

YORKHILL HOUSING ASSOCIATION LTD

Minutes of Management Committee meeting held on Thursday 13th February 2020 in the Association's office at 1271 Argyle Street

Present: M Green (Chair), G Mattu, B Docherty, G McEwan, J Sullivan, M Harris, C Armstrong, B Winning, N McPherson, P Braat (Until Item 6)

Apologies: H Fitzgerald, P Marsden

In attendance: M Menabney (Chief Executive), G Watson (Finance Manager), M Krupa (Senior Housing Assistant) (Mins) Olywn Gaffney (Share) (Until Item 6)

1.	<p>Welcome and Apologies M Green welcomed everyone to the meeting and apologies were noted. Olywn Gaffney was in attendance to present the draft Committee Appraisal report and also observe Committee members during the meeting.</p>	
2.	<p>Declarations of Interest None</p>	
3.	<p>2019 Committee Appraisal Report Olywn Gaffney from Share presented the Committee Appraisal Report. She advised that the Appraisals were carried out through questionnaires and one to one interviews, although the three new members won't have their first appraisal until next year.</p> <p>Olwyn advised that Committee need to consider committee succession. The interviews showed that only one member was interested in becoming an office bearer and four members were unsure if they would continue on the committee for more than 3 years.</p> <p>Interviews showed that collectively members have a lot of knowledge and experience relevant to the Association's activities.</p> <p>During one to one interviews members all agreed that they regularly question Senior Staff; this is shown in the minutes of the committee meetings.</p>	

Members discussed the Senior Officer Appraisal process and how Committee didn't really receive any feedback following this except to confirm that it had been completed.

Following discussion members thought it appropriate that they have input into the questions for future appraisals and also receive a verbal update following the appraisal. Olwyn confirmed there is no standard template for RSLs, and it is up to each management committee to decide the best process for their own organisation.

She advised that all members will receive individual learning statements, which they should keep up to date and reminded members that learning doesn't need to be formal training.

Olywn confirmed that overall all members were doing a great job; there are areas for improvement but no areas of concern.

4. Minutes of last meeting 12th December 2019

4.1 Amendments

None

4.2 Approval

Minutes were proposed as correct by R Winning & seconded by C Armstrong

4.3 Matters Arising

6. Reports from Sub Committees

6.1 Housing Management 16th January 2020

G Mattu discussed the Summary Report from the Housing Management Sub Committee. The meeting mainly discussed the quarterly performance reports, there were no areas of concern noted.

The Void Management Policy and Housing Management Risk Register were discussed by members and are included in tonight's papers for ratification.

Members discussed and approved the Void Management Policy. The Equalities Impact Statement was considered and a short discussion took place. M Menabney queried why all groups had been highlighted in the statement and was advised the sub-committee had requested this. Further discussion on the purpose and process of impact statements will be included in future agendas.

The Housing Management Risk Register report was read and approved.

6.2 Governance and Finance 23rd January 2020

G McEwan discussed the summary report from the Governance and Finance Sub Committee.

The meeting discussed the quarterly monitoring reports. No areas of concern were noted.

It was agreed that staff would pursue regular quarterly reports from Glasgow West Housing Association and Drumchapel Money Advice for the Welfare Rights & Money Advice services they provide.

6.3 Property Services 30th January 2020

G Mattu discussed the Summary report from the Property Services Sub Committee.

Quarterly performance reports were discussed, no areas of concern were noted.

The cyclical and capital programmes for the current year were also reviewed with progress updates on contracts.

The sub-committee also noted the Factoring Risk Register update.

P Braat left the meeting at the 7:40pm
Olywn Gaffney left the meeting at 7:40pm

5. Progress Report from the Pensions Working Group

G McEwan presented his report on the Pensions Working Group's progress, advising productive discussions were ongoing.

He confirmed that the final recommendation to Committee would likely be a proposal to terminate both existing schemes in favour of a standard DC scheme. It was also confirmed that not all staff are happy with the direction of the discussions. G McEwan stressed that it was not a negotiating group, but that the final decision would rest with the Management Committee.

