

Yorkhill Housing Association Limited

Minutes of the Virtual Management Committee meeting 15th April 2021

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

Apologies: H Fitzgerald

In Attendance: M Menabney (Chief Executive), Gary Watson (Finance Manager),
Linsey Caldwell (Governance Assistant) (Minutes)

1.	<p><u>Welcome and Apologies</u></p> <p>M Green welcomed everyone to the meeting and apologies were noted.</p>	
2.	<p><u>Declarations of Interest</u></p> <p>None</p>	
3.	<p><u>Minutes of last meeting 11th March 2021</u></p>	
3.1	<p><u>Amendments</u></p> <p>None</p>	
3.2	<p><u>Approval</u></p> <p>The minutes were unanimously accepted and approved for signing off by M Green.</p>	
3.3	<p><u>Matters Arising</u></p> <p>None in relation to the minutes from the March meeting, however, MM requested that item 5.2 on this agenda (Internet and Email policy review) be postponed for discussion at a later date. MC agreed.</p>	
4	<p><u>Consultancy Services Proposal - IT Business Systems</u></p> <p>Report by G Watson, Finance Manager was discussed. The report recommends that MC appoint S Bromley to oversee the set-up of the new IT Business System.</p> <p>GW advised that S Bromley has fulfilled his obligations until now, has excellent knowledge and has explained the process in detail. Committee agreed and added that the proposal from S Bromley was presented in accessible language and that he recognises the difficulties faced by staff and the limitations of the current system.</p> <p>MC approved the recommendation.</p>	

5	<p><u>Policy Reviews</u></p> <p>Presented by MM Chief Executive</p> <p>5.1 <u>Notifiable Events</u></p> <p>MC approved</p> <p>5.3 <u>Staff Code of Conduct</u></p> <p>MM advised that there is very little change to this policy but it was due to be reviewed. MC approved.</p> <p>5.4 <u>Alcohol & Drug misuse</u></p> <p>This is a template policy adopted through EVH. MC approved.</p> <p>5.5 <u>Smoke Free policy</u></p> <p>Policy amended as the legislation is no longer new however there are no substantial changes. MC approved.</p>
6	<p><u>SHR Engagement Plan 2021</u></p> <p>For information-The SHR Engagement Plan has been received and confirms that the SHR is satisfied that the Association is compliant with the Regulatory Standards following the Assurance Statements.</p>
7	<p><u>2021 Strategic Plan Update</u></p> <p>Presented by MM, Chief Executive</p> <p>The purpose of the report is to keep members informed of progress with the development and update of the Association's Strategic Plan objectives agreed in November 2019.</p> <p>These objectives were incorporated into a Strategic Plan covering 2020-23, but due to the Covid-19 pandemic, progress on objectives was not formally monitored or reported during 2020.</p> <p>This report highlights progress on the 2019 objectives, comparing year end outcomes at 2020 and 2021.</p> <p>MM advised that another Strategic Review (Virtual) could be scheduled towards the end of the year.</p> <p>The report was discussed in full with the following actions required:</p>

	Objective 2 – Develop recruitment plan for new MC members. This has been suspended until restrictions allow for it to be re-activated. A member suggested online focus groups as an alternative method going forward.	
	Objective 5 - To extend and improve customer engagement procedures and methodologies. Online meetings and focus groups were suggested, however, this may exclude residents who are less comfortable with online participation or those who may not have the equipment.	MM
	Objective 7 - Participate in Healthy Working Lives Programme promoted by Scottish Government and NHS. MM advised that this could be reinstated with a focus on Mental Health. Some YHA staff attended EVH Mindfulness training which they found useful. R Winning advised that his employer has some processes in place for their staff and is happy to share them. G Watson will report to the August MC meeting on progress.	RW GW
	Objective 20 – Review and update Policy Review schedule – this has been recently completed but will also be ongoing as policies are up for renewal. MM will issue a list of policies to MC for information.	MM
	MC approved the content of this report.	
8	2021 AGM and Election of Management Committee	
	Presented by M Menabney, Chief Executive.	
	The proposed date for the 2021 Virtual AGM is 16 th September. If MC approve then we can confirm the date with the Auditors. MC approved.	
	MC agreed to recommend to the membership that Azets are re-appointed as the Associations External Auditors for 2021-22.	
	Election of Management Committee: This year there are 10 elected members on the Management Committee requiring 4 retirements. There will be 9 places available at the election.	
	The longest serving members since last elected are Paul Marsden (2018) and Gurmeet Mattu (2018), two further retirements are required from the members elected in 2019. Michael Harris and Malcolm Green agreed to retire and all are willing to stand again.	
9	Membership Applications/Cancellations	
	None	

10 Report from GWSF

Y Alexis enquired about the GWSF information on Eviction bans due to Covid and the grant of £200k given to 34 RSL's.

MM confirmed that proceedings for evictions can't be raised for arrears cases arising as a direct result of the Covid pandemic. R Winning advised that if the eviction process had begun prior to the pandemic then eviction proceedings would still be possible.

MM advised that the £200k grant given to 34 RSL's could be to fund advice services which weren't previously available before the pandemic began.

11 Report from SFHA

None

12 Report from EVH

None

13 Schedule of Committee Meetings April-August 2021

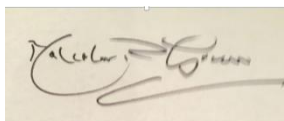
Dates issued and approved.

AOCB and Date of Next Meeting

No AOCB, Date of next meeting 27th May 2021.

Meeting ended 7.05pm.

Signed as a Correct Record



Chairperson