

Yorkhill Housing Association Limited
Minutes of the Virtual Management Committee meeting
8th October 2020 through Zoom

Present: M Green (Chair), R Winning, C Armstrong, H Fitzgerald,
B Docherty, M Harris, N McPherson, Y Alexis, G Mattu.

Apologies: P Marsden.

In Attendance: M Menabney (Chief Executive), P Hollinsworth (Director of Property Services, S Pattison (Compliance Manger) – Minutes

1. Welcome and Apologies

M Green welcomed everyone to the meeting.

Apologies were noted.

2. Minute of the Meeting of 20 October 2020

2.1 Amendments

There were no amendments to the minute.

2.2 Approval

The minutes were unanimously accepted as accurate and signed off by M Green.

2.3 Matters Arising

Item 7- Model Rules 2020

In response to a member's query, M Menabney clarified that Rule 20 permitted meetings of any kind to be held virtually; and Rule 11.3 referred to any type of general meeting.

3. Minutes of the Special MC meeting of 17 September 2020

3.1 Amendments

There were no amendments.

3.2 Approval

The minutes were unanimously accepted as accurate and signed off by M Green.

4. Declarations of Interest and 2020-21 Register

There were no declarations of interest. Members were reminded to complete and return the form that had been sent electronically with the meeting papers.

5. Governance Structure 2020-21

5.1 The Chief Executive provided a presentation on all of item 5.1 to support the documents circulated in advance of the meeting. This covered:

- Standing Orders
- Roles and Remits (Office bearers, senior staff, committees)

The following issues were discussed and noted:

- Many of the Association's previous practices are now a requirement, reflecting the Regulator's increased focus on strong governance
- New Rule Model now incorporates key aspects of revised regulatory framework
- SFHA Code of Conduct is now part of the rules
- Management Committee Register information requires to be signed by all committee members
- Management Committee's strategic role and role with regard to operations at a strategic level is reflected in the spirit and content of the rules
- Senior Officer's 2020 appraisal will be undertaken by Chair and Treasurer
- Chief Executive's accountability is to committee collectively, not to individual members
- Chair and Secretary are legal requirements; vice chair and treasurer optional
- All office bearers must be elected annually by Committee
- Duration of service for Chair is prescribed by rules as a maximum of 5 years office bearers
- No maximum service is prescribed for other office bearer roles
- Administrative staff are Secretary's resources
- Members register monitored regularly by management committee
- Committee succession planning is required
- Sub-committee structure ensures performance is regularly monitored across all business activities
- Regular review of policies, procedures and financial regulations ensures committee members can be confident all Assurance requirements are met

The Treasurer raised the issue of electronic payment monitoring. To be discussed at Governance and Finance Sub-Committee on 5th November 2020.

5.2 Approved signatories

5.2.1 Existing signatories and relevant full business authorities confirmed as follows:

Cheques/BACS

Helene Fitzgerald, Treasurer

Robert Winning, Secretary

Billy Docherty, Committee Member

Malcolm Green, Chair

Colin Armstrong, Vice-Chair

M Menabney, Chief Executive

P Hollinsworth, Director of Property Services.

5.2.2 SHR Portal

M Menabney, Chief Executive

P Hollinsworth, Director of Property Services

G Watson, Finance Manager

5.2.3 FCA Portal

M Menabney, Chief Executive

G Watson, Finance Manager.

5.2.4 OSCR

M Menabney, Chief Executive

G Watson, Finance Manager.

5.2.5 Loan Documents

R Winning, Secretary

M Menabney, Chief Executive

P Hollinsworth, Director of Property Services.

5.2.6 Investment/Saving Accounts

M Menabney, Chief Executive

P Hollinsworth, Director of Property Services.

5.2.7 Routine on-line banking

Finance Officer

Compliance Manager.

5.2.8 GCC Funding

M Menabney, Chief Executive,

Director of Property Services,

P Hollinsworth, Property Services Manager

G Watson, Finance Manager.

5.3 Tender openers

Confirmed as follows:

M Green,

B Docherty,

G Mattu.

5.4 Representatives for External Organisations

5.4.1 EVH

B Docherty agreed to continue as representative.

5.4.2 GWSF

Y Alexis agreed to take on the role of committee representative

5.4.3 SFHA

No nominations at this time

5.5 Committee Code of Conduct

Individual signing required. Hard copy or electronically due to current restrictions to be sent to Aileen Brown, Governance Assistant

5.6 Co-options 2020-21

P Braat has agreed to continue as a co-opted member of committee.

