

# YORKHILL HOUSING ASSOCIATION LTD

## Minutes of Management Committee meeting held on Thursday 11<sup>th</sup> October 2018 at 6pm in the Association's office at 1271 Argyle Street

**Present:** M Green (Chair), R Winning, C Armstrong, B Docherty, P Marsden, K White, G McEwan.

**Apologies:** G. Mattu, N McPherson, H Fitzgerald, J Gordon, P Braat.

**In attendance:** M Menabney (Chief Executive), P Hollinsworth (Director of Property Services), A Brown (Governance Assistant) (Mins), Olwyn Gaffney (SHARE)

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<b>1.</b>	<b>Welcome and Apologies</b>  M Green welcomed everyone to this evenings meeting. Apologies were noted from G. Mattu, N McPherson, H Fitzgerald, J Gordon and P Braat.
<b>2.</b>	<b>Declaration of Interest</b>  None
<b>3.</b>	<b>Minutes of last Management Committee Meeting 6<sup>th</sup> September 2018.</b>  <u>3.1 Amendments</u>  5 Report from the Services Sub Committee 16 <sup>th</sup> August 2018. Paragraph 2 change Defectors to Detectors.  10.2 Review of Allocations Policy and Compliance with the 2014 Act Paragraph 8 change October to 1 <sup>st</sup> November 2018  <u>3.2 Approval</u>  Proposed by M Green and Seconded by C Armstrong

### 3.3 Matters Arising

#### 6.8 Representatives for External Organisations

No committee members have expressed interest in becoming the representative for SFHA. M Green stated a representation may not be crucial and it was agreed to leave this matter unless someone expressed an interest in the role in the future.

Committee approved M Menabney to remain as the SFHA voting member.

#### 7.1 Eviction Report

M Green requested an update on the eviction case. M Menabney advised that the charge has been served by the Sheriff Officers and we are now waiting for a date to be set for the eviction. There has still been no contact from the tenant.

G McEwan asked if we follow up with arrears recovery and M Green advised this is discussed at the Services Sub Committee meeting.

#### 7.3 Role of Treasurer

P Marsden advised he was concerned with the time factor involved in becoming treasurer and felt he lacked the time and ability to fulfil the role. M Green advised committee would be willing to be flexible and support would be available. P Marsden agreed to take on the role on a trial basis.

#### 7.7 Co-Options

M Green welcomed Grant McEwan to the meeting and invited him to introduce himself to the group. G McEwan explained he had recently taken early retirement from Amazon where he was the EU HR Director. Whilst living in England he involved with the charity Autism Together and a Community Housing organisation and is keen to share his skills and experience. No conflict of interest is expected. Committee are happy to co-opt and M Menabney will arrange an induction programme for the next few months. Olwyn will organise access to the SHARE e-learning programme.

P Hollinsworth advised P Braat wishes to continue as a co-opted member.

M Menabney will check there is no legal reason to prevent co-option to a Sub Committee without being on Management Committee

9.2 Listed buildings at Argyle Street

P Hollinsworth advised there had been no further progress on the C listed buildings.

10.2 Ongoing legal cases

M Menabney advised that we have made an offer to the tenants' solicitor amounting to £250 for the items and £300 for his legal costs. The offer has not yet been formally accepted.

**4. 2018 Committee Appraisal Arrangements**

Olwyn Gaffney from SHARE gave a presentation outlining the details of the Annual Board Members appraisals.

SHARE will conduct appraisals for 2 years. Committee members will receive a review each year and the Chair will be reviewed in year 2. She explained the purpose of the appraisals was to identify strengths/weaknesses and understand how effective the committee members are, both as a team and individually. The appraisal will take the form of a survey monkey questionnaire and a one to one discussion. She advised the data collected would be fed back to the Chair and Chief Executive and would be used to identify any gaps in knowledge/experience and to formulate a training plan to ensure good governance. Each committee member will receive individual learning skills.

Olwyn handed out printed copies of the survey for information and advised she would welcome feedback on the questions so any changes could be made before the survey monkey is created. She asked committee members to be as honest as possible in their responses to ensure accurate information could be gathered.

