

YORKHILL HOUSING ASSOCIATION LