

YORKHILL HOUSING ASSOCIATION LTD

Minutes of Management Committee meeting held on Thursday 15th August 2019 in the Association's office at 1271 Argyle Street

Present: M Green (Chair), B Docherty, G Mattu, C Armstrong, R Winning, P Marsden, H Fitzgerald

Apologies: N McPherson, P Braat, G McEwan

In attendance: M Menabney (Chief Executive), G Watson (Finance Manager), M Krupa (Senior Housing Assistant) (Mins) J Alexander (Scott-Moncrieff) (Item 3 Only)

1.	Welcome and Apologies M Green welcomed everyone to the meeting and apologies were noted. J Alexander was in attendance from Auditors Scott-Moncrieff to present the Annual Accounts.
2.	Declarations of Interest None
3.	Annual Accounts & Financial Report 2018-19 J Alexander thanked the Association for reappointing Scott-Moncrieff as Auditors. She confirmed that the Audit went well and thanked G Watson and all staff for their co-operation during the audit period. <u>Presentation of Annual Accounts</u> J Alexander talked members through the accounts. She advised material adjustments to the value of £40 were required to the draft accounts. Other items to the value of £2,000 were noted but were not deemed material and no adjustment was necessary. J Alexander highlighted that the Association reported a turnover of £2,134M with an operating surplus of £194,500. An adjustment was made to take account of the Pension deficit which resulted in a total comprehensive income of £132,500 for the year. Committee members were informed that the pension deficit liability figure is now disclosed on the Statement of Financial Position. YHA's balance has been reducing and is now £348,000. This is low in comparison with other associations.

<p>4.</p>	<p>Committee was advised that the Association was in a healthy position with net assets of £2.8m and cash a balance of £2.5M as at 31/03/19.</p> <p>J Alexander concluded her presentation confirming that the Audit report was clean with no issues of concern.</p> <p>The committee subsequently approved the Annual Accounts for 2018-19 and the office bearers signed the relevant original copies.</p> <p>G Watson confirmed that the letter of representation would be signed by the Chairperson and forwarded to Scott Moncrieff in due course.</p> <p>Minutes of last Meeting 26th June 2019</p> <p><u>4.1 Amendments</u> None</p> <p><u>4.2 Approval</u> Proposed by B Docherty and seconded by R Winning</p> <p><u>4.3 Matters Arising</u></p> <p><u>7. Strategic Planning 7.3 Residents Survey</u> M Menabney advised that the tenders were opened today. S Pattison will now check the tenders for accuracy, should any questions/queries arise he will be in touch with members before 28th August 2019. Members agreed to delegate authority to the Governance and Finance Sub Committee on 29th August 2019 to make a final decision.</p> <p><u>7.5 Investment programme 5.5.3 Common Room at Overnewton Court</u> M Menabney advised that there was a residents meeting planned for next week to discuss their ideas for improvements to the common rooms.</p> <p><u>14 AOCB 14.1 Complaint about Avian Control</u> M Menabney advised that the letter of complaint had been regarding the ongoing Avian Control programme. She advised that the three year programme would soon be complete and R Calvert, the Property Services Manager would be meeting with the contractor to discuss the future of the contract.</p>	<p><i>G and F Sub</i></p> <p><i>RC</i></p> <p><i>RC</i></p> <p><i>MM</i></p>
-----------	---	--

	<p>M Menabney informed members that as this resident has contacted the Association a number of times over the same issue, staff are looking at implementing the Unacceptable Actions Policy. It is therefore not appropriate to discuss this further with members at this time as the tenant may appeal against this in future to a committee panel.</p> <p>This person also made a number of unfounded allegations against a staff member which have since been withdrawn.</p> <p>5. Reports from Sub Committees <u>5.1 Services Sub Committee 8th August 2019.</u> G Mattu discussed the new summary update report, which he advised was an improvement on relying simply on his memory of the meeting.</p> <p>The meeting mainly discussed the Q1 performance reports, there were no areas of concern.</p> <p>Members also discussed the Rent Arrears Policy and the Unacceptable Behaviour Policy in detail.</p> <p>G Mattu advised that G Kennedy had changed the layout of a number of the performance reports, some of which were now in colour with diagrams, this made them clearer and easier to understand.</p> <p>6. Policy Updates <u>6.1 Rent Arrears Policy</u> Policy was discussed in detail by the Services Sub Committee members last week, there are no major changes Members approved the Rent Arrears Policy</p> <p><u>6.2 Unacceptable Behaviour</u> Policy was discussed in detail by Services Sub Committee members. M Menabney advised that the policy included a final stage of appeal to a committee panel. Members discussed and agreed that three would be a good number, that way there could not be a tied decision.</p> <p>It was agreed that should a panel be required, the Chair or other office bearer would participate with two available members.</p> <p>Members approved the Unacceptable Behaviour Policy.</p>	<p>GK</p> <p>MM</p>
--	--	---------------------

