

## Yorkhill Housing Association Limited

### Minutes of the Virtual Management Committee meeting 11<sup>th</sup> December 2021

**Present:** M Green (Chair), C Armstrong, M Harris, P Marsden

N McPherson, B Docherty, Y Alexis

**Apologies:** H Fitzgerald, R Winning

**In Attendance:** M Menabney (Chief Executive), S Pattison (Compliance Manager), P Hollinsworth (Property Services Director) Grant Kennedy (Housing Services Manager) Gary Watson (Finance Manager) Eamon Connelly (EVH Director) Linsey Caldwell (Governance Assistant) (Minutes)

1.	<p><b><u>Welcome and Apologies</u></b></p> <p>M Green welcomed everyone to the meeting and apologies were noted.</p>	
2.	<p><b><u>Declarations of Interest</u></b></p> <p>None</p>	
3	<p><b><u>Management Committee Annual Appraisal</u></b></p> <p>E Connelly, Director of EVH joined the meeting to explain the process of the MC Annual Appraisal.</p> <p>The Appraisal consists of three components; Collective Team, How well the Chair is leading the MC and 1 to 1's.</p> <p>It was proposed that EVH could email/letter all MC member to complete two anonymous surveys, a collective appraisal and a Chair's 360 appraisal. Everyone will have the opportunity to comment on how the chair leads.</p> <p>Feedback will then be given at the next MC meeting in February which EVH could attend to observe.</p> <p>The Chair's 360 Appraisal is between EVH and the Chair, the 1 to 1 meetings consist of some straightforward paperwork and a 20 minute discussion on performance. This can be arranged following the February MC meeting and should all be completed by the middle of March.</p> <p>The MC member who is currently on Special Leave will be contacted to ask if they wish to participate.</p> <p>All surveys should be returned to EVH directly.</p> <p>Eamon left the meeting at 6.15pm.</p>	PH/EVH

4	<p><b><u>Minutes of last meeting 11<sup>th</sup> November 2021</u></b></p> <p>4.1 <u>Amendments</u> None</p> <p>4.2 <u>Approval</u> The minutes were unanimously accepted and approved for signing off by M Green.</p> <p>4.3 <u>Matters Arising</u> None.</p>	
5	<p><b><u>Internal Audit Programme 2021-22</u></b></p> <p>Presented by M Menabney, Chief Executive on behalf of Quinn Audit Services</p> <p>Proposed Audit Topics and Lead Managers for January and February 2022 were noted and approved :</p> <ul style="list-style-type: none"> <li>- Business Continuity (Marion Menabney)</li> <li>- Responsive Repairs (Robert Calvert)</li> <li>- Rent Arrears. (Grant Kennedy)</li> </ul> <p>Members noted and approved the topics for the 2022-23 programme:</p> <ul style="list-style-type: none"> <li>- GDPR (Stewart Pattison)</li> <li>- Factoring (Pauline Hollinsworth)</li> <li>- Tenant Safety (Marion Menabney)</li> <li>- Allocations (Grant Kennedy)</li> </ul> <p>Audit reports will be presented to the appropriate sub-committee, subsequent action plans will be monitored by the Management Committee.</p> <p>A full report on the 2021-22 programme and audit outcomes will be presented to the Management Committee in April.</p>	MM
6	<p><b><u>Draft Budget 2022-23</u></b></p> <p>Presented by G Watson, Finance Manager.</p> <p>The draft budget is based on various assumptions as detailed in the notes and has been discussed in full with SMT.</p> <p>The final budget is due in March so any relevant changes can be made.</p>	