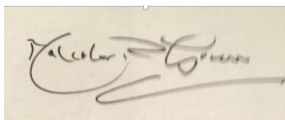
A Special Management Committee meeting will be held on the 12th March 2020 to allow all members to fully consider the group's proposals and make a final decision.

<p>7.</p>	<p>Finance Manager Reports</p> <p><u>7.1 Progress Report on IT Review</u> G Watson reported that following a Quick Quote tendering process and interviews, Bromley Consultancy Services had been appointed.</p> <p><u>7.2 Internal Audit Report – Payroll & Processing</u> G Watson discussed the Internal Audit Report on Payroll and Processing.</p> <p>The Auditor found no issues of concern in Payroll but a few areas of improvement had been identified in Payments.</p> <p>Due to the size of the Association it's not possible for there to be complete segregation of duties between sections as the Auditor has suggested, but processes are in place that ensure processing, checking, authorising and posting duties are undertaken by different individuals in accordance with our Financial Regulations.</p> <p>The audit report highlighted a concern that one person could process an electronic payment completely without a second person authorising the payment. The Finance Manager is in discussion with Bank of Scotland to have this rectified as soon as possible.</p> <p>The Auditor also recommended that the Association move to a BACS payment system as soon as possible. Members approved this last year and staff will be progressing this as soon as possible. Setting all suppliers up for electronic payments will require significant staff time. Members noted the transition could take a few months. All cheque signatories will need access to the system.</p> <p>Members approved all actions to be progressed.</p>	
<p>8.</p>	<p>2019 Residents Survey Update M Menabney presented S Pattison's report on the Residents Survey Update.</p> <p>Three focus group meetings are planned, two for tenants and one made up of owners. These are scheduled for early March. It's hoped that following these enough people will be interested in forming ongoing discussion groups to engage with the Association to discuss policy and practice across a range of activities.</p> <p>R Winning advised he could attend discussion groups to possibly encourage new members.</p>	

9.	<p>Health & Safety Risk Register Members discussed & approved the register update.</p>	
10.	<p>Tender Report – Cleaning Services (46ON St) M Menabney discussed the report prepared by G Kennedy & R Calvert which noted one quote had been opened later than the others due to an administrative error.</p>	
11.	<p>Due to the cost quote being higher than the others there was no effect on the final outcome of the quotation process, but staff have been reminded to follow procedures with vigilance.</p>	
11.	<p>Q3 Complaints Report M Menabney presented the Q3 Complaints report.</p> <p>It was agreed to reinstate the summary of learning outcomes and examples of typical complaints.</p> <p>Noted that the next newsletter will include information on complaints handling in line with the new model guidance.</p>	
12.	<p>Property Services staff will continue to monitor the performance of contractors.</p>	
12.	<p>Strategic Planning Report Members discussed the 2019-20 Strategic Objectives and noted although some objectives had been achieved during the year, the primary objective would remain as new requirements were emerging.</p> <p>One such example was Legal and Regulatory Compliance. Full and ongoing compliance with Fol and Assurance had been completed, but SPSO has just issued a new Model Complaints Handling Procedure, there is a new Charitable Rules Model, and the evidence bank for 2020 Assurance will be developed in the coming months.</p> <p>M Menabney advised she would aim to have the 2020 Plan presented to Committee in April. She has arranged to hold strategic planning days with each section during February and March.</p>	
13.	<p>Membership Applications/Cancellations</p> <p><u>Applications</u></p> <p>None</p>	

	<p><u>Cancellations</u></p> <p>None</p> <p>14. Report from GWSF None</p> <p>15. Report from SFHA None</p> <p>16. Report from EVH EVH AGM due to take place on 6th April 2020 at 6:15pm.</p> <p>17. <u>AOCB & Date of Next Meeting</u></p> <p><u>17.1 Governance & Finance Sub</u></p> <p>As the March Management Committee has been brought forward, a new date is needed for the Governance & Finance Sub Committee Meeting. Members agreed that this meeting should be held on 2nd April 2020.</p> <p><u>Date of Next Meeting</u></p> <p>Management Committee – 5th March 2020</p> <p>Special Management Committee (Pensions) – 12th March 2020</p> <p>No further business was discussed and meeting closed at 8:35pm</p>	
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Signed as a Correct Record



Chairperson