

Yorkhill Housing Association Limited

Minutes of the Virtual Management Committee meeting 28th June 2021

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

Apologies: P Marsden

In Attendance: M Menabney (Chief Executive), G Watson (Finance Manager), P Hollinsworth (Director of Property Services) S Pattison (Compliance 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> <p>Members also noted Gurmeet Mattu's resignation from the Management Committee due to work commitments. The Chairperson advised he had written to Gurmeet thanking him for his years of service to the Committee and for his work as Chair of the Property Services Sub-Committee. Everyone agreed he would be missed from the committee.</p>	
2.	<p><u>Declarations of Interest</u></p> <p>None</p>	
3	<p><u>Minutes of last meeting May 2021</u></p> <p><u>Amendments</u> Item 5 – Neighbourhood should have included the text 36 offers, 14 refusals and 38.9%.</p> <p>16.2 Should have read 'Yorkhill Green Spaces' and not the 'Wee Green Project'.</p> <p><u>Approval</u> The minutes were unanimously accepted and approved for signing off by M Green.</p> <p><u>Matters Arising</u></p> <p>A member asked for clarification on the use of the Overnewton Centre and voiced a number of concerns including an electricity bill, storage of tools and the Association's charging policy.</p> <p>M Menabney advised she would investigate the issues raised and report back to the next meeting.</p>	MM

<p>4.</p> <p>4.1</p> <p>4.2</p> <p>5</p> <p>5.1</p>	<p><u>Regulatory Returns to SHR</u></p> <p><u>2021 Loan Portfolio Return</u> Presented by G Watson, Finance Manager</p> <p>G Watson's presentation was noted by Committee, with brief discussions on the terms of the Association's only loan. Members noted the loan is fixed until 2028, and the current balance is £933K. The average debt per unit is £2047; relatively low in comparison to other RSL's.</p> <p>Members also noted G Watson's explanation of the Asset Cover and Interest Cover covenants, which the Association continues to meet comfortably.</p> <p>MC Approved the report for submission to SHR.</p> <p><u>2021 Five Year Financial Plan</u> Presented by G Watson, Finance Manager.</p> <p>The report is similar to last years and detailed financial uncertainty, risk awareness, continuous monitoring and planning and 5 year projections which feed into the 30 year forecast.</p> <p>Changes to the Investment Programme have been included due to previously planned works being suspended during the pandemic.</p> <p>A member asked if any plans were in place for the phasing out of gas boilers for longer term financial forecasts. P Hollinsworth and R Calvert are in the early stages of discussing this and they will report to MC once more information becomes available.</p> <p>A member asked about the rate of inflation increase. G Watson advised that assumptions were based on sector advice for the next year.</p> <p>MC Approved the report for submission to SHR.</p> <p><u>Policy Reviews</u></p> <p><u>Internet and Email Policy</u> Presented by G Watson, Finance Manager.</p> <p>It was noted the policy is based on an EVH template with some input from Brightridge on cyber security.</p> <p>Approved by MC.</p>	<p></p> <p>GW</p> <p></p> <p>GW</p>
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5.2 Data Protection Policy

Presented by S Pattison, Compliance Manager.

There are two small changes to the policy:

- the replacement of GDPR to UK GDPR
- the addition in Section 8 of named officer, S Pattison.

Approved by MC

5.3 Gas Safety

Prepared by R Calvert, Property Services Manager.

Members noted the principal change to the existing policy was the detail that the contractor would contact tenants ten months after the last service to arrange their next appointment.

This is to ensure there is adequate flexibility to allow the Association to meet its legal obligations.

Noted this is a change in text but not a change in practice.

Approved by MC

6 **Internal Audit Programme Updates**

Presented by M Menabney, Chief Executive.

Committee discussed the Chief Executive's report and noted YHA is now in the third year of the 3 year contract with Quinn Audit Services.

Members noted that all audits to date had been completed as per the programme with the exception of Allocations which had been postponed due to the pandemic. This would be included in the current year.

Committee also noted that recommendations and action points had been implemented and previously reported to the relevant sub-committees.

The 2021-22 programme will cover Allocations, Rent Arrears, Covid Management and Reactive Repairs.

Committee agreed to extend the contract by one year to cover 2022-23. Quinn Audit Services to be invited to attend the October or November meeting to discuss the audit areas to be covered during the additional year.

