

YORKHILL HOUSING ASSOCIATION LTD

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

Present: M Green (Chair), C Armstrong, G Mattu, B Docherty, R Winning, N McPherson, G McEwan, P Marsden, P Braat (Until Item 11)

Apologies: J Gordon, H Fitzgerald, K White

In attendance: M Menabney (Chief Executive), G Watson (Finance Manager), M Krupa (Senior Housing Assistant) (Mins), S Young (Bruce Stevenson)(Item 3 Only)

1.	Welcome and Apologies M Green welcomed everyone to the meeting and apologies were noted. M Green advised that Stephen Young from Bruce Stevenson was in attendance to discuss the Insurance Tender report.	
2.	Declaration of Interest None	
3.	Insurance Tender Report S Young discussed the Procurement Scotland tendering process with members and talked them through the returns. M Green confirmed he and another committee member had been present at the tender opening in accordance with policy. Members noted that there was a clear winner in Avid, who are the Association's current insurers. S Young advised that he had no concerns about recommending them for a further 3 years, they have worked well with the Association for the last 3 years and are very experienced in the Social Housing Sector. Members approved Avid as the Association's Building Insurance provider for the next 3 years. S Young advised that they were still working on the Association's smaller policies i.e .contents for the office and professional indemnity These should be confirmed within the next week or so. Members thanked S Young for his time. <i>S Young left the meeting at 6:15pm</i>	PH

	<p>- <u>Regulatory Framework</u></p> <p>The sub-committee had discussed two aspects of Standard 4</p> <p><i>1. Financial Regulations</i></p> <p>G Watson had presented a summary of the Association's Financial Regulations and confirmed compliance with the relevant guidance points within the Regulatory Standards.</p> <p><i>2. Risk</i></p> <p>M Menabney had presented a summary of the Association's Risk Strategy in advance of a discussion document to be considered by the Management Committee</p> <p>- <u>Health and Safety</u></p> <p>S Pattison's report had been noted with no issues of concern.</p> <p>M Green thanked C Armstrong for his report.</p>	
6.	<p>Management Fee Increase 2019 – 20</p> <p>Members considered P Hollinsworth's report and recommendations.</p> <p>It was agreed future reports on proposed increases would include comparisons on admin sales fees.</p> <p>Following discussion, members approved:</p> <ul style="list-style-type: none"> - Increase of £5 all owners' management fees. - No changes to float levels - Sales admin fee increase to £110 (£135 for less than 10 days' prior notice) - Weekly fire alarm testing remaining at the current level. <p>Members also approved agreed the Services Sub Committee should review current services as discussed during the strategic review.</p>	PH
7.	<p>Write-Offs</p> <p>Reports for write offs were approved as follows:</p> <p><u>7.1 Factoring Arrears Over £500</u></p> <p>Missing owner, RN154, amount outstanding £516.</p> <p>Members noted a Notice of Potential Liability had been put on to the property so that the debt could potentially be written back into the accounts at a later date.</p>	PH/GW

	<p><u>7.2 Rent Arrears and Rechargeable Repairs over £500</u></p> <p>A total of £17,327 was written off representing six cases ranging from £1317 to £5,313.</p> <p>Members discussed the cases and queried whether arrears control processes were robust enough, given the high amounts owed by three cases in particular. It was agreed current policy and practices were appropriate, and accepted that some issues affecting arrears levels were outwith the Association's direct control.</p> <p>The delay in obtaining court dates from Glasgow Sherriff Court was noted, and it was also accepted that the amounts included costs incurred due to damage to properties by the tenants.</p> <p>8. Final Budget 2019 – 20</p> <p>G Watson presented the report, drawing members' attention to the changes from the previous month's draft version:</p> <ul style="list-style-type: none"> - £29,000 decrease in employee costs due to previous overstatement of employer's NI contributions - £3,000 increase in insurance costs based on tender assumptions - £6,500 increase in cyclical maintenance costs based on revised programme for electrical inspections - £385 increase in commercial rent income based on revised lease - £2,530 increase in management fees based on assumption of £5 per property - £10,000 increase in loan repayments, omitted from draft version - £91,000 decrease in longer term creditors based on SHAPs updated pension deficit costs provided in March 2019. <p>C Armstrong asked if the proposed 3 year salary deal would have any impact on the budget. G Watson said the difference between what was in the budget and the proposed increase was minimal.</p> <p>Members noted the 19/20 operating surplus would be £21,519 before loan repayments, and the net surplus before tax is £3,159.</p> <p>After completing consideration of the full report, members approved the final budget for 2019 – 20.</p>	<p>LAM/GW</p> <p>GW/SMT</p>
--	--	-----------------------------