G McEwan asked if there would be an opportunity to share and compare information with other HAs in order to identify any common themes/good practice ideas. M Menabney explained true comparisons between HAs can be difficult as the information gathered can be subjective so remedies could be different in each organisation. M Green was hesitant about sharing documentation and Olwyn confirmed any comparisons happened within SHARE and were only used to form their training and development plan.

M Green thanked Olwyn and invited her to stay to observe the rest of the meeting.

5.

## **Chief Executive Reports**

### 5.1 Ongoing Operational/Strategic issues

M Menabney gave a presentation on the SHR draft consultation to give committee an overview of what's involved. In addition to the presentation committee members have received an email with links to all the documents. M Menabney explained she could see no reason to be concerned about any of the changes however the consultation would need further scrutiny. This will be discussed by senior management at a meeting on 24<sup>th</sup> October. With this in mind she asked that the Finance and Governance Sub Committee meeting scheduled for 25<sup>th</sup> October be moved to 1<sup>st</sup> November to allow time for feedback from this meeting. It is hoped a response will be ready for Management Committee to consider by 13<sup>th</sup> December.

Committee approved moving the meeting.

M Green requested hard copies of the documents. Anyone else wishing hard copies should contact A Brown

M Green thanked M Menabney for her work into this at such short notice.

### Recruitment.

39 applications were received for the Property Services Assistant position and 5 were selected for interview. P Hollinsworth confirmed Paul Ferns will be starting on 05.11.2018.

### Overnewton Court

It has been discovered the residents at 46 Overnewton Street have no access to Sky. M Menabney confirmed an investigation into this issue is ongoing to see if it will be possible to facilitate access.

M Menabney advised there is currently a tenant in the complex who is terminally ill. His wife who lives there also is only 55 and the tenants were concerned she may not be able to remain in the tenancy after his death. M Menabney suggested the allocation policy for the retirement complex should be flexible and clear to minimise concerns of this nature.

Committee agreed this case would be a succession of tenancy.

5.2 Mutual Exchange Policy

R Winning requested changing the wording ASBO to a history of Anti-Social Behaviour or harassment.

Committee approved this.

5.3 Common Housing Register

M Menabney confirmed suspension of the register had been extended and she will provide a paper for Management Committee with a view to leaving the scheme due to the high cost of administering the applications with very little value to the organisation.

5.4 Implementation of 2014 Housing Act

M Menabney gave a presentation re the new changes to tenancy agreement which are due to come into force on 1<sup>st</sup> May 2019. A leaflet will be sent to all tenants by this date confirming the changes by 1<sup>st</sup> November 2018.

**6. Membership**

No applications or cancellations

**7. Report from SFHA**

None

**8. Report from EVH**

8.1 Consultation on annual staff salary award

Staff members present declared an interest and took no part in the discussion. Following previous circulation of the consultation questionnaire to members, M Green has prepared a response to this and suggests a 3 year deal using CPI as a base unless there are exceptional circumstances.

Committee discussed and approved this response. P Hollinsworth will forward the response to EVH on behalf of the Association.

9.	<p><b><u>Report from GSWF</u></b></p> <p><u>9.2 pressure on rents</u></p> <p>M Green advised he was mindful of the pressure on rents when preparing the response to the salary consultation.</p>	
10.	<p><b><u>Schedule of Meetings 2018-2019</u></b></p> <p>The schedule has been circulated to all committee members</p>	
11.	<p><b><u>AOCB &amp; Date of Next Meeting</u></b></p> <p><u>AOCB</u></p> <p>P Hollinsworth advised the tender for Cyclical Gutter Cleaning was due to close on Wednesday 10<sup>th</sup> October. 3 were expected however 1 tender had been received late and 1 was showing with no documents attached on the Procurement Scotland Website. None of the tenders had been opened. Due to this she requested the deadline be extended for another week.</p> <p>Committee approved this</p> <p><u>Date of Next Meeting</u></p> <p><b>Thursday 8<sup>th</sup> November 2018 at 6pm</b></p> <p>No further business was discussed and meeting closed at 8.10pm</p>	

Signed as a Correct Record ..... Chairperson