

YORKHILL HOUSING ASSOCIATION LTD

Minutes of Management Committee meeting held on Thursday 24th October 2019 in the Association's office at 1271 Argyle Street

Present: M Green (Chair), C Armstrong, R Winning, G McEwan, Y Alexis, M Harris, J Sullivan, G Mattu, N McPherson, P Braat (All items excluding 7)

Apologies: H Fitzgerald, P Marsden, B Docherty

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

1.	<p>Welcome and Apologies</p> <p>M Green welcomed everyone to the meeting and apologies were noted.</p> <p>Members agreed to leave items 6 & 7 to the end of the meeting as these would require the most discussion.</p>	
2.	<p>Declarations of Interest</p> <p>None</p>	
3.	<p>Minutes of last meeting 19th September 2019</p> <p><u>2.1 Amendments</u></p> <p>None</p> <p><u>2.2 Approval</u></p> <p>Minutes were proposed as correct by G McEwan and seconded by R Winning</p> <p><u>2.3 Matters Arising</u></p> <p>None</p>	
4.	<p>Reports from Sub Committees</p> <p><u>4.1 Services (Housing Management) 17th October 2019</u></p> <p>G Mattu presented the summary report on matters discussed by the Housing Management Sub Committee.</p> <p><u>Monitoring Reports</u></p> <p>The meeting discussed the Quarter 2 performance reports, there were no area of concern noted.</p>	

	<p><u>Bulk Uplift</u></p> <p>Members had also discussed the ongoing Estate Management issues related to bulk uplift and missed bin collections. Members were keen to see options brought forward for the Association to provide a bulk uplift/pull out service as this has been discussed for many years.</p> <p>M Menabney explained that this was a question that was being asked as part of the residents' survey, to see what appetite there was for it amongst residents, particularly owners. It was not an activity that should be funded from rental income given the majority of residents were private owners. Any service provided by YHA would have to be charged out to owners and this legally required prior consent.</p> <p>It was noted P Hollinsworth has joined a working group with the GWSF to discuss these issues, as it is a city wide problem.</p> <p><u>Domestic Waste Disposal</u></p> <p>P Braat advised that the Cleansing department have been having teething issues regarding the new routes and moving to the 8/16 day collection rota. However there have been problems for some time before this and they need to accept this. The timescales for bulk uplift are 28 days however they do try to collect it much sooner. Members confirmed that this was not the case and bulk waste has often been lying out for far longer than this.</p> <p>M Krupa confirmed that we had expected the metal bins to have been removed and replaced with the green wheelie bins this week but that doesn't seem to have happened. P Braat asked if someone could confirm to him the addresses we had expected the bins to be replaced and he would look into this for us. M Krupa advised that she would do this.</p> <p><u>Policy Reviews</u></p> <p>G Mattu advised that members discussed and approved the Anti-Social Behaviour policy and also the Tenant Engagement policy. M Menabney apologised to members as these should have been distributed with the papers so that they could be ratified by the entire committee. It was agreed that copies would be distributed and members were to contact M Menabney by Friday 1st November should they have any comments/questions.</p> <p>Policies ratified subject to any comments being received before 1st November 2019.</p>	<p>MM</p> <p>MM</p>
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5.	<p>Internal Audit Report (Governance) M Menabney presented the report from Quinn Internal Audit Services on their recent audit of the Association's Assurance Compliance.</p> <p>The report confirms that we are fully compliant with all requirements, all audited areas were considered low risk. The only action point noted was that staff and committee expenses should be reported annually. Members noted an expenses report was included on the agenda.</p> <p>A separate report on their findings from the internal audit of payroll and payments would come to the next meeting.</p> <p>Members noted the contents of this report.</p>	GW
8.	<p>Committee Induction Programme M Menabney presented her report on the Induction Programme for new members. She advised any member could attend any session if the topic was of particular interest.</p> <p>G McEwan advised that there are a few sessions he would be interested in attending.</p> <p>M Menabney advised that unfortunately she will have to cancel the session on Wednesday 30th October and will re-arrange this directly with those members attending.</p>	MM
9.	<p>Q2 Complaints Report M Menabney presented her report on the Q2 complaints. She confirmed that in future the report would also include information on complaints about anti-social behaviour. These are recorded by staff but are not processed within the CHP procedures.</p> <p>Members noted the contents of this report.</p>	MM
10.	<p>Q2 Expenses Report M Menabney's report on committee and staff expenses was noted. Members discussed the report and agreed that as amounts were low they only needed to see this report annually in future.</p>	
11.	<p>Membership Applications / Cancellations</p> <p><u>Applications</u> None</p>	

	<p><u>Cancellations</u> None</p>	
12.	<p>Report from GWSF None</p>	
13.	<p>Report from SFHA None</p>	
14.	<p>Report from EVH None</p>	
15.	<p><u>AOCB & Date of Next Meeting</u></p> <p>15.1 <u>Windows/Stonework</u></p> <p>M Menabney advised that P Hollinsworth has been seeking consultants to project manage two investment contracts:</p> <ol style="list-style-type: none"> 1) Replacement Windows/Stonework Repairs at 1291 – 1317 Argyle Street 2) Replacement Windows at Overnewton Court. <p>Three companies have been interviewed and are submitting proposals this week. P Hollinsworth has asked if Committee will delegate authority to the Services Sub Committee on 31st October 2019 to make a decision on appointing a consultant for both projects.</p> <p>Committee agreed.</p> <p><u>Date of Next Meeting</u> Thursday 14th November 2019 at 6pm</p>	PH
6.	<p>2019 Assurance Report</p> <p>M Menabney presented two versions of the 2019 Assurance Statement and summarised the supporting evidence. Members agreed that version two provided more information and this was to be used as the Assurance Statement for 2019.</p> <p>M Menabney advised that the evidence bank backing up the Assurance Statement has been verified by the internal auditor. The evidence bank is too large to be printed, but an electronic copy can be circulated amongst members for information.</p> <p>M Green signed the statement and Committee authorised M Menabney to submit it to the Regulator.</p>	MM

<p>7.</p>	<p><i>P Braat left the meeting at 7:25pm</i></p> <p>Freedom of Information Act</p> <p><u>7.1 Policy</u> Members discussed and approved the Freedom of Information Policy. M Menabney was authorised to submit it to the Scottish Information Commissioner.</p> <p>It was agreed that the quarterly monitoring reports should initially be submitted to the full Management Committee.</p> <p>M Menabney advised that although the Association would publish a charging schedule, at least in the interim we planned not to charge until we gauge the volume of enquiries. Members agreed.</p> <p><u>7.2 Compliance Checklist</u> The compliance checklist was noted.</p> <p><u>7.3 Guide to Information</u> The Guide to Information was discussed and approved by members.</p> <p>It was noted that information was still required from some members for the Committee Biographies section.</p> <p>Members agreed that a simple statement stating that governing board members do not receive any remuneration would suffice.</p> <p>M Menabney advised that the policies just tabled had not been circulated in advance. She requested members read and provide comments before Friday 1st November.</p> <p>Committee approved the following policies subject to any comments as above:</p> <ul style="list-style-type: none"> - Electrical Safety - Legionella Prevention - Asbestos Management <p>M Menabney advised that in the next newsletter we would be asking residents to review the information that is on the website.</p> <p>No further business was discussed and meeting closed at 8:00pm</p>	<p>SP</p>
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Signed as a Correct Record Chairperson