

YORKHILL HOUSING ASSOCIATION LTD

Minutes of Management Committee meeting held on Thursday 14th February 2019 at 6pm in the Association's office at 1271 Argyle Street

Present: M Green (Chair), C Armstrong, G Mattu, B Docherty (Until Item 7), R Winning, N McPherson, G McEwan

Apologies: J Gordon, P Braat, P Marsden, H Fitzgerald

In attendance: M Menabney (Chief Executive), G Watson (Finance Manager), M Krupa (Senior Housing Assistant) (Mins), Olwyn Gaffney (Share) (Item 5 Only)

1.	<p>Welcome and Apologies M Green welcomed everyone to the meeting and apologies were noted. He advised that Olwyn Gaffney from Share was in attendance to present the Committee Appraisal report. This item would be discussed first.</p>	
2.	<p>Declaration of Interest None</p>	
5.	<p>Committee Appraisal Report Olwyn presented her Committee Appraisal Report. She explained the appraisals process included surveys and one to one interviews with each committee member. She advised that overall the committee performance is strong, with a good range of skills and experience.</p> <p>A key area that needs to be looked at is succession planning, with some members indicating that they are considering stepping down within the next 3 years and other members being unsure of their future.</p> <p>Induction training for new committee members was another issue that had been highlighted as requiring attention however she believed that changes had been made recently regarding induction training/programmes.</p> <p>Olwyn advised that individual learning statements had been produced for each individual and reminded members to keep them up to date.</p>	

	<p>Concluding her presentation she confirmed the Association's Governing Body had met the regulatory requirements for committee appraisal.</p> <p>M Green thanked Olwyn for her time both tonight and during the complete Appraisal Process.</p> <p><i>Olwyn Gaffney left the meeting 6:35pm</i></p> <p>3. Minutes of last Meeting 13th December 2019</p> <p><u>3.1 Amendments</u> None</p> <p><u>3.2 Approval</u> Proposed by R Winning and Seconded by C Armstrong.</p> <p><u>3.3 Matters Arising</u></p> <p>Housing Management Staffing Report M Menabney advised that interviews were ongoing .ongoing all week</p> <p>External Auditors G McEwan asked if there were any dates set yet for the interviews. M Menabney advised that no dates had been set yet but she would keep him and other members informed.</p> <p>Reports from Sub Committees</p> <p>4. <u>4.1 – Services Sub Committee 24th January 2019</u></p> <p>G Mattu provided a verbal update of what was discussed at the last Services Sub Meeting. He advised that meeting was mostly taken up with the Quarter 3 performance reports, from Housing Management, Maintenance and Factoring, there were no areas of concern.</p> <p>There was one item for decision and that was the contract for the Washer/Dryers at Overnewton Court, members agreed to take up the contract from Armstrong Commercial Laundry Systems.</p> <p><u>4.2 – Governance & Finance Sub Committee 31st January 2019</u> C Armstrong provided a verbal update of what was discussed at the last Governance and Finance Sub Meeting. He advised that members discussed the Q3 Financial Reports, Treasury Management and Credit Card Usage Policy, Covenant Compliance, Staff Absence and Health and Safety. It was agreed that G McEwan would sit in on the interviews for the External Auditors.</p>	MM
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<p>6.</p>	<p>Policy Ratification</p> <p><u>6.1 Treasury Management</u></p> <p>C Armstrong confirmed the policy had been discussed at the Governance and Finance Sub Committee meeting, and was presented to tonight's meeting for ratification.</p> <p>Committee approved this policy</p> <p><u>6.2 Use of Company Credit Cards</u></p> <p>G Watson presented his report on Use of Company Credit Cards.</p> <p>Members discussed and approved this policy.</p>	
<p>7.</p>	<p>Draft Budget</p> <p>G Watson presented the Draft Budget and advised that the final version would be presented at next month's Management committee meeting.</p> <p>Issues discussed included:</p> <p><u>Employee costs</u> – assumption of 2.2%, pending conclusion of ongoing negotiations between EVH and the Union.</p> <p><u>Training budget</u> – provision reduced slightly due to underspends in previous years</p> <p><u>Insurances</u> – awaiting tender report from brokers, final figures will be available later in the month</p> <p><u>Cyclical budget</u> - includes funds for the smoke alarm replacement programme over the next two years.</p> <p><u>Void reactive repairs</u> - budget has been increased slightly and will be continually reviewed.</p> <p><u>Advice services</u> - additional funds included for new Money Advice service that is currently being investigated.</p> <p>M Menabney advised a quotation from Drumchapel Money Advice Centre was expected within the week. Committee authorised the Governance and Finance Sub Committee to make a final decision.</p>	

