

Yorkhill Housing Association Limited

Minutes of the Virtual Management Committee meeting 10th March 2022

Present: M Green (Chair), C Armstrong, N McPherson, B Docherty, Y Alexis, R Winning, H Fitzgerald, M Harris, P Braat (Until 7pm)

Apologies: None

In Attendance: M Menabney (Chief Executive), S Pattison (Compliance Manager), G Watson (Finance Manager) A Brown (Governance Assistant) (Minutes)

<p>1.</p>	<p><u>Welcome and Apologies</u></p> <p>M Green welcomed everyone to the meeting. M Menabney gave an update on Covid 19 sickness in the office.</p> <p>Currently there are three staff who have tested positive, two of which are off sick and one is working from home. Committee members send their best wishes to them all.</p> <p>M Green confirmed two changes to the agenda:</p> <p>Item 6.2 <u>Membership Policy</u></p> <ul style="list-style-type: none"> - delayed to allow for further amendments. <p>Item 7.2 <u>Factoring write offs</u></p> <ul style="list-style-type: none"> - will be presented at April's Management Committee meeting. 	<p>MM</p> <p>PH</p>
<p>2.</p> <p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p><u>Declarations of Interest</u></p> <p>None</p> <p><u>Minutes of last meeting 10th February 2022</u></p> <p><u>Amendments</u></p> <p>None</p> <p><u>Approval</u></p> <p>The minutes were unanimously accepted and approved for signing off by M Green.</p> <p><u>Matters Arising</u></p> <p><u>Page 1 – Committee Appraisal</u></p> <p>The timescale for Committee Appraisal has slipped slightly and four members are still to have their appraisals.</p> <p>E Connolly from EVH will complete the remaining appraisals and report at April's Management Committee meeting.</p>	<p>PH</p>

	<p><u>Page 2 Item 4.2:Staffing Issues arising from Governance and Finance Sub-committee</u></p> <p>- <u>Staffing Structure</u> Committee asked M Menabney to prepare a staffing report for April's Management Committee meeting to show all current roles and grades.</p> <p>- <u>CEO retiral</u> Following M Menabney advising of her intention to retire, Office Bearers met with J Harvie, an external consultant, on Thursday 3rd March to discuss business planning support for the governing body. The Office Bearers reported that Jim's presentation was excellent, that he had extensive knowledge of small housing associations and he had considered SHR requirements for independent options analysis prior to the resignation/retirement of a Senior Officer. J Harvie's fee proposal and proposed time scale was considered and accepted by Committee. He will commence the business planning exercise in late June, working with the CEO and SMT to complete prior to the AGM in September. Thereafter M Menabney will formally submit her retiral notification to YHA and SHR and will not participate in any subsequent recruitment process for her replacement. M Menabney was authorised to contact J Harvie to accept the quotation and agree a programme.</p> <p>- <u>CEO Appraisal</u> M Menabney's appraisal has now been completed.</p>	<p>MM</p> <p>MM</p>
<p>4.</p>	<p><u>Final Budget</u></p> <p>Presented by G Watson, Finance Manager.</p> <p>Since the draft budget was presented to committee in December 2021 several changes have been incorporated into the final budget for 2022-23.</p> <ul style="list-style-type: none"> • Increase in employment costs to include Business Support Assistant for 12 months and Temporary Maintenance Officer for 6 months on a 2 day per week contract. • Increase in recruitment costs to cover additional costs of recruiting for Senior Officer. 	

- Increase in consultancy costs to include costs for an external consultant relating to the CEO's planned retiral.
- Increase in cyclical costs based on revised programme.
- Increase in service income/charges based on inflation rates.
- Increase in Management fees based on revised charges and inflation rates.
- Reduction in insurance costs as tender costs have been lower than anticipated.
- Salaries have been based on 4.2% increase but still to have confirmed by EVH.
- Pension deficit costs have been assumed at £98K subject to a valuation report at the end of July 2022.
- An inflation increase of 4.2% has been applied to overhead costs.
- Tenant rents have been increased by 4.2%
- Commercial rented property rent has been increased by 4.9%

G Watson advised he will monitor and manage the anticipated operating deficit carefully given the rising inflation costs. Currently no cause for concern as reserves will comfortably cover any shortfall.

Covenant compliance is tested regularly, all requirements continue to be met comfortably.

The estimated closing balance is £1.4M.

A member queried the £35K costs for Fire Protection at Overnewton Court.

M Menabney explained it seems high but the Association is currently implementing an Enhanced Fire Detection installation programme throughout the common areas and all flats within the complex to comply with a new Scottish Government requirement.

There were no other comments or questions and members approved the budget.

GW

	<p>M Menabney thanked G Watson for his work preparing the budget.</p>	
5.	<p><u>Pension 2021 Valuation and Deficit Payments</u></p> <p>Presented by G Watson, Finance Manager.</p> <p>G Watson advised the February update from TPT shows good progress has been made in reducing the sector deficit from £121M in 2018 to £11M in 2021.</p> <p>The Associations' estimated contribution to the remaining deficit is £98K. There will be a further update in July/August 2022 once the valuation has been signed off and this will allow a more accurate picture of the remaining deficit.</p> <p>Members noted the contents of the report.</p>	GW
6. 6.1	<p><u>Policy Reviews</u></p> <p>Risk Management Policy</p> <p>The Policy has been updated to take account of additional registers for Covid19, Equalities, GDPR and FOI. There were no comments or questions and the policy was duly approved.</p>	MM
7.	<p><u>Write-off Reports</u></p> <p>Prepared by G Kennedy, Housing Services Manager.</p> <p>M Menabney asked members if they thought it would be useful for future reports to show last year's figure for comparison. Members agreed this would be helpful.</p> <p>There were no questions and members approved write offs totalling £9,237.46.</p>	GK
8.	<p><u>Report on Tenant Safety Audit Compliance Assessment</u></p> <p>Presented by M Menabney, Chief Executive.</p> <p>The Regulator is placing more focus on awareness of tenant safety and the report outlined the steps which need to be taken to ensure YHA's full compliance with relevant components of the EVH/ACS Landlord Safety Manual. The report comprises a series of action points agreed by the Senior Management Team.</p>	

	<p>S Pattison explained that this manual was adopted by YHA in 2029 and is similar to the one used for ensuring Health and Safety compliance in the office.</p> <p>ACS will be conducting an independent audit provisionally booked in for the 11th April 2022.</p> <p>Progress on the action plan and findings from the audit will be presented to the Property Services Sub-Committee and M Menabney advised that other issues may be added to the action plan as time goes on.</p> <p>Members approved the proposal to include a Safety section within the Assurance Evidence bank, to enable easy reference to relevant documents.</p> <p>A Brown will send members responsibilities forms for them to sign and return.</p> <p>Members also approved the development of an easy-to-read safety document for tenants, so they are assured their safety is a priority, and to advise them of their responsibilities.</p> <p>Members approved the plan to be sent to Property Sub Committee for ongoing updates.</p>	MM/SMT
9.	<p><u>Lease at 16/18 Overnewton Street</u></p> <p>Prepared by P Hollinsworth, Director of Property Services.</p> <p>Members approved Option 1 on the report:</p> <p>- a 5-year extension on the lease at a rent of £12,500 in year 1 from 22.03.22 with annual review for 4 years thereafter and a revaluation being carried out at the end of year 5.</p>	PH
10.	<p><u>Strategic Planning Update</u></p> <p>Presented by M Menabney, Chief Executive.</p> <p>The report provided an update on the 2019-2022 strategic plan.</p> <p>Members noted the current position on the plan's 23 objectives:</p> <p><u>Achieved and ongoing</u>: 8 Objectives mainly relating to compliance and governance where continuous attention is required</p> <p><u>Achieved and completed</u>: 9 Where specific policies/strategies were identified and reviews completed.</p>	

	<p><u>Suspended: 3</u> Where progress could not be made due to pandemic restrictions</p> <p><u>Removed: 3</u> Objectives no longer relevant to YHA's purpose and mission</p> <p>M Menabney advised an updated strategic review was being planned for April/May. This could be facilitated by J Harvie as part of the options review he will be conducting.</p> <p>It was noted the Common Housing register is back in Glasgow City Council's housing strategy following its suspension in 2019.</p> <p>The concern is that there is emphasis on a choice based letting method which would involve a lot more administration for smaller Housing Associations and it would be useful, for strategic planning purposes, to know if this is likely to go ahead.</p> <p>P Braat will make further enquiries and give feedback to M Menabney.</p> <p>Members had no further questions and the report was approved.</p>	MM/SMT
11.	<p><u>Membership Applications/Cancellations</u></p> <p>There were no new membership applications or cancellations.</p> <p>The membership number is currently 106.</p>	
12.	<p><u>Report from GWSF</u></p> <p>The representative from The Association is not getting emails or updates from GWSF and has tried to contact them by telephone with no success.</p> <p>M Menabney advised she will contact the director of GWSF.</p> <p>M Menabney advised GWSF have been very instrumental in feeding back a range concerns from housing associations to SHR. These include Covid information, annual returns, equality data collection and post-pandemic operations.</p> <p>They have also been actively liaising with Glasgow City Council about the problems with bulk uplifts and there will be an update given to the Property Sub Committee in due course.</p>	
	P Braat left the meeting at 7pm.	

13.	<p><u>Report from SFHA</u></p> <p>No update</p>	
14.	<p><u>Report from EVH</u></p> <p>Following pay negotiations an offer has been sent to the staff side to consider.</p> <p>It is hoped they will respond next week and a further update will be given once more information is received.</p>	
15. 15.1	<p><u>AOCB and date of Next Meeting</u></p> <p>Notifiable event.</p> <p>An out of hours call out was received on Sunday 20th February from a tenant who reported sludge was coming from their kitchen tap. P Hollinsworth (Director of Property Services) attended with a plumber.</p> <p>Visually there was no issue and the plumber checked the tank and cleaned the tenant's tap. As a precaution all residents in the block were given bottled water and advised not to drink the water until further tests had been carried out.</p> <p>A specialist company, Socotec, was asked to check water samples. They attended and took samples from the tank and from kitchen and bathroom taps in all flats in the block.</p> <p>The samples were all clear apart from the sample taken from the tenant's kitchen which was positive for bacteria. They were unable to get access to the affected flat for further testing. The water tanks will be cleaned as an extra precaution and the property services team will look at risk assessments and a water testing procedure for future.</p> <p>A report will be submitted in due course. M Menabney will notify The Regulator.</p> <p>Members praised staff for their quick response.</p> <p>There was no further business and the meeting ended at 7.15pm.</p> <p>Date of next meeting: <u>6pm Thursday 14th April 2022 VIA Zoom.</u></p>	

Signed as a Correct Record Chairperson