

Yorkhill Housing Association Limited

Minutes of the Virtual Management Committee meeting 10th February 2022

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

Apologies: M Harris

In Attendance: M Menabney (Chief Executive), S Pattison (Compliance Manager), P Hollinsworth (Property Services Director) Eamon Connolly (EVH Director) Linsey Caldwell (Finance 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 9th December 2021</u></p> <p><u>Amendments</u> None</p> <p><u>Approval</u> The minutes were unanimously accepted and approved for signing off by M Green.</p> <p><u>Matters Arising</u> None</p> <p>E Connolly (EVH) was in attendance to report on survey feedback from committee members relating to Committee Appraisal and to observe the committee members during the meeting.</p> <p>Eamonn presented the results from the collective appraisal (self-assessment) via PowerPoint.</p> <p>Copies of the presentation will be sent to MC for reference.</p>
4	<p><u>Reports from Sub Committees</u></p>
4.1	<p><u>Property Services HM 3.2.22</u></p> <p>Report for information.</p> <p>Q3 performance reports discussed with no cause for concern.</p>

4.2	<p><u>Governance & Finance 27.1.22</u></p> <p>Report for information</p> <p>Q3 Performance Reports discussed with no cause for concern.</p> <p>Staffing changes and recruitment plans were noted.</p> <p>The Chief Executive's appraisal is now overdue, this will be arranged shortly.</p> <p>MM will meet with Chair and Treasurer in the office board room.</p>	
5	<p><u>Business System Update</u></p> <p>Prepared by S Bromley, IT Consultant</p> <p>Report for information.</p> <p>Members noted the time extension had been agreed to provide a more realistic transitional phase.</p> <p>P Hollinsworth advised that ongoing weekly meetings were being held with S Bromley and YHA managers.</p>	SMT
6	<p><u>Policy Reviews</u></p> <p>6.1 Data Retention Policy</p> <p>6.2 Treasury Management Policy</p> <p>Both policies had been discussed at the Governance and Finance Sub-committee, and were duly ratified by MC.</p>	
7	<p><u>Review of 2022-23 Factoring Charges</u></p> <p>Presented by P Hollinsworth, Director of Property Services.</p> <p>Members approved the following charges for 2022-23:</p> <ul style="list-style-type: none"> • Management fee increase of 5.49% (Dec CPI) • No change to float charges • Sales admin fee increased to £150 (£160 if less than 10 days' notice) • Fire alarm testing increased to £65 per visit • 5% admin fee on insurance costs retained 	PH

8	<p><u>Review of 2022-23 Insurance Costs</u></p> <p>Presented by P Hollinsworth, Director of Property Services</p> <p>Members approved Option 2 on the report, a 2-year extension to the current contract.</p>	PH
9	<p><u>Business Continuity Update</u></p> <p>Committee noted and approved the report, noting the following issues:</p> <ul style="list-style-type: none"> - SMT to discuss office re-opening with staff and make appropriate arrangements - Fire safety enhancement progress noted. Legal advice to be sought in relation to access challenges. A policy will also be required. MM advised that other associations force access and will research and report back. - An external consultant has been appointed to assist HM in reviewing the Allocations policy around Feb/March 2022. - A Member advised that the Section 5 target was slightly under for last quarter but should catch up over the year. - New KPI's for Tenancy Support services were welcomed by committee members. Cat McKenzie has resumed some home visits. - Payments to Contractors/Suppliers are being authorised by 2 senior staff members. Prior to Covid this authorisation included at least 1 Committee member. G Watson will arrange Internet Banking training as required. - Staff numbers within the office have been increased recently and there have been a few temporary appointments. - The PSO post will be advertised shortly, and 8 applicants have been interviewed for the PSA post. - Building Insurance charges are under review. - Tenant Engagement Strategy to be implemented as a priority. - Safety Assurance evidence bank to be established as a priority 	<p>MM</p> <p>GK</p> <p>GW</p> <p>MM/PH</p> <p>PH</p> <p>SMT</p> <p>MM/PH</p>

	<ul style="list-style-type: none"> - The Five-Year Financial Forecast and Loan Portfolio Return has to be submitted by 31st May from 2022, previously a June deadline. - GDPR staff training to be arranged within Q4; policy to be amended to include potential actions for breaches - The Interim Audit for 2022 Accounts has begun. - Cyber Awareness accreditation is due for renewal in March. 	GW SP GW
10	<p><u>2022-23 Risk Register Schedule</u> Presented by M Menabney, Chief Executive.</p> <p>Members noted all registers had been reviewed within the year as per the schedule.</p> <p>Also noted new registers had been added for Covid and GDPR</p>	MM
11	<p><u>Risk Register Updates</u></p>	
11.1	<p><u>FOI/GDPR</u></p> <p>Noted the data breach risk has been increased.</p> <p>S Pattison and M Menabney are meeting with Information Law Solutions to discuss appropriate actions for breaches; staff training also to be arranged.</p>	SP
11.2	<p><u>Health & Safety</u></p> <p>Contents noted.</p>	SP
11.3	<p><u>Governance</u></p> <p>Members expressed concern at the small number of MC members.</p> <p>A member commented that, following the results of MC appraisals, some skill shortages may be highlighted. An advert in the next newsletter was suggested.</p> <p>Committee agreed that a recruitment programme for potential new committee members should be implemented as soon as possible, starting with engaging with tenants in small groups.</p> <p>The risk registers were approved by Committee.</p>	MM

12	<p>Schedule of Meetings February - August 2022</p> <p>Dates provided to MC for information.</p>																	
13	<p>Membership Applications/Cancellations</p> <p>3 cancellations noted, the membership number is currently 109.</p> <table border="1" data-bbox="320 562 1198 752"> <thead> <tr> <th>Share Cert</th> <th>Name</th> <th>Address</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>371</td> <td>Alexander McGowan</td> <td>G/1 15 Lumsden Street G3</td> <td>Deceased</td> </tr> <tr> <td>116</td> <td>Elaine Griffin</td> <td>G/1 1253 Argyle Street G3</td> <td>Moved</td> </tr> <tr> <td>56</td> <td>Elizabeth McColl</td> <td>G/2 35 Regent Moray Street G3</td> <td>Deceased</td> </tr> </tbody> </table> <p>Change to report required, share certificate number 371, the resident has moved away.</p>	Share Cert	Name	Address	Reason	371	Alexander McGowan	G/1 15 Lumsden Street G3	Deceased	116	Elaine Griffin	G/1 1253 Argyle Street G3	Moved	56	Elizabeth McColl	G/2 35 Regent Moray Street G3	Deceased	AB
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14	<p>Report from GWSF</p> <p>Y Alexis advised that she does not receive regular email updates. MM will arrange for her to be added to the mailing list and forward her relevant emails in the meantime.</p> <p>The current membership invoice is due £2581, MC approved payment & agreed to continue with membership.</p>																	
15	<p>Report from SFHA</p> <p>No update</p>																	
16	<p>Report from EVH</p> <p>The EVH monthly newsletter has been published, P Hollinsworth will email it to MC members.</p> <p>The EVH AGM will take place in April, and they are currently seeking nominations for the executive committee with a deadline of 8th March.</p>																	
17	<p>Date of next meeting <u>Thursday 10th March 2022 VIA Zoom.</u></p> <p>There was no further business and the meeting ended at 8pm.</p>																	