6. Governance/Compliance

6.1 Statutory Annual Returns

The Finance Manager's report was discussed by Committee. Members noted all regulatory and statutory returns for 2020 had been approved and submitted on time to SHR, FCA, OSCR and SHAPS.

6.2 SHR Monthly Covid Returns June-Sept 2020

M Menabney presented a summary of YHA's monthly returns alongside sector outcomes, sourced from SHR's Dashboard information. Members noted YHA had not recorded any staff absences, furlough, court actions, or NoPs since lockdown.

It was also noted that the Association's rent arrears were slightly above the sector average, but this was due to in part to YHA's low stock numbers which would affect percentage figures.

Members discussed the allocations that had been made since June, and had a brief discussion on the Council's current request for 90% of allocations to be reserved for homeless referrals. It was felt that the small number of YHA properties combined with the high demand would have a significant adverse effect on tenants and existing waiting list applicants if the Association were to agree to this request. Members asked that the Housing Services Manager submit a report to the next sub-committee meeting to enable more detailed discussion.

The Chair asked the Chief Executive to pass on Committee's thanks to staff for their ongoing hard work and commitment.

6.3 2020 Assurance Statement

Committee discussed the content and format of the 2020 submission and agreed to adopt the same format as the previous year.

M Menabney advised that the evidence bank was being updated as an ongoing procedure, although the pandemic situation had interrupted the reporting schedule that had been in place.

A report with relevant evidence references will be presented to the November MC meeting.

6.4 Committee Annual Appraisal 2019-20

P Hollinsworth presented her report which summarised the appraisal findings as reported by Share to Committee in February, and included action points for approval.

Members noted that the appraisal outcomes included confirmation the management committee had the required skills, knowledge and competence to manage the Association's affairs as required by SHR's Regulatory Standards.

Members confirmed receipt of Individual Learning Statements.

P Hollinsworth reviewed the areas highlighted in Share's report and members agreed dates for action as follows:

Governing Body Roles and Remits

MM's presentation covered roles, further external training can be arranged if required

Information on Tenants and Consultation Strategies

Data will be extracted from 2020 Resident Surveys for discussion

Committee Succession Planning

To be discussed at MC March 2021

Risk Management

P Hollinsworth reminded members of ongoing Risk Register updates for all business areas and queried the responses highlighted in Share's report. Members agreed that the way certain questions within the appraisal process may have led to some confusion. P Hollinsworth will raise this with Share.

Senior Staff Appraisal

Appraisal policy is due for review. Managers' appraisals arranged for during November. A date for Chief Executive's appraisal to be arranged.

Severance Policy

M Menabney advised that the reasons for employment termination (resignation, dismissal, redundancy) were covered by policy and terms of employment, and the Association did not have a separate policy on severance.

M Green advised he had asked the Chief Executive to research this issue and make a recommendation to Committee in due course. He had requested a template from Glasgow City Council to assist with this.

Sector Good Practice/ Committee Training

Committee training programme to be reviewed and will include Rent Setting and Equalities

6.5 Registration of 2020 Rules – Progress

M Menabney advised registration with FCA had been delayed due to difficulties registering with new FCA Portal. In the meantime all documents were ready for submission to SHR.

7. **Membership Policy Update**

Approved - unanimously accepted

8. **Membership Applications/Cancellation**

One application received – No information on form explaining applicant's interest in YHA – decision deferred till next meeting.

9. **Report from EVH**

Nothing in particular to be brought to Committee's attention. B Docherty handed his report into the Association's office.

10. **Report from SFHA**

No representative at present.

11. **Report from GWSF**

No representative at present

12. **AOCB and Date of Meeting**

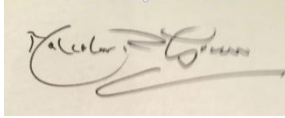
12.1 **40 year service** – Chief Executive/Director of Property Services.

The Treasure proposed that the Association give £100 pounds to each of the officers to purchase a gift from the Association to recognise their contribution to the organisation over the last 40 years. The Chief Executive said she would speak to the Finance Assistant regarding this. M Menabney and P Hollinsworth advised members they had both received commemorative bowls from YHA

Date and time of next meeting

12 December 2020.

Signed as a Correct Record

A handwritten signature in black ink on a light-colored rectangular background. The signature is cursive and appears to read "Valerie G. [unclear]".

Chairperson