

# YORKHILL HOUSING ASSOCIATION LTD

## Minutes of Management Committee meeting held on Thursday 11<sup>th</sup> April 2019 in the Association's office at 1271 Argyle Street

**Present:** M Green (Chair), R Winning G McEwan, B Docherty, N McPherson P Braat (From Item 5)

**Apologies:** P Marsden, C Armstrong, H Fitzgerald, G Mattu, K Whyte, J Gordon

**In attendance:** M Menabney (Chief Executive), M Krupa (Senior Housing Assistant)(Mins)

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1.	<b>Welcome and Apologies</b> M Green welcomed everyone to the meeting and apologies were noted.	
2.	<b>Declaration of Interest</b> None	
3.	<b>Minutes of last Meeting 14<sup>th</sup> March 2019</b> <u>2.1 Amendments</u>  None  <u>2.2 Approval</u>  Proposed by G McEwan and Seconded by R Winning.  <u>2.3 Matters Arising</u>  <u>Item 12 – Freedom of Information</u>  M Menabney advised that she had planned to present a report on Freedom of Information to the Governance and Finance Sub Committee on 25 <sup>th</sup> April 2019, however new Guidance is being issued on 26 <sup>th</sup> April 2019. A report will be prepared following this.	
4.	<b>Reports from Sub Committees</b> No meetings have taken place since last management committee.	

<p><b>5.</b></p>	<p><b>Strategic Risk Register Update</b> M Menabney discussed her report on the Strategic Risk Register.</p> <p>Members agreed that the lack of Committee Members was a significant risk and we must try to address this ASAP. It was agreed to advertise through the SFHA newsletter and possibly at the University. R Winning suggested advertising in Good Moves magazine. We must also be careful that we retain local residents as members too.</p> <p>With the recent recruitment programme, succession planning for senior staff is now less of a risk however we need a plan for the retirement of the Chief Executive.</p> <p>M Menabney confirmed that she wasn't planning on retiring before 2022 and at some point would take members through the process of selecting a new Chief Executive but could not participate in the actual exercise.</p> <p>The Chair requested that M Menabney give us much notice as possible of her planned retirement date, ideally a year.</p> <p>It is not possible to remove risk entirely but this policy is about managing and reducing risk wherever possible.</p> <p>Members approved the Strategic Risk Register update.</p>	
<p><b>6.</b></p>	<p><b>2019 Strategic Planning</b> M Menabney presented her report on the 2019 Strategic Planning process. It was noted the key strategic issues had been identified at the Strategic Planning Weekend in February.</p> <p>There is a large list of items to be worked on to be split amongst all sections. The Chief Executive will meet with all sections to identify their appropriate strategic and operational objectives for the next year and beyond. She will aim to have the Strategic and Business Plans ready for presentation to Committee in June.</p> <p>Members noted and approved the contents of this report.</p>	
<p><b>7.</b></p>	<p><b>2019 AGM Arrangements</b> The date of the AGM has been confirmed for 12<sup>th</sup> September 2019.</p> <p>It was noted that both J Gordon and K Whyte will be retiring at the AGM this year and not standing for re-election.</p>	

	<p>In accordance with the Rules, a further two elected members will require to stand down.</p> <p>M Green confirmed that he will retire and stand for re-election and M Menabney agreed to ask H Fitzgerald if she wishes to stand for re-election as she is also due to retire</p> <p>As a co-optee, G McEwan must retire. He confirmed his willingness to stand for election.</p>	
8.	<p><b>Appointment of External Auditors</b></p> <p>G McEwan advised members that following a robust procurement exercise, the interviewing panel were recommending the Association's existing auditors be recommended to the membership for re-appointment at the AGM.</p> <p>Members were advised that Procurement Scotland's Quick Quotes system had been used to assess the ability of three firms to meet the Association's requirements.</p> <p>The scoring had been measured on 60% quality, 40% cost.</p> <p>Tenders had been requested, submitted and opened in accordance with the policies and processes of PS and YHA. The process was structured under the guidance of Fettes MacDonald, Director of FMD, who also prepared a summary report following the interviews.</p> <p>Scott-Moncrieff achieved the highest overall score with Chiene and Tait a very close second. French Duncan did not score so well, mainly because they do not have as strong a focus on the social housing sector as the others.</p> <p>The contract is initially for one year with potential to extend for five years.</p> <p>Following the interviews, Scott-Moncrieff announced their merger with the Cogital Group. However, the interview panel did not feel this would have any detrimental impact on the service quality for YHA.</p> <p>Members approved Scott-Moncrieff as the recommended auditors.</p>	
9.	<p><b>Schedule of Meetings for April – June 2019</b></p> <p>M Menabney distributed a revised schedule of meetings. This will be the last Thursday night meeting of the Management Committee, the Services Sub Committee will also change to Wednesday's from now on. The Governance and Finance Sub Committee will remain on Thursday evenings.</p>	

<p><b>10.</b></p>	<p><b>Regulatory Standards of Governance and Finance</b></p> <p><u>10.1 Engagement Plans</u>  M Menabney distributed SHR's engagement plans for the Association and three other RSLs where engagement levels were higher. Reasons were the Regulator would get involved were discussed and included governance issues, development risks and large increases in stock volume.</p> <p>The Association has been assessed as Low Engagement again this year.</p> <p><u>10.2 Regulatory Standard 5</u>  M Menabney's presentation on Regulatory Standard 5 was discussed with a number of issues arising.</p> <ul style="list-style-type: none"> <li>- The significance of maintaining the Association's good reputation, and the importance of high levels of integrity at all levels of the organisation.</li> <li>- Committee Members signing the code of conduct at the beginning of each session reinforces the requirement for mutual courtesy and respect.</li> <li>- Guidance for members on dealing with possible breaches would be useful</li> <li>- Members noted that RSLs are expected to have processes in place to demonstrate commitment to human rights as well as equalities. Training will be arranged when further information is provided by the Regulator.</li> <li>- Association staff are now keeping a record of all Reasonable Adjustments put in place where required for tenants with one or more of the protected characteristics.</li> </ul>	
<p><b>11.</b></p>	<p><b>Membership Applications/Cancellations</b></p> <p><u>Applications</u>  None</p> <p><u>Cancellations</u>  None</p>	

12.	<p><b>Report from GWSF</b></p> <p>R Winning advised that the Chair had held a meeting with the Cabinet Minister. He would update further at the next committee meeting.</p>	
13.	<p><b>Report from SFHA</b></p> <p>No report</p>	
14.	<p><b>Report from EVH</b></p> <p>No report</p>	
15.	<p><b><u>AOCB &amp; Date of Next Meeting</u></b></p> <p><u>15.1 Prize Draws</u></p> <p>Each year Housing Management and Factoring sections offer a prize draw to encourage tenants and owners to return satisfaction surveys.</p> <p>M Krupa used an online Random Number Generator at the meeting to generate five numbers for the Housing Management Survey and two numbers for the Factoring Survey Returns.</p> <p>Members present witnessed the draw to ensure that it was impartial.</p> <p><u>Date of Next Meeting</u></p> <p><b>Wednesday 29<sup>th</sup> May 2019 at 6pm</b></p> <p>No further business was discussed and meeting closed at 8:20pm</p>	

Signed as a Correct Record ..... Chairperson