<p>7.</p>	<p>Internal Audit Plan 2019 – 22 Committee discussed Quinn’s proposed Internal Audit plan.</p> <p>Proposals were approved as follows: 2019-20 Governance, Finance and Asset Management:</p> <ul style="list-style-type: none"> - Payroll and payments - Regulatory Standards and Assurance - Planned Maintenance, Gas Safety and EESH <p>2020-21 Governance, Finance and Housing Management</p> <ul style="list-style-type: none"> - Financial reporting - Risk Management - Allocations and void management <p>2021-22 Governance, Maintenance and Housing Management</p> <ul style="list-style-type: none"> - Business continuity and disaster recovery - Rent arrears recovery - Responsive repairs <p>G Watson advised that the current year’s programme was scheduled to commence in September. The days allocated to each area of activity could increase or decrease depending on whether any unforeseen issues arose during the audit process.</p> <p>Members were pleased to note Assurance and Regulatory Standards would be included in the programme as this would provide external validation to the Association’s processes.</p>	<p>GW/MM</p> <p>SMT</p>
<p>8.</p>	<p>Q1 Complaints Summary M Menabney discussed her report on the Q1 Complaints.</p> <p>M Menabney discussed the different categories of complaints and advised that we would be slightly changing how complaints are recorded in future to separate issues that are outwith the Association’s direct control. This will ensure complaints about YHA’s direct services are more accurately monitored.</p> <p>Members noted the contents of the report.</p>	
<p>9.</p>	<p>2019 Assurance Statement M Menabney discussed her report on the 2019 Assurance Statement. Members noted the following outstanding issues:</p> <p>Standard 1.2 – Standing Orders will be updated and presented to members in September</p>	

	<p>Standard 2.1 – Publication Scheme, updated guidance has just been issued by SFHA. The Governance and Finance Sub Committee is discussing the scheme in detail. Final version will be complete in October.</p> <p>Standard 4.5 – Internal Audit, members have approved the Internal Audit plan this evening. M Menabney asked for volunteers to form an internal audit panel. R Winning & H Fitzgerald kindly volunteered to meet with the Auditors when required.</p> <p>Standard 6.7 – Appraisal of Chief Executive. Due to time constraints it was agreed that H Fitzgerald would undertake the Appraisal this year. R Winning and M Green asked if they could receive the necessary training to be able to do this in future years. H Fitzgerald will arrange a suitable date and time for the appraisal in the next few weeks.</p> <p>Assurance Statement - Members discussed and approved the Draft Assurance Statement.</p>	
<p>10.</p>	<p>2019 AGM M Menabney discussed the report for the 2019 AGM.</p> <p>Items 1 – 5 are standard procedure for our AGM.</p>	<p><i>MM</i></p>
<p>11.</p>	<p>G McEwan will require to be nominated by another member in time for the deadline for Nominations.</p> <p>It is proposed this year to have two Guest Speakers. David Allan from DA Hawks and also Lee Grant from the community council to discuss the Cycle Village plans.</p> <p>Members approved this and both would be invited to attend the AGM and give a short presentation.</p> <p>Membership Applications/Cancellations</p> <p><u>Applications</u> None</p> <p><u>Cancellations</u> Cancellations were noted from:</p> <p>M Brown 46 Overnewton Street 1/2 – Share 276 – Moved Away M Toner 9 Arthur Street 3/2 – Share 397 – Moved Away</p>	<p><i>AB</i></p>

12.	<p>Report from GWSF R Winning advised that the AGM was this evening, unfortunately he has had to step down from the board due to work commitments. Members agreed that he would be a great loss to the GWSF board and thanked him for his time and efforts.</p>	
13.	<p>Report from SFHA None</p>	AB
14.	<p>Report from EVH B Docherty advised that the next meeting would be in September. M Menabney advised that the EVH Monthly report could be circulated amongst any members who wish a copy.</p>	
15.	<p><u>AOCB & Date of Next Meeting</u></p> <p><u>AOCB</u></p> <p>H Fitzgerald asked if any members would object to her continuing to attend the Chairs Network meetings, she advised that there were a number of former chairs who regularly attended. Members agreed that this would be fine.</p> <p><u>Date of Next Meeting</u></p> <p>AGM – 12th September in Overnewton Centre at 7pm</p> <p>Management Committee 19th September at 6pm</p> <p>No further business was discussed and meeting closed at 7:20pm</p>	

Signed as a Correct Record Chairperson