

YORKHILL HOUSING ASSOCIATION LTD

Minutes of Management Committee meeting held on Thursday 6th September 2018 at 6pm in the Association's office at 1271 Argyle Street

Present: M Green (Chair), R Winning, C Armstrong (Until Item 14), B Docherty, P Marsden, G. Mattu, N McPherson

Apologies: None

In attendance: P Hollinsworth (Director of Property Services), G Watson (Finance Manager), M Krupa (Housing Assistant) (Mins)

1.	<p>Welcome and Apologies</p> <p>M Green welcomed everyone to this evenings meeting. M Green explained that M Menabney was absent this evening and is currently on compassionate leave, P Hollinsworth confirmed that M Menabney was expected to be absent for 3 weeks but she would keep members informed.</p> <p>M Green wished to extend the committees thanks to H Fitzgerald for her length of service as both a committee member and as Chair, 28 years and 20 years respectively. Due to the recent policy change this is unique and won't occur in the future as a Chair can only serve a max of 5 years.</p> <p>Committee endorsed M Green's appreciation to H Fitzgerald.</p>	
2.	<p>Minutes of last Meeting 9th August 2018</p> <p><u>2.1 Amendments</u></p> <p>P Hollinsworth advised that there were 3 Membership Cancellations that were missed off the last minute.</p> <p>Linda Kelly – Share 151 – Deceased Sophia Shields – Share 169 – Deceased Catherine Docherty – Share 411 – Moved Away</p>	

	<p><u>2.2 Approval</u></p> <p>Proposed by G Mattu and Seconded by R Winning.</p> <p><u>2.3 Matters Arising</u></p> <p>7.1 Eviction Report</p> <p>M Krupa advised that there was an administrative error on the decree meaning it has been returned to court, once this has been resolved a date will be set for the eviction. There has still been no contact from the tenant.</p> <p>8.1 Self-Assessment Report on Constitutional Requirements</p> <p>P Hollinsworth confirmed that M Menabney was working on these and they would come to committee in due course.</p> <p>13.1 – Gala Day</p> <p>N McPherson provided a verbal update on the Gala Day, a similar amount was raised as last year, around £700. Unfortunately the weather was disappointing again despite it being brought forward more than a month from the year before.</p> <p>N McPherson advised there would be a Gala Day de-briefing meeting arranged (Date to be confirmed), P Hollinsworth confirmed that she would like to attend.</p>	
3.	<p>Minutes of Special Management Committee Meeting 23rd August 2018.</p> <p><u>3.1 Amendments</u></p> <p>None</p> <p><u>3.2 Approval</u></p> <p>Proposed by G Mattu and Seconded by R Winning</p> <p><u>3.3 Matters Arising</u></p> <p>None</p>	
4.	<p>Declaration of Interest</p> <p>None</p>	

5.	<p>Report from the Services Sub Committee 16th August 2018</p> <p>M Green gave a verbal update on the last services sub. The meeting mainly consisted of the Quarter 1 performance reports but 2 other items were discussed.</p> <p>Proposals on changes to Smoke Alarms and Heat Defectors within properties.</p> <p>P Hollinsworth confirmed that we were implementing this in void properties in anticipation of it becoming law. It involves smoke alarms and heat detectors being linked.</p> <p>Proposal to change the Fire Doors in Overnewton Court, so that they remain open at all times and only close when the fire alarm is operated. G Mattu confirmed that a number of residents within the complex are struggling to open the doors due to the weight so this will be a big improvement.</p>	
6.	<p>Remits and Authorities</p> <p>P Hollinsworth confirmed that items 6.1 – 6.5 come to the first meeting after the AGM as standard each year for review and approval. The purpose of this was to inform any new new members of their roles and also to reiterate the roles to existing members.</p> <p>Committee noted and approved each of the following:</p> <p><u>6.1 Remit and Authority of Management Committee</u> Approved</p> <p><u>6.2 Remit and Delegated Authority of Chief Executive</u> Approved</p> <p><u>6.3 Remit and Delegated Authority of Deputy Chief Executive</u> Approved</p> <p><u>6.4 Remit and Delegated Authority of Governance and Finance Sub Committee</u> Approved</p> <p><u>6.5 Remit and Delegated Authority of Service Sub Committee</u> Approved</p>	

6.6 Approved Signatories

Cheques:

Committee Members: B Docherty, R Winning, C Armstrong, K Whyte, H Fitzgerald, J Gordon

Staff: M Menabney, P Hollinsworth

SHR Portal

Currently M Menabney, P Hollinsworth & M Gillespie, due to M Gillespie's retirement it is agreed to remove M. Gillespie and replace with G. Watson.

Approved

Loan Documents

M Menabney and whoever holds current position of Chair as it is the position that is registered and not the person. Approved.

Deposits

M Menabney & P Hollinsworth, following committee approval.

GCC Funding - HARP

Currently M Menabney, P Hollinsworth & M Gillespie

Removal of M Gillespie and replace with G Watson - Approved

6.7 Tender Openers

Current tender openers are B Docherty, G Mattu, H Fitzgerald & J Gordon.