<p>8.</p>	<p>M Green asked if Glasgow City Council provide any welfare rights advice services. M Menabney advised that she wasn't aware of any direct provision but perhaps P Braat could confirm the City Council's position on this and report back to committee.</p> <p><u>Investments of cash balances</u> - G Watson confirmed that interest receivable has been low compared to the cash in the bank. He is currently investigating options to spread the Association's cash balances.</p> <p><u>Bad debt provision</u> - increased to take account of possible new arrears due to Universal Credit. G McEwan queried how potential write-offs are tracked. G Watson will prepare a report for next Governance and Finance meeting.</p> <p><u>Operating deficit</u> - G Watson advised there would be a small operating deficit of around £8000 if all Major Repairs go ahead such as stonework/windows.</p> <p>G Mattu asked if the Association could not transfer money out of reserves to fund Major Repairs. M Menabney confirmed that large projects can be funded in this way, and this is the primary purpose of building reserves. The Association's financial plans should take account of medium and long term investment requirements, to ensure sufficient funds will be in place when needed.</p> <p>Members approved the draft budget.</p> <p><i>B Docherty left the meeting at 7:30pm</i></p> <p>8. Reports from Chief Executive</p> <p><u>8.1 SFHA Model Tenancy Agreements</u></p> <p>M Menabney's report on the Revised Model Tenancy Agreements was discussed and approved.</p> <p>Services Sub Committee to discuss changes to terms of tenancy agreements in more detail.</p> <p>It was agreed the booklet issued to tenants in October 2018 detailing the changes introduced in the 2014 Housing Scotland Act should be put on the web site.</p> <p>Members noted there was no requirement for existing tenants to sign new agreements.</p>	<p>GW</p> <p>GW</p> <p>MK</p>
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	<p><u>8.2 Review of Internal Audit Services</u></p> <p>M Menabney discussed her report on the Review of Internal Audit Services. Members noted the proposals were in accordance with SFHA recommended practice.</p> <p>Committee agreed to invite Quinn Internal Audit Services and TIAA to tender.</p> <p>M Green, G McEwan and R Winning agreed to join the interview panel.</p> <p>G Watson, Finance Manager will co-ordinate the review process.</p> <p><u>8.3 Renewal of Commercial Lease</u></p> <p>P Hollinsworth's report on the renewal of the commercial lease at 16/18 Overnewton Street was discussed by members.</p> <p>After consideration of the options, Committee approved the recommendations and authorised P Hollinsworth to negotiate to allow the tenant a lower rate if required.</p>	<p>GW</p> <p>PH</p>
<p>9.</p>	<p>Regulatory Standards of Governance and Finance</p> <p><u>9.1 Standard 4: Governing Body Decisions and Risk Management</u> Due to time constraints delayed until next meeting.</p> <p><u>9.2 Regulatory Guidance – Review Requests in respect of Regulatory Decisions</u> Due to time constraints delayed until next meeting.</p> <p><u>9.3 Regulatory Guidance – Appeal Requests in respect of Regulatory Decisions</u> Due to time constraints delayed until next meeting.</p>	
<p>10.</p>	<p>Membership Applications/Cancellations</p> <p><u>Applications</u> None</p> <p><u>Cancellations</u> None</p>	

11.	<p>Report from GWSF R Winning provided a verbal update from the last GWSF meeting. He advised that new Office Bearers had been elected, the new Regulatory Framework was discussed, as was Freedom of Information and the Challenges of Investing in Current Stock such as tenement properties.</p>	
12.	<p>Report from SFHA None</p>	
13.	<p>Report from EVH M Green provided a verbal update in B Docherty's absence. Information is available on EVH's Governing Body Leadership Programme. It was agreed that this information would be distributed to all members and if anyone is interested in the course they should advise Aileen Brown.</p> <p>M Menabney asked if any other members would be interested in receiving papers electronically from EVH, G McEwan, N McPherson, R Winning and G Mattu all expressed an interest in this.</p>	
14.	<p><u>AOCB & Date of Next Meeting</u></p> <p><u>14.1 Strategic Review</u> M Menabney reminded all members that the Strategic Review Weekend would take place in the Radisson Blu on Saturday 23rd and Sunday 24th February 2019 from 9:30am to 4:30pm both days.</p> <p>M Menabney advised that on Sunday Lee from the Community Council would be attending to discuss the Cycle Paths and possible Public Realm Works. Also on Sunday morning a representative of Pyramid will be attending to discuss the Pyramid Project at the Anderston Church.</p> <p><u>Date of Next Meeting</u></p> <p>Thursday 14th March 2019 at 6pm</p> <p>No further business was discussed and meeting closed at 8.20pm</p>	

Signed as a Correct Record Chairperson