YORKHILL HOUSING ASSOCIATION LTD.

Minutes of Management Committee hybrid meeting held on Thursday 12 June 2025 at 18:00 in The Association's Office and via Zoom

Present: Y Alexis (Chair), C Armstrong, W Docherty, M Green, B Hanley

M Ralph (via Zoom)

J Xu, J Higgins, E Hunter

Apologies: None

In Attendance: G Kennedy (Deputy Chief Executive), J Stirling (Factoring Manager), R Calvert (Property Services Manager), C Davidson (Governance Assistant, mins)

T Mallaghan (Chief Executive) (via Zoom)

T Atkinson, Atkison Partnerships (Agenda Item 5)

Abbreviations:

CE	Chief Executive
DCE	Deputy Chief Executive
FactM	Factoring Manager
GA	Governance Assistant
ARC	Annual Return on the Charter

		Action
1.	**<u>Welcome and Apologies</u>** The Chair welcomed everyone to the meeting, which began at 18:00. In addition, the Chair welcomed J Xu, J Higgins and E Hunter along to the meeting as observers.	
2.	**<u>Declarations of Interest</u>** It was noted that agenda item 3 would see J Higgins' application for membership discussed. As such, it was agreed that they would temporarily leave the room during this item. There were no other declarations of interest to note.	
3.	**<u>Membership Applications and Cancellations</u>** J Higgins left the room at 18:05 to avoid a conflict of interest.	

Members subsequently approved the application, and J Higgins was able to re-enter the meeting.

The total membership therefore now stands at 66.

Additionally, members agreed to welcome E Hunter as a co-opted member of the Committee, and both J Xu and J Higgins as casual vacancies to replace 2 recently departed members. This will be the case until the Annual General Meeting in September, where they will require to be formally elected.

4. **Minutes of Last Meeting on 15 May 2025**

4.1 - Amendments

No amendments were required.

4.2 – Approval

The minutes were unanimously approved for signing.

4.3 – Matters Arising

Item 6: Summary Reports – The Chief Executive ('**CE**') noted that while it was not possible for a summary of the last Governance and Finance Sub-Committee meeting to be sent out with the papers for the last Management Committee due to time constraints, a summary was circulated to members shortly afterwards, on 20 May.

Item 12: AOCB – Yorkhill Gala Day – The CE updated that the Finance Manager has been in discussion with the local community council regarding the Association's assisting with a Gala Day. Updates will be provided as and when they are available. Furthermore, the Association remains in dialogue with a food pantry enterprise and discussions are still progressing.

5. **Procurement Presentation – T Atkinson (Atkinson Partnerships)**

Members welcomed T Atkinson ('**TA**'), of Atkinson Partnerships, to provide an update following a recent review of the Association's Procurement Framework. TA was also willing to discuss and answer general questions from members on procurement practices and issues.

TA explained that the framework was established to give increased flexibility when issuing maintenance works, particularly those of a reactive nature. Two years on, a review has been conducted to identify any gaps still to be filled or any current weaknesses or performance issues.

TA noted that some more procurement ‘lots’ have been added for additional trades, while a small amount of contractors whose presence in the framework has not been beneficial have been removed. TA emphasised that potential framework contractors must still submit documentation highlighting eligibility, capability, references and prices – meaning that the process of recruiting a framework contractor is no less compliant than the usual process.

TA highlighted that the main benefit of the framework is to enable direct awarding of works, particularly for void properties or for trades which may have historically been difficult to source and thus made meeting repair timescales difficult. Additionally, the Association has used the framework to run many ‘mini-competitions’ for works, ensuring an effective spread of works between contractors, a good feel for current market prices and the ability to quickly identify whether any contractors may be unable to perform effectively.

TA spoke with members who raised questions about whether the framework could effectively safeguard against potential collusion between contractors, or between contractors and Association staff. He advised that Association staff would be well placed to notice suspicious patterns, and that poorly performing contractors continuously being awarded works could also raise suspicion. The FactM highlighted that other safeguards, such as Staff Codes of Conduct and transparent tender opening procedures are also in place. It was noted that in recent months there had been more quote openings under the required threshold for Committee members to attend as witnesses, and additionally some tender openings had been multi-year contracts which reduced the value per year of each contract.

TA also assured members that it is the Property Services staff, not TA himself, who decide on how satisfactory a contractor’s performance has been. TA manages the framework in accordance with decisions made by the Property Services team.

Members had no further questions, and were very thankful to TA.

TA and R Calvert left the meeting at 18:30.

6. **<u>Staffing Update</u>**

Members reviewed a report detailing some staffing changes which have taken place, or will be taking place soon. The CE was able to summarise as follows:

- Recruitment processes are well underway for a Factoring Assistant and a Customer Services Assistant, to replace outgoing staff currently in these roles. [redacted]
- [redacted]
- [redacted]

Members did not have any questions, and were satisfied with the report. The CE agreed to circulate a new organisational chart once produced.

