

YORKHILL HOUSING ASSOCIATION LTD

Minutes of Management Committee meeting held on Thursday 8th November 2018 at 6pm in the Association's office at 1271 Argyle Street

Present: M Green (Chair) K Whyte (Until Item 8), R Winning, H Fitzgerald (Until Item 7), G Mattu, P Marsden, P Braat, B Docherty (Until Item 8.5), G McEwan

Apologies: C Armstrong, J Gordon, N McPherson

In attendance: M Menabney (Chief Executive), G Watson (Finance Manager), M Krupa (Senior Housing Assistant) (Mins)

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| 1. | Welcome and Apologies M Green welcomed everyone to the meeting and thanked members for arriving early so that photographs could be taken. |
| 2. | Declaration of Interest P Braat declared a standard interest in any council matters that arise. |
| 3. | Minutes of last Meeting 11th October 2018 <u>3.1 Amendments</u> None <u>3.2 Approval</u> Proposed by M Green and Seconded by R Winning. <u>3.3 Matters Arising</u> 7.1 Eviction Report M Krupa confirmed that the eviction had now taken place and the flat is currently under repair. 10.2 Ongoing Legal Cases M Menabney advised that there had been no further update regarding these. 4 – Committee Appraisal Arrangements M Green reminded members that personal face to face interviews with each committee member were scheduled over the next couple of weeks. 11 – AOCB – Tender Opening M Green advised that the tender was opened the following week, however there was still only 1 returned. |

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| <p>4.</p> | <p>Reports from Sub Committees</p> <p><u>4.1 – Services Sub Committee 18th October 2018</u> The sub-committee chair G Mattu advised that the Sub Committee had discussed the Quarterly Performance Reports across housing management, maintenance and factoring activities. No significant areas of concern were raised. Housing management staff continue to keep a close watch on rent arrears as Universal Credit cases begin to increase.</p> <p><u>4.2 – Governance & Finance Sub Committee 1st November 2018</u> R Winning reported in C Armstrong’s absence. He advised that the Sub Committee had discussed the Management Accounts, Covenant Compliance, Staff Absence & Credit Card Reports.</p> <p>He explained the sub-committee had also discussed M Menabney’s report on the regulatory framework in some detail, and had agreed to the proposed assessment programme. This had been circulated to all governing body members and would be discussed later on the agenda.</p> | |
| <p>5.</p> | <p>2018 – 19 Budget Review</p> <p>G Watson presented the mid-year review of the Association’s operating budget for 2018-19. Members agreed the notes to the amendments were clear and understandable. The budget review was approved after the following questions were asked and answered:</p> <ul style="list-style-type: none"> - Staff costs have reduced following R Gallacher’s retirement and the revised staffing structure agreed at the previous meeting - The original rent receivable figure had been understated due to a calculation error, now corrected. - Additional provision had been made in the debtor’s account in anticipation of an increase in arrears due to Universal Credit. - The major repair budget had been reduced as the proposed stone works to the Argyle St listed buildings would not be undertaken during the current financial year. - Anticipated Administration fees had been increased to cover costs for dealing with legal correspondence relating to private sales and YHA project management services on major repairs. | |

- Construction or Acquisition of other Non-Current Assets referred to replacement of IT hardware and software.

6. 2019 – 20 Rent Setting Report

M Menabney presented her report on the proposed rent setting process for the financial year 2019 – 20.

Members noted and agreed that October's RPI rate of 3.3% would be used as a maximum proposed increase for consultation purposes.

The report advised that the financial projections to be presented to the Management Committee in December used a 3% base rate which was considered by senior staff to be an affordable increase rate.

The draft consultation document was distributed and members discussed how the layout could be more attractive and eye catching to try and encourage responses. Members thought the front page was too wordy and could be better presented.

Following a number of suggestions from all committee members, M Menabney was asked to revise the format taking the comments on board. Tenants would be asked to complete a short questionnaire with the option to include comments. Information would be shorter with graphic illustrations or tables to show rent comparisons and specific examples of average rent increases.

Members also agreed a prize draw should be included to encourage responses. The last date for completed responses would be 30th November to allow time for analysis in advance of the December management committee meeting.

H Fitzgerald Left the Meeting at 7:15pm

7. Adaptation Policy

M Menabney presented the policy on Adaptations.

Members were satisfied with the principles of the policy but asked for further information to be included:

- The internal process to be followed
- A clear statement on the legal responsibility for funding

P Braat confirmed that he would clarify this with DRS and report back to M Menabney. The policy was approved subject to these additions..

K Whyte left the Meeting at 7:30pm

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| <p>8.</p> | <p>Review of Regulatory Framework</p> <p><u>8.1 Self-Assessment Report and Programme</u> M Menabney's report was discussed and approved.</p> <p>It was noted all committee meetings from January to August 2019 would have a self-assessment item for members to consider.</p> <p><u>8.2 Statutory Guidance – Financial Viability of Registered Social Landlords</u></p> <p><u>8.3 Statutory Guidance – Determination of Accounting Requirements</u></p> <p>G Watson presented his reports on both Guidance Documents and confirmed the Association's ongoing compliance with requirements.</p> <p><u>8.4 Regulatory Standards of Governance & Finance – Standard 3</u></p> <p>M Menabney presented the briefing that had been discussed at the Governance and Finance sub-committee meeting the previous week.</p> <p>This covered all seven clauses of Standard 3 and outlined the processes and documents that would demonstrate the Association's compliance. This included the new requirement for RSLs to produce and sign off Assurance Statements in respect of the organisation's compliance with all Regulatory Standards.</p> <p>Members noted that a strategy on Affordability would require to be developed during the early part of 2019.</p> <p><i>B Docherty left the meeting at 8pm</i></p> | |
| <p>9.</p> | <p>Membership</p> <p><u>Applications</u> None</p> <p><u>Cancellations</u> Share number 273 – Mary Nelson [REDACTED] deceased</p> <p>Noted and approved by Committee.</p> | |
| <p>10.</p> | <p>Report from SFHA None</p> | |

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| 11. | <p><u>Report from GWSF</u> None</p> | |
| 12 | <p><u>Report from EVH</u> B Docherty will report at the next meeting</p> | |
| 13. | <p><u>Correspondence</u> None</p> | |
| 14. | <p><u>AOCB & Date of Next Meeting</u> _No further business was discussed and meeting closed at 8.20pm Date of Next Meeting Thursday 13th December 2018 at 6pm</p> | |

Signed as a Correct Record Chairperson