P Hollinsworth asked if any other members would be interested in being tender openers

After discussion the following tender openers were approved: B Docherty, G Mattu, H Fitzgerald, J Gordon, N McPherson (Available after 5pm) and M Green.

6.8 Representatives for External Organisations

EVH

Currently B Docherty is the representative, he confirmed he is happy to continue. Committee approved this.

GWSF

R Winning is the representative, he also confirmed he was happy to continue. Committee approved this.

SFHA

We don't currently have a representative for SFHA. P Hollinsworth asked if any members were interested, it was agreed to circulate the details of what being a representative entailed to all members to see if anyone would be interested.

<p>7.</p>	<p>Governance Structure 2018 – 19</p> <p><u>7.1 Committee Code of Conduct</u> P Hollinsworth circulated the Committee Code of Conduct which members are required to comply with. After discussion these were approved and signed by members present.</p> <p><u>7.2 Role of Chair</u> This was discussed and approved at the previous meeting, the clause regarding the chair only serving for a maximum of 5 years has been added. – Changes Noted by Committee.</p> <p><u>7.3 Role of Treasurer</u> P Hollinsworth reminded members that they did not elect a treasurer at the Special Management Committee and asked if any members would be interested in the role. She advised part of the role involved authorising herself and/or M Menabney to sign cheques if no committee signatories were available. P Marsden said that he may be interested in the role but it would depend on the time that was needed as he works full time, he will confirm by the next meeting.</p> <p><u>7.4 Membership of Sub Committees 2018 – 19</u></p> <p>After discussion, Services Sub Committee to comprise B Docherty G Mattu P Marsden N McPherson M Green</p> <p>Governance, Finance & HR Sub Committee to comprise C Armstrong R Winning M Green</p> <p>P Hollinsworth will confirm with H Fitzgerald, K Whyte & J Gordon which if any Sub Committee they wish to serve on.</p> <p><u>7.5 Schedule of Meetings</u></p> <p>It was agreed to keep to the same schedule of meetings again this year. P Hollinsworth will circulate a new schedule.</p>	
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	<p><u>7.6 Management Committee Register</u></p> <p>P Hollinsworth circulated the Management Committee Register forms for each member to complete.</p> <p><u>7.7 Co-options</u></p> <p>M Green advised that anyone co-opted to the committee would not be able to vote on membership until they were elected at the next AGM.</p> <p>Grant McEwan who was at the AGM is a retired HR Manager, M Menabney suggested that he be co-opted to the Governance, Finance & HR Sub Committee as this is his area of expertise/interest.</p> <p>P Hollinsworth advised that Janette Sullivan, a resident within Overnewton Court previously expressed an interest in joining the committee but changed her mind at the last minute. P Hollinsworth suggested that we contact her again and suggest that she be co-opted to the Services Sub Committee.</p> <p>Members debated if it was the best idea for someone to be co-opted directly to a sub-committee, rather than serving on the Management Committee first.</p> <p>P Hollinsworth will contact both Grant McEwan and Janette Sullivan to confirm if they are still interested in being involved and if they would prefer to be co-opted to the Management Committee, one of the Sub Committees or both.</p> <p>P Hollinsworth advised that it has been some time since P Braat attended a Committee meeting due to his other busy commitments. She will contact him to confirm if he wishes to remain co-opted to the committee or not.</p> <p>There is space on the committee for 3 co-opted members, but it was agreed to wait for a response from the 2 people previously mentioned and P Braat before taking any further decision.</p> <p>Members also discussed that the Committee was predominantly Male and this is something else that will need to be considered in any future recruitment drive.</p>	
8.	<p>Finance Reports</p> <p><u>8.1 Statutory Annual Returns</u></p> <p>G Watson presented his report on the schedule of Financial Returns that are required.</p>	

