

Yorkhill Housing Association Limited

Minutes of the Virtual Management Committee meeting 10th December 2020

Present: M Green (Chair), R Winning, P Marsden, G Mattu
 B Docherty, M Harris, N McPherson, Y Alexis, B Docherty,
 N McPherson, P Braat, C Armstrong

Apologies: H Fitzgerald

In Attendance: M Menabney (Chief Executive), P Hollinsworth (Director of Property Services, Stewart Pattison (Compliance Manager), Gary Watson (Finance Manager) Linsey Caldwell (Governance Assistant) Minutes

1. **Welcome and Apologies**

M Green welcomed everyone to the meeting.

Apologies from H Fitzgerald were noted.

2. **Minutes from MC meeting October 2020**

2.1 Amendments

None

2.2 Approval

The minutes were unanimously accepted and approved for signing off by M Green.

2.3 Matters Arising

None

3 **2020 Landlord Report**

Report prepared by M Menabney. The report shows the information submitted to SHR in July for 2019/20. This will be issued to all residents with the newsletter. MC approved.

MM

4 **Draft Budget 21/22**

Presented by G Watson.

G Watson confirmed that due to the uncertainty within the sector some costs were estimated and would be more accurate in the final budget in March 2021.

GW

Staffing

Staff costs are based on a 1% salary increase but this is not yet confirmed by EVH. Housing Officer salary regrades & Homeworking allowance is also included.

The Pension deficit payment is also reflected at around £740k.

Bulk Refuse

Repair costs include provision for bulk uplifts which will be chargeable from 2021.

The Bulk Uplift service was discussed at length. and PH confirmed that GCC's service had been reviewed and new charging procedures would be introduced in early 2021.

A member commented that some RSL's in the East End employ contractors to combat the bulk issue .Members were reminded that the residents' survey responses had indicated a majority of owners and tenants did not wish to pay YHA for an uplift service.

The figure in the budget is currently an estimate as the impact of the proposed GCC charges is not yet known.

PH was asked to prepare a report for the Property Services sub-committee with possible options that could be considered. MM added that the options have to be discussed thoroughly as the charges and itemising could prove very problematic for tenements in comparison to main door properties.

PH

Rents

G Watson confirmed that there was no increase in rent reflected in the budget due to the MC decision to freeze the rent for 2021/22. Overall the accounts are healthy and there is no impact on the Covenants.

MM added that the recent information from GWSF confirmed that the average rent increase across RSL's in Glasgow is 1.1% with 4 RSL's not increasing rents at all, one of which is YHA.

The Draft budget was approved.

5 Report on fire safety at 46 Overnewton Street

Report presented by S Pattison.

Following a call out on 1.12.20 the fire brigade had expressed some concerns about some residents not following the fire safety procedures at 46 ONS.

There is a 'stay put' policy in place with all residents being asked to remain in their flats should the fire alarm sound. However, the Fire Officer had reported some residents were gathered within the common area when he had attended the call.

A member suggested that the policy was not clear and that many residents would be unaware of the policy and procedures.

S Pattison confirmed that all residents have been informed on numerous occasions, the information is on the noticeboard and everyone has received reminders. He suggested that a timeline of meetings could be arranged with YHA staff, the fire brigade and some residents from the complex.

A member enquired if the fire alarm could be turned off manually due to the noise level and length of time it sounds for. S Pattison advised that this was not possible for safety reasons. The alarm can not be turned off until the fire brigade say so.

Two members who are residents within the complex expressed interest in being involved in future meetings and discussions, S Pattison will arrange this.

SP

MC approved.SP's report

7 Policy Update: Attendance and Absence Management

MC approved.

8 Membership Applications/Cancellations

None

9 Feedback from training events

9.1 SHARE Governance Conference 25th and 26th November

Conference held over 2 half days via Zoom.

Attended by MM and PH who found it very useful.

Virtual sessions had been held on

- Assurance issues arising from Covid
- Governance vulnerabilities and warning signs

- Strategic planning challenges during Covid
- Virtual meetings and remote services

9.2 EVH Appraisal Training 2nd December

This training was attended by five managers from YHA, to increase knowledge and awareness of the appraisal process.

Feedback from managers was positive, particularly those who had not been involved in appraisals previously.

9.3 In-house SHARE Committee Roles and Remits 3rd December

Facilitated by Stuart Eglinton, Consultant

Eight members attended. All agreed that the session was very interactive and worthwhile.

PH advised that feedback was received from Stuart Eglinton following the training. He felt that the MC were aware of their roles but some found the EVH jargon unclear at times. MM advised that there was a book available called the Jargon Journal and would look into getting some copies for MC.

MM

His feedback also included recommendations for further discussion by Committee on:

- Reports from staff
- Succession planning for Committee
- Potential development options
- Training needs for committee members

10 Report from EVH

None

11 Report from SFHA

None

12 Report from GWSF

A member reported that she had attended the governance group virtual meeting.

Issues discussed included:

- Challenges experienced by some RSLs in attracting new committee members, particularly tenants who might lack confidence in participating in discussions and decision making

- Some associations are providing iPads to committee members to ensure no one was excluded from participating in virtual meetings

Members agreed that future recruitment of local members should take note of these issues. It was felt the current combination of resident/non-resident committee members was healthy and provided the Association with an appropriate mix of knowledge and experience.

13 AOCB

13.1 Fallen Masonry

PH informed MC of an issue of fallen sandstone on the corner of Overnewton Street and Blackie Street on 3rd December. PH attended and cordoned off the area. Building control have been informed but to date we have not received a reply. A cherry picker was on site the following day and the repair carried out. No-one was injured and there is no evidence to suggest cause for concern in relation to the overall property.

13.2 Schedule of Meetings

MM requested that the dates for the January sub-committee meetings are all postponed for one week to allow staff to prepare reports following the Xmas and New Year holidays. MC agreed. MM

13.3 Committee Training

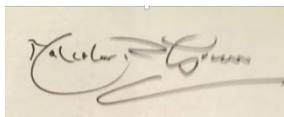
MM advised members that she would arrange one to one coaching sessions for any individual who required further assistance with using IT or Zoom. MM

13.4 Annual Christmas Dinner

A member suggested that as the usual festive night out was not possible this year, consideration might be given to an alternative way of thanking staff for their hard work during a particularly challenging year. Committee delegated this to the Chief Executive for further thought and action. MM

Meeting ended at 7.40pm, next meeting 6pm on 11th February 2021 via Zoom.

Signed as a Correct Record



Chairperson