The Management Committee will review internal audit services during 2022.

A member commented that the current banking system arrangements had removed the committee's role for checking and authorising payments. A discussion took place and it was agreed the process should be reviewed to include committee members.

It was noted that the current authorisation arrangement had been temporarily agreed as a result of the pandemic. Bank payments are authorised by any two of the three senior managers; Chief Executive, Director of Property Services and Compliance Manager.

Committee agreed the Finance Manager should review the position and discuss possible future arrangements with the bank and office bearers.

GW

7 **Cyber Essentials and Microsoft 365 Update**

Presented by G Watson, Finance Manager

Cyber Essentials

Members were reminded Cyber Essentials is a UK government information assurance scheme operated by the National Cyber Security Centre (NCSC) that encourages organisations to adopt good practice in information security.

The Association completed the submission process in February 2021 and accreditation was awarded from 08/03/21

MC noted the content of the report and approved the renewal on an annual basis.

GW

Microsoft 365 upgrade

The Association is currently running Office 2013. Support from Microsoft will end in April 2023 and no critical security updates will be available after that date.

Committee approved G Watson's recommendation that the Association upgrades to the Microsoft 365 business standard.

GW

M Menabney expressed her thanks to G Watson for his work and ongoing commitment to the review and upgrade of the Association's IT systems .

8 **Business Continuity Update June 2021**

Presented by M Menabney, Chief Executive

The Chief Executive's report contained summary updates on 2020-21 outcomes and the current position in relation to all critical aspects of the Association's business activities.

These were:

Governance – noted all governance and constitutional obligations had been met through virtual meetings

Service Provision – all service areas covered with comments on covid impact and restrictions where appropriate

Staff Welfare – noted arrangements in place in accordance with sector guidance; combined office/home working arrangements continuing

Finance and IT – complete review of all IT systems completed; all Finance requirements met

Legal and Regulatory Obligations – full compliance with all requirements as detailed

Contractual Obligations – noted contractual amendments or service adjustments arranged where required; no cause for concern with contractors utilised for essential services

Third Party Services – noted YHA has had to provide direct services where GCC has reduced or removed their provision

Risk Management – all risk registers updated and Covid-related risks added where appropriate

Members agreed the office should remain closed to the public until further guidance was provided from the Scottish Government. In the meantime, members were assured that ongoing services include office appointments and essential home or site visits.

9 Membership Applications/Cancellations

No cancellations or new applications. Membership remains 115.

10 Report from GWSF

A member asked if the shortage of building materials was having an effect on YHA. MM advised that this was linked to an item under AOCB

11 Report from SFHA

No report.

MM will circulate the new guidance on Internal Audit.

MM

12 Report from EVH

No report

13 AOCB and Date of Next Meeting**13.1 Notifiable Event: Fire at Old Dumbarton Road**

M Menabney informed Committee that SHR had requested an update on the event submitted in December 2020 relating to the fatality in the property at Old Dumbarton Rd. The update request related to the Fire Report and decanted tenant from the second floor.

Committee noted M Menabney's response:

The Fire Report will be issued in due course from the Scottish Fire and Rescue Investigation Service. YHA was previously advised it could take up to nine months.

The second- floor tenant is still in decant accommodation. Most of the remedial work has now been completed, the property is at the decorating stage and should be completed within a few weeks.

Members also noted the top floor flat still has some work to complete including door facings and windows. This requires scaffolding and due to material delays will be another few weeks to complete.

13.2 Additional item from R Calvert, Property Services Manager

Some works involving deafening in a flat have been underestimated and exceed the £12000 limit for quotations. This due to costs for materials increasing by 18%. R Calvert is asking for MC approval to proceed with the lowest quote of £12659.

As this is the second such request from the Property Services Manager, a member suggested increasing the limits for a short time during the pandemic.

Committee approved the request and agreed that further discussion on limits should take place at the next Property Services Sub Committee meeting.

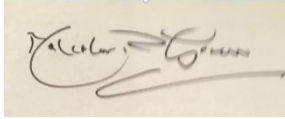
13.3 Recruitment of Board Members

Committee agreed to consider advertising in Scottish Housing for new Board Members. Further discussion on this to take place at the next Governance & Finance subcommittee meeting.

Meeting ended 7.45pm

Date of next meeting Thursday 12th August 2021 6pm VIA Zoom.

Signed as a Correct Record

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

Chairperson