7. **<u>Procurement of Laundry Facilities</u>**

Report prepared and presented by the FactM regarding laundry facilities at the retirement complex. The FactM explained that the lease on the equipment had expired in April and the arrangement was currently still running on a month-to-month basis. The Tenancy Services Assistant has obtained 2 quotes, both of which exceed thresholds for staff to approve alone.

[redacted]

One member queried whether residents at the complex could see a decrease in service charges or money going back into the residents' fund if the facilities are found to generate a surplus income. While no concrete decision could be made immediately on this, it was noted that this could be looked into. DCE/FM

8. **<u>Policy Reviews</u>**

There were several policies for review, 1 of which was new and the other 3 being renewals. For streamlining purposes, members receive a summary report detailing the key changes with the full policy documents being available via a website portal. The details were as follows:

- **Domestic Abuse Policy**: The DCE has drafted this brand-new report to ensure the Association remains compliant with legal and regulatory guidance. Although a victim-centred approach should be adopted, the policy crucially notes that Association staff themselves are not responsible for investigation suspected domestic abuse - as this would be a police matter – however, staff should remain vigilant for any concerns. There was an acceptance that it is difficult to be completely prescriptive due to the number of varying scenarios there could be involving domestic abuse. However, members were still satisfied with the procedures detailed in this policy, which they subsequently approved.
- **Adaptations**: Updated to note that adaptation requests will be considered in terms of feasibility and practicality by Association staff. If concerns are raised at this stage, the case should be passed to senior staff for a final decision. The policy also now reflects the Procurement policy which notes that direct awards can be made to accelerate the adaptations process, and that additional funding may be sought from Glasgow City Council once the adaptation budget has been exhausted.
- **Forced Access**: Minor changes to wording.
- **Gas Safety and Maintenance**: This policy was checked as per the policy review schedule, however there were no updates to be made.

Members were satisfied with this, and approved these policies.

The Chair asked whether a demonstration of the HomeMaster system could be given to members, however for Data Protection reasons the DCE noted that it would not be advisable to do this. However, the DCE is willing to share some anonymised performance reports that HomeMaster allows staff to produce, and will look into this.

9. <u>B & C Listed Windows</u>

Report prepared by the Property Services Manager, and presented by the FactM. The report gave a detailed background, timeline and associated costs of the project. In summary, the project is nearing completion with only some minor snagging works to be rectified.

There had been an overspend on this project which Committee should be made aware of, most of which related to stonework repairs, while some asbestos removal was also factored in.

The majority of funding has now been claimed, and both tenants and owners participated in the project with largely high satisfaction levels.

The FactM advised that the Association will now look towards a cyclical maintenance plan to ensure this significant investment is well looked after for years to come. The FactM also advised that owners would likely be given the option to pay a contribution towards this maintenance.

There were no further questions or comments, and members noted the contents of the report. One member wished to place on record that the staff involved with this project should be congratulated for their efforts given that this was a long-awaited project that had finally come to fruition.

10. **Loan Portfolio Returns**

Report prepared by the Finance Manager and presented by the CE, containing a draft submission for the Scottish Housing Regulator detailing the Association's health relating to outstanding loans.

The Association currently has one outstanding loan, for which it continues to make payments. At present the balance sits at £724k, and the fixed-rate terms for this loan come to an end in 2028.

There were no questions, and members approved the draft FYFP for submission.

11. **Chief Executive's Report**

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. He welcomed members to discuss or ask about any points within the report, but also wished to address the following points in the report:

Government Funding – Since this report was initially circulated to members a week ago, the CE was delighted to update that the UK Chancellor had allocated significant money in years to come for the building of affordable homes. Final details of how much money Scotland will receive due to Barnett Consequentials are still to be revealed, but it is hoped this will be known soon. Finally, the CE noted that the Housing Minister has now been given a Cabinet position, highlighting the growing realisation of housing issues at government level. Overall, the general picture has therefore improved in recent days.

Net Zero – There are several conflicting policy proposals at government level on how net zero targets may be achieved within the sector, and there is a lack of clarity on funding solutions. Meanwhile,

	the Scottish Government has committed to tabling a revised Heat in Buildings Bill later this year. There were no further discussion points, and members noted the contents of the report.
12.	**<u>AOCB</u>** **Acquisitions** - The FactM provided an update on a Compulsory Purchase Order flat in the area that should be in the Association's possession in the coming weeks, although members were made aware of this at last month's meeting. Unlike some previous acquisitions, no funding towards repairs will be received, meaning it will take some time and money to get the flat up to lettable standard. **No further business was discussed. The Chair thanked everyone for their attendance and input, and the meeting closed at 19:15.** **Date and time of next meeting: Thu 14 August 2025 at 18:00.**

Signed as a Correct Document ………………………… Chairperson