9.	<p>EVH Landlord Safety Manual M Menabney presented S Pattison's report on the EVH Landlord Safety manual.</p> <p>Following discussion members approved S Pattison's recommendation that the Association subscribes to the Manual.</p>	SP
10.	<p>Section 5 Referral Request M Menabney discussed her report on a Section 5 Referral Case that had been refused by the Association due to former tenant arrears with another RSL with no payment arrangement. She advised members that guidance on this was ambiguous, and she was awaiting further advice from TC Young.</p> <p>Members agreed this was a decision on principles and practice, not about the individual allocation. It was agreed by everyone that the Association had an obligation to demonstrate accountability, value and fairness to all stakeholders. Committee members unanimously agreed that the Association's refusal on the grounds described was correct.</p> <p>It was also noted that following receipt of M Menabney's written refusal of the referral, the Homeless Team had sent an alternative referral. Committee agreed no further action was required on this matter in the meantime.</p> <p>The forthcoming review on Allocations will include a section on S5 referrals and the Association's procedures for managing these in line with good practice and legal guidance.</p>	MM/HM
11.	<p>Risk Management Strategy M Menabney discussed her report on the Review of Risk Management Strategy and Policy. She reminded members that this was a key element of Regulatory Standard 4, and her comments were therefore linked to relevant compliance requirements.</p> <p>Overall, the Association is compliant with the regulatory guidance, but there is room for improvement in reporting procedures and in demonstrating compliance.</p> <p>M Menabney advised that currently all risk registers are updated at least annually by the Management Committee and Sub Committees, but not in a structured programme that aligns all risks.</p>	

	<p>Her report included details of the risk assessment scoring system used for all registers.</p> <p>It was noted there is a risk register for each area of activity:</p> <ul style="list-style-type: none"> - Governance (Strategic) - Finance - Housing Management - Maintenance - Factoring <p>It was noted that a separate health and safety risk register is also maintained internally.</p> <p>The Senior Management Team look at key strategic risks at least four times a year, but don't necessarily align them with the strategic register at the same time.</p> <p>M Menabney's proposals for improvement were considered and approved as follows:</p> <ul style="list-style-type: none"> - There will be a structured programme to ensure that each register has a specific review date. - All registers will be reviewed with supporting notes and risk maps as per the policy. - The register reports will include the use of green, yellow and red highlights in accordance with the policy and to improve visual awareness of the risks and controls. - All registers will be combined and submitted electronically to all Management Committee members once a year to promote fuller awareness of organisational risk. <p><i>P Braat left the meeting at 7:15pm</i></p>	
12.	<p>Report on Freedom of Information Act (2002)</p> <p>M Menabney presented S Pattison's report on the Freedom of Information Act.</p> <p>Committee noted the implementation date for RSLs is 11th November 2019. S Pattison's Action Points schedule covering the period May to August was approved.</p>	<p>MM/SMT</p> <p>MM/SP</p>

13.	Regulatory Standards of Governance and Finance <u>Standard 4: Governing Body Decisions and Risk Management</u> M Menabney confirmed the Risk Management discussion had covered many of the guidance points within the Standard. She advised that on completion of the review of external and internal auditors, the Association would be fully compliant with Standard 4.	MM
14.	Membership Applications/Cancellations <u>Application Approved</u> Brendan Hanley [REDACTED] <u>Cancellations noted</u> Gordon Cochrane, [REDACTED] 403 Moved Away Robert Chapman, [REDACTED] 21 Moved Away <u>Date of AGM</u> Committee agreed to hold the AGM on 5 th or 12 th September 2019. M Menabney to confirm availability with Scott-Moncrieff and advise Committee accordingly. The September Management Committee meeting date may need to be changed.	AB AB
15.	Report from GWSF R Winning confirmed that the next meeting would be held next week and he would report back at the April Meeting.	MM/GW
16.	Report from SFHA None	
17.	Report from EVH Staff left the room while members discussed the Association's response to the 3 year salary deal proposed by EVH. On their return, the Chief Executive was authorised to return the Association's ballot paper voting in favour of the EVH proposal.	MM
18.	<u>AOCB</u> No further business was discussed and meeting closed at 7:25pm <u>Date of Next Meeting</u> Thursday 11th April at 6pm	

Signed as a Correct Record Chairperson