	<p>Assumptions include:</p> <ul style="list-style-type: none"> <li>- Employee costs increased by 4.2%, will be confirmed by EVH.</li> <li>- NI contributions increased by 1%.</li> <li>- Staffing costs reflect changes in Governance, Finance and Property Services sections</li> <li>- Pension deficit payment continues as previously approved</li> <li>- Home working allowance continues</li> <li>- Insurance costs anticipated to increase, provision of £61k</li> <li>- No change to legal costs</li> <li>- Reactive repairs budget increased by 5%</li> <li>- Rent increase of 4.9% as per consultation</li> <li>- Commercial rent increase of 4.2%</li> <li>- IT costs increased</li> </ul> <p>Following a brief discussion on the impact of the pandemic on repair costs and rent arrears, members approved the draft budget.</p> <p>Members also noted the loan covenant requirements continue to be comfortably met, as detailed in page 12.</p>	
7	<p><b><u>Internet Banking Report</u></b></p> <p>Presented by G Watson, Finance Manager.</p> <p>The report mainly relates to staff user access.</p> <ul style="list-style-type: none"> <li>- Due to Carol King's retirement she will be removed from the system. The replacement Senior Finance Assistant will be added for full access once appointed.</li> <li>- Aileen Brown will revert to her full time Governance role in January and will be removed from the system once the required additions are complete.</li> <li>- Linsey Caldwell will be added with full access as she will start her new Finance Assistant role in January.</li> <li>- Full access includes making payments and setting up new accounts and is restricted to the named staff.</li> <li>- All staff with viewer only access remain the same.</li> </ul> <p>Committee approved the changes as proposed.</p> <p>Members also agreed to upgrade the account to Commercial Internet banking at an additional cost of £50.</p> <p>G Watson will be training the staff during January and February.</p>	<p>GW</p> <p>GW</p>

**8 Rent Consultation Responses and Rent Setting**

Presented by Grant Kennedy, Housing Services Manager

The consultation was based on a proposed rent increase of 4.9%.

56 surveys were returned, a similar response to previous surveys.

Committee members were happy to note the generally positive nature of the responses.

80.7% of respondents think inflation- based increases are fair.

91% feel rents represent value for money

87.5% are happy with information provided on how rents are used

85.7% think rents are affordable

Members discussed the best options to ensure rents remained as affordable as possible for tenants without compromising the Association's financial position. It was noted that most RSLs now use CPI as a guide, and not RPI.

Members discussed increases of between 4.2% and 4.9%.

MM stressed the importance of transparency and being able to explain to tenants the reasons behind the decisions made.

MC unanimously approved a rent increase of 4.2%.

GK

**9 Review of Allocations Policy**

Briefing and Proposal presented by M Menabney, Chief Executive

Quinn Internal Audit Ltd's proposal to review the Allocations Policy was discussed by Committee.

The review will be undertaken over a period of five days and include

- An assessment of current policy and pointing system
- Discussion with housing management staff on potential to improve processes
- Production of an updated policy and procedural guidance that is compliant with current legislation and good practice

Cost of review is £2000 excluding VAT

MM

Members agreed the proposal represented good value and agreed to appoint Quinn Internal Audit Services accordingly.

**10 Equalities Update**

Report by S Pattison, Compliance Manager

Noted staff training was delivered at the awayday in November.

SMT is currently considering which parts of the template will be used for different stakeholders.

Progress updates will be reported to the Governance & Finance subcommittee.

SP

**11 Membership Applications/Cancellations**

No change. As at 30.11.21 the membership number is 109.

**12 Report from GWSF**

No update. A member attended a conference last month and submitted detailed feedback.

**13 Report from SFHA**

No update

**14 Report from EVH**

Noted annual subscription is due for payment.

**15 AOCB and Date of Next Meeting**

15.1 Committee noted Paul Ferns, Property Services Assistant has resigned to take up an Officer's position with another landlord. and his position has been advertised. M Menabney will report progress to the Governance and Finance sub-committee in January.

MM

15.2 G Watson asked MC if they wish to make a donation again this year to Positive Action in Housing, the donation last year was £500.

MC agreed to donate £750.

GW

No further business, meeting closed at 8.15pm

**Date of next meeting Thursday 10<sup>th</sup> February 2022 VIA Zoom.**

Meeting ended 7.20pm.