keep looking into the possibilities and considerations around recording Committee meetings, and noted that some other housing associations do already retain recordings for short periods to assist with drafting minutes before deleting them.

Item 6: Budget 2026-27 (Page 3)

The FM confirmed that more explanations will be given on future reports where acronyms or technical terms are used.

Item 12: Committee Succession Planning (Page 5)

It was confirmed that a brand new 'skills audit' had been issued to members via online survey, with around half of the Committee having completed it so far. The remaining half were also encouraged to take part before the deadline in May.



5. Policy Reviews

The Deputy Chief Executive ('DCE') proposed a new amalgamated policy covering Alcohol, Substance Misuse and Smoking – previously these topics had their own standalone policy documents. The Association continues to mirror EVH guidance on matters pertaining to Human Resources, which is reflected in this new policy.

The DCE briefly noted that vapes and e-cigarettes were very topical as of late and this policy has included clauses around the use, storage, charging and disposal of these devices on the office premises.

<p>6.</p>	<p>Members had no further questions and approved the policy update.</p> <p><u>Governance Structure</u></p> <p>Members were asked to consider a report with implications on Office-Bearing arrangements and the continuation of the (Housing and Property) Services Sub-Committee.</p> <p>Firstly, members were asked to consider a new arrangement that would see the creation of a <i>second</i> Vice Chair position to create a support network for future Chairs. In practice, there would be a sitting Chairperson plus 2 Vice Chairs consisting of a potential future Chair (though not guaranteed since they must still be elected) and the former Chairperson.</p> <p>An alternative option to achieve 2 Vice Chairs was to merge the posts of Secretary (with Vice Chair) and Treasurer (with Vice Chair). Doing so would prevent creating an additional Office Bearer role when there is already limited appetite among the membership alongside the recommendations from 2024's Governance Review that the number of these posts be reduced rather than expanded.</p> <p>After some discussion, members opted to remain with the status quo on the matter and go with neither of the above options. However, members noted that many of the functions of a Secretary and Treasurer are in practice often carried out by staff. The DCE agreed to produce a future report asking members to consider whether these titles might formally be transferred to senior staff at a later meeting.</p> <p>Thereafter, members also agreed to discontinue the Services Sub-Committee given that the information the Sub-Committee receives is now largely benchmarking and trend analysis, and has been refined to the point that it can be brought to the main Management Committee itself on a quarterly basis. The DCE confirmed that members will be given training and support to ensure they can interpret the information properly.</p> <p>Finally, given the passage of time and the onboarding of new members in recent months, it was agreed that the Governance Review report from 2024 would be re-circulated to all members as a refresher on what the Association is aiming to do with regards to its streamlining of governance arrangements.</p>	<p>DCE</p> <p>DCE</p>
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7.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

8.

'Before the Board'

The DCE presented a table of proposed topics for which a 30 minute training session would be provided to members before each month's meeting – the first of which was delivered this evening.

These sessions would be delivered by different members of staff on areas of the business which they can best inform members on. The topics included housing allocations, assurance, rent setting, financial planning and risk management.

The idea was well received, and members noted that they were hopeful for the scheme to continue beyond next year if successful.

9.

Assurance Update

The Governance Assistant ('GA') updated members on the latest requests from the Scottish Housing Regulator ahead of this year's Assurance Statement submission in October, namely that the Statement should specifically mention the safety of any Gypsy/Traveller sites under the Association's care (not currently applicable) and the quality of data held on all homes – including components and construction type.

It was noted that members would receive further assurance updates before October on the nature and quality of data held on homes.

GA

	<p>The GA then presented the monthly report looking into a different area of the Association’s activities and the level of assurance that Committee can have regarding compliance and good practice in that area. This month, the topic of data protection and information security was explored. Members received an appendix report which identified the regulatory standards met through having appropriate safeguarding in place at properties, followed by a breakdown of the compliance mechanisms in place to ensure compliant practice.</p> <p>The report also identified some areas which may require further attention in future, or opportunities for improvement. This included improved data retention timescale adherence which may be made possible through increasing automation of file systems as AI and cloud-based software becomes more ingrained. The Association is also going through a migration to cloud storage after the existing terminal server recently reached ‘end of life’ stage.</p> <p>Members noted the contents of the report.</p>	
<p>10.</p>	<p><u>Chief Executive’s Report</u></p> <p>Report prepared by the CE to provide members with an update on the latest general situation both within a wider local and national housing context, as well as with the Association itself. In particular, the CE drew attention to the following points:</p> <p>Item 2.1 – Global Events: The report highlighted that global economies - and therefore the economic climate in the UK and Scotland – are sensitive to abrupt changes such as conflict in the Middle East. The Association itself may be affected by inflation and fluctuating interest rates, while residents could face further cost-of-living increases and rely more on the Welfare Rights Service.</p> <p>Item 2.5 – Scottish Housing Net Zero Funding: The Association has submitted an application for funding towards a new triple glazing window project in the area. Updates will be provided when available.</p> <p>Item 2.6 – 4 Day Week: As agreed earlier during Committee’s scrutinising of the 4 Day Week proposals, time management training has been arranged for all staff in May to ensure workloads can still be managed effectively.</p> <p>Members noted the above, plus the other contents of the report.</p>	
<p>11.</p>	<p><u>AOCB</u></p> <p>None.</p>	

	<p>No further business was discussed.</p> <p>The Chair thanked everyone for their attendance and input, and the meeting closed at 20:00.</p> <p>Date and Time of Next Meeting: 14th May 2026 at 18:00.</p>	
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Signed as a Correct Document Chairperson