Report to: Virtual Management Committee 15th April 2021

Prepared by: Marion Menabney, Chief Executive

Subject: AGM and Management Committee Election 2021
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1. Introduction

The purpose of this report is to provide guidance to the Management Committee on its role in fulfilling its constitutional obligation to arrange an Annual General Meeting of the members of Yorkhill Housing Association.

The membership has three key tasks to perform at the AGM:
- To receive the Association's audited annual accounts for 2020-21
- To appoint the external auditors for the financial year 2021-22
- To elect the Association's Management Committee

The Association's adoption of the 2020 SFHA Model Rules last year mean that the AGM may be arranged as a virtual meeting if Committee choose.
Given the ongoing uncertainty of the Covid-19 restrictions, it is recommended that the 2021 AGM is arranged for 16th September via Zoom.

2. Annual Accounts

The completed accounts for 2020-21 will be prepared by Azets Accountants (formerly Scott-Moncrieff) and presented to the Management Committee for approval on 12th August 2021.

3. Re-appointment of Auditors

Committee is requested to agree that the Association's current external auditors Azets are recommended to the membership for re-appointment.

4. Election of Management Committee

All housing associations must follow the procedures prescribed within their Rules when electing the organisation's Management Committee.

The Management Committee must also ensure that regulatory standards are met in relation to governing body structure and competence.

These procedures must be clearly explained to all committee members and recorded in the minutes of the meeting decisions were made. This report reflects the legal and regulatory compliance requirements.

4.1 Regulatory Compliance: Objectivity

Any governing body member who has been in place for nine years or more must demonstrate their ability to bring competence, objectivity and independent challenge to their role. The Association's annual committee appraisal process is undertaken by an external organisation to seek and obtain this assurance in relation to all serving members.

The 2020-21 committee appraisal process was delayed due to the pandemic and has only recently been completed. Olwyn Gaffney from SHARE will attend the May meeting to confirm the current Management Committee's competence and compliance with the Scottish Housing Regulator's requirements.

4.2 Rule Compliance: Management Committee Places
The Management Committee requires a minimum of seven members. The maximum permitted number is 15.

4.3 Rule Compliance: Annual Retirals
Every year, a third of elected members must stand down. Provided a retiring member is still eligible for committee membership, he or she may stand again for election. Retiring members do not require formal nominations to stand for re-election.

These retirals are rotated according to the individual length of service since last elected to Committee.

This year there are 10 elected members on the Management Committee requiring 4 retirals.

There will be 9 places available at the election.

4.4 Co-opted Committee Members

Co-opted members are appointed at any time during the year, until the Annual General Meeting following their co-option.

The maximum number of co-optees allowed is one-third of elected members, providing the overall total does not exceed 15.

Co-optees have to stand down. If they are members they may stand for election. There is one co-optee on this year's committee:

- Cllr Philip Braat (not a member)

4.5 YHA Management Committee Election Rota

Year Last Elected					
2020	Colin Armstrong	Billy Docherty	Bob Winning	Neil McPherson		
2019	Helene Fitzgerald	Malcolm Green	Grant McEwan	Michael Harris	Janette Sullivan	Yvonne Alexis
2018	Billy Docherty	Gurmeet Mattu	Paul Marsden			
2017	Nina Hepburn	Gurmeet Mattu	Robert Winning			

The longest serving members since last elected are Paul (2018) and Gurmeet (2018), two further retirals are required from the members elected in 2019.

<u>4.6 Rule Compliance: Committee Membership Eligibility</u>
Any member of the Association aged 18 or over may stand for election to the Management Committee provided

a) He/ she is not bankrupt or potentially insolvent

b) He/she has a reasonable expectation of being able to regularly attend committee meetings for the 12 months following the AGM

c) He/she is not in prison or been convicted of a crime of dishonesty

d) He/she is not involved in civil proceedings by or against the Association

e) He/she agrees to be bound by the Committee Code of Conduct and the Governance procedures of Yorkhill Housing Association

f) There is no other actual or potential conflict of interest

<u>4.7 Rule Compliance: Nominations for Committee</u>
Nominations for the Committee must be in writing and must give the full name, address and occupation of the member being nominated.

Nominations must be signed by and include a signed statement from the member being nominated to show that they are eligible to join the Committee in accordance with Rules 38.4 and 44, and that they are willing to be elected.

Nominations must be delivered to the Secretary (physically or virtually) or left at our registered office at least twenty-one days before the general meeting.

Retiring members may stand for election without being nominated, a statement confirming their willingness to stand is sufficient.

5. Membership of Yorkhill Housing Association
A quorum of 10% of members in attendance is required for the AGM. As at 31st March 2021 the total membership is 115.

6. Summary and Recommendations
Members are requested to note the contents of this report and approve the following actions:

- A virtual AGM to be arranged for 16th September or an alternative evening that week subject to Auditor's availability

- The re-appointment of Azets (formerly Scott-Moncrieff) as auditors for 2021-22 is recommended to the membership

- Management Committee members retire as highlighted in Section 5

- Retiring members confirm willingness to stand for re-election to the Chief Executive

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