	<p>Members noted the contents of this report.</p> <p><u>8.2 Audited Financial Statements Return to SHR</u></p> <p>G Watson presented his report on the Audited Financial Statements, these are taken from the approved Annual Accounts that are required by the SHR in their own format. Members approved these for submission.</p> <p><u>8.3 SHAPS Information</u></p> <p>G Watson advised that following re-submitting financial information to SHAPS the Association was now classed as Low Risk. Committee noted this.</p> <p><u>8.4 VAT De-Registration</u></p> <p>G Watson advised that he was progressing the VAT De-Registration and would be applying to De-Register in the next few weeks.</p> <p>9. Governance / Compliance Reports</p> <p><u>9.1 Committee Appraisal Programme</u></p> <p>P Hollinsworth discussed the Share proposals for the 2018 committee appraisal programme. Members discussed and agreed on the 3 year option with the Chair Appraisal taking part in Year 2. P Hollinsworth advised that Share would attend the October Management Committee, followed by forms to members to complete, with individual meetings taking place in November. The final report will be presented to committee in February 2019.</p> <p>Committee noted and approved this.</p> <p><u>9.2 Listed Buildings at Argyle Street</u></p> <p>P Hollinsworth discussed the report on the listed buildings on Argyle Street, she advised that there had been little progress made on the 'B' listed buildings from 1189 – 1263 Argyle Street and that she was currently concentrating on the 'C' listed buildings from 1287 to 1323 Argyle Street.</p> <p>The Association now has planning permission for Sash & Case windows in the C block, where the Association owns 9 flats. Owners would be invited to come on board but only if they paid their costs up</p>	
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	<p>front and they would also incur a 10% management fee.</p> <p>P Hollinsworth discussed the timeline that she had drawn up which shows that the very earliest work would be on site would be April/May 2019 which means there would be no spend this financial year. This will be adjusted in the forthcoming budget review. Members noted the contents of this report</p> <p><u>9.3 Stock Condition Survey</u></p> <p>P Hollinsworth discussed the report prepared by R Calvert and S Pattison.</p> <p>She confirmed that R Calvert and S Pattison have since met with the contractor regarding the discrepancies, which the contractor has agreed to amend, the amended report should be in within the next few weeks.</p> <p>P Hollinsworth confirmed that we currently have 421 EPC Certificates, we should have 1 for every property by the end of the financial year.</p> <p>Members noted the contents of this report.</p>	
10.	<p>Chief Executive Reports</p> <p><u>10.1 SHR 2018 Landlord Report</u></p> <p>P Hollinsworth discussed the 2018 Landlord Report, this would be distributed to tenants by the end of October. We will also publish it on our website.</p> <p><u>10.2 Ongoing Operational / Strategic Issues</u></p> <p>P Hollinsworth discussed M Menabney report on the various issues she is currently progressing.</p> <p>Common Housing Register – there is a meeting scheduled for the end of this month, after which we should be in a better position to make a decision on the associations future involvement.</p> <p>Ongoing Legal Cases – P Hollinsworth advised that an offer has now been made to the tenant via their solicitor of £250, we have had a response advising as the tenant was getting legal aid, would we be willing to pay the legal costs in addition to the offer made. TC Young have asked for a breakdown of these costs before we make a</p>	

	<p>decision.</p> <p>P Hollinsworth asked members to approve Finance and Governance Sub Committee having delegated authority to approve an offer up to a maximum of £2000. Members approved this.</p> <p>Rent Equalisation – Management Committee agreed due to workloads this would be postponed to the following financial year 2019 – 2020.</p> <p>First Month's Rent Flexibility – Discussion took place regarding informal arrangements in place. The Association will require to formalise the policy regarding arrangements for new tenants paying their months advance rent.</p> <p>Complaints Handling Procedures – Refresher training is underway in all departments.</p> <p>Review of Allocations Policy and Compliance with the 2014 Act – The Allocations policy is overdue for a review and it also needs to be compliant with the 2014 Act. We must also notify all tenants by October regarding the changes due to the 2014 Act.</p> <p>Review of Medical Adaptations Policy - The Association has recently noticed that requests have been refused by Social Work, this may mean that the Association needs to review what work we do in tenants properties. Medical adaptations policy to be formulated.</p> <p>P Hollinsworth confirmed that Investment planning was ongoing and reports would go to the Sub Committees in due course.</p> <p>P Hollinsworth advised that the Property Services Assistant post was currently advertised. Applications close on the 12th September with selections planned for later that week.</p>	
11.	<p><u>Membership</u></p> <p><u>Applications</u></p> <p>There are 2 Applications this month for Approval</p> <p>Michael Harris – [REDACTED] Charles McBride – [REDACTED]</p> <p>Both Approved. Share Certificates sealed by R Winning – Secretary</p>	

	and seal register updated.	
	<u>Cancellations</u>	
	None	
12	<p>Proposal for Community Newsletter</p> <p>G Mattu discussed his proposal for a community newsletter, this would be in addition to the Association's newsletter and not as a replacement.</p> <p>G Mattu suggested that this would be a good way for the Association to improve engagement with local residents and also create interest in the Association and getting involved with the Management Committee.</p> <p>Members discussed the proposal in detail, all members agreed that this was a good idea but it should not be directly linked to the Association. The Association could contribute material every now and then but this is far more like the Community Council's remit than the Associations.</p> <p>G Mattu will contact Lee Grant at the Community Council and discuss the idea with him.</p> <p><i>C Armstrong left the meeting at 7:55pm</i></p>	
13.	<p>Report from EVH</p> <p>P Hollinsworth advised that the consultation on this year's salary review was in. This would be circulated to members for the association's response following the October Management Committee meeting.</p>	
14.	<p><u>Report from SFHA</u></p> <p>None</p>	
15.	<p><u>Report from GWSF</u></p> <p>R Winning confirmed that he had been re-elected to the board at the AGM last month.</p>	

16.	<p><u>AOCB & Date of Next Meeting</u></p> <p><u>AOCB</u></p> <p>None</p> <p><u>Date of Next Meeting</u></p> <p>Thursday 11th October 2018 at 6pm</p> <p>No further business was discussed and meeting closed at 8.10pm</p>	
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Signed as a Correct Record Chairperson