

YORKHILL HOUSING ASSOCIATION LTD

Minutes of Management Committee meeting held on Thursday 14th November 2019 in the Association's office at 1271 Argyle Street

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

Apologies: H Fitzgerald, P Braat

In attendance: M Menabney (Chief Executive), G Watson (Finance Manager), M Krupa (Senior Housing Assistant) (Mins)

1.	Welcome and Apologies M Green welcomed everyone to the meeting and apologies were noted.
2.	Declarations of Interest None
3.	Minutes of last meeting 24th October 2019 <u>2.1 Amendments</u> None <u>2.2 Approval</u> Minutes were proposed as correct by G Mattu & seconded by R Winning. <u>2.3 Matters Arising</u> <u>Policy Reviews</u> G Mattu asked if the Anti-Social Behaviour & Tenant Engagement Policies were now approved. M Menabney confirmed that members had responded to her by email to confirm that they had read these & were happy to approve them. <u>Committee Induction</u> M Menabney confirmed that she held a training session on Wednesday 13 th November 2019 with three members on the Organisation's Structure, those who attended found it useful.

4.

Reports from Sub Committees

4.1 Services (Property Services) 31st October 2019

G Mattu discussed the summary report on the Property Services Sub Committee.

He advised that the meeting mainly discussed the Q2 performance reports, there were no areas of concerned highlighted.

Members discussed renewing the Avian Pest Control Contract.

Members agreed that this method had proved successful over the last three years and agreed that it should be continued. Members asked if staff could investigate if other contractors were available before they approved the renewal of the contract with the current contractor.

M Menabney provided a verbal update following the owners meetings that P Hollinsworth had held today with owners from 1287-1321 Argyle Street.

Owners in the four blocks have agreed to proceed with the Hammer Testing, costs are approximately £3500 per block.

The commercial properties at two of these blocks have the same owner, these properties carry a significant disproportionate share. The owner has expressed interest in having the title deed re-written, however this would require 100% agreement.

The owner is going to pursue this with other owners in the block. This would be a strategic decision to be taken by Management Committee. The Association has had the benefit of small shares for the last 40 years and members agreed in principle it is only right that we give this proposal consideration.

4.2 Governance and Finance 7th November 2019.

M Green discussed the summary report on the Governance and Finance Sub Committee.

The meeting discussed the Quarterly Reports on the Management Accounts, Training, Covenant Compliance, Credit Card Usage and Staff Absence.

Members discussed the Rent Setting Policy, which needs to be fully ratified by this evenings meeting.

Members ratified the Rent Setting Policy.

<p>5.</p>	<p>Eamonn Connelly from EVH will attend the meeting on 5th December 2019 to discuss the Pension Options.</p> <p>Review of IT Systems: Briefing for Consultants G Watson discussed his report on the tender brief for IT Consultants.</p> <p>The consultant will look at the prospect of a new Housing Software System to replace Kypera Hometeam/Financials and also look at replacing the current hardware.</p> <p>N McPherson advised that we should be wary of ruling out staying with Kypera, as moving to a new system is very expensive and also time consuming, whereas we could stay with Kypera and improve the system to meet our needs.</p> <p>G Watson advised that staff use a mixture of PC's and also Thin Clients. N McPherson advised that in his experience Thin Clients are not good. M Menabney advised that the Thin Clients are not popular amongst the staff that use them, and we will be looking at other options as part of this consultancy process. N McPherson agreed to assist staff review any proposals made by the consultant.</p> <p>Members approved the tender exercise to appoint an IT consultant.</p>	
<p>6.</p>	<p>Risk Management</p> <p><u>6.1 Risk Review Schedule 2019 – 20</u> M Menabney discussed her report on the Risk Register Review Schedule, she advised that each register would go to the most appropriate sub-committee or full Management Committee to catch up. Risk Registers should be approved annually and where possible the schedule is set so that no meeting discusses more than one.</p> <p>Members approved the review schedule.</p> <p><u>6.2 Risk Register Update: GDPR</u> M Menabney discussed the GDPR Risk Register prepared by S Pattison. Members noted the contents of the GDPR Risk Register</p>	
<p>7.</p>	<p>2019-20 Budget Review G Watson discussed this year's budget review.</p> <p>Employee costs are showing a large increase due to the Pension Deficit now having to be allocated. However there is only a minimal change in the actual employee costs themselves.</p>	

	<p>Consultancy budget has been increased to take account of the fees for the proposed IT Consultant.</p> <p>G Watson discussed the Triodos Loan Covenant Report, the report confirms that we are fully compliant with all Loan Covenants.</p> <p>Members discussed and approved this year's Budget Review</p>	
8.	<p>2020 – 2021 Rent Increase and Consultation</p> <p>Members discussed the report on the rent consultation proposal and commented on the proposed documents as follows:</p> <ul style="list-style-type: none"> - headings on the pie chart could be re-worded to be clearer, i.e. Management Costs are a mixture of Office Overheads and Staff Costs. Component Replacement is new Kitchens etc. - colours could be clearer on the chart as there are currently three different shades of blue. - other Housing Associations should be named - colours to be removed from rent comparison chart as this could be confusing. - wording of the third paragraph of the letter to say “Last year Yorkhill Residents enjoyed the lowest increase in the West End of Glasgow”. <p>Members approved the consultation documents subject to these minor changes.</p>	
9.	<p>2019 – 20 Management Committee Appraisal.</p> <p>M Menabney discussed P Hollinsworth's report on the Committee Appraisal, the programme is very similar to previous years. Share are yet to confirm which member of staff will be carrying out the appraisals. Share will attend the February Management Committee to observe members as in previous years.</p> <p>M Menabney reminded members that one of the comments that came out of last year's report was that members often undervalued themselves and members should bear this in mind when completing this year's self-assessment questionnaire.</p> <p>Members approved the timeline for the Appraisal Process.</p>	

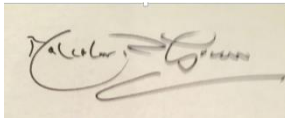
<p>10.</p>	<p>Review of Factoring Charges and Commercial Rent Members discussed P Hollinsworth’s report and agreed with her recommendation in Option 2, to increase all owners’ fees by £5 per annum and the commercial rent at RPI as at October 2019.</p> <p>They agreed with the proposal to keeps floats at the same and also increase the weekly fire alarm testing fee.</p> <p>Members also agreed with the proposal to increase the sales admin fee, however members also questioned if the fee was too low & requested that for next year we ask other RSLs what they charge.</p>	
<p>11.</p>	<p>Strategic Review Weekend Arrangements M Menabney confirmed to members that they should be at the Radisson for 9:30am for a 10am start. Breakfast rolls and a hot lunch will be served. It is planned to finish at 4pm.</p>	
<p>12.</p>	<p>Membership Applications / Cancellations</p> <p><u>Applications</u> None</p> <p><u>Cancellations</u> None</p>	
<p>13.</p>	<p>Report from GWSF None</p>	
<p>14.</p>	<p>Report from SFHA None</p>	
<p>15.</p>	<p>Report from EVH B Docherty advised that he recently went on a visit to the Jelly Piece Club in Castlemilk and found it interesting.</p> <p>G Watson advised that now the CPI figures were known for October the staff salary increase was confirmed as this is the second year of a three year deal.</p>	
<p>16.</p>	<p><u>AOCB & Date of Next Meeting</u></p> <p><u>Services Sub Committee</u> M Menabney asked if any members who are not currently serving on the Services Sub Committee would be interested in joining to try and even up the numbers and avoid inquorate meetings. R Winning confirmed that he would be happy to join.</p>	

Date of Next Meeting

Thursday 12th December 2019 at 6pm.

No further business was discussed and meeting closed at 7:50pm

Signed as a Correct Record

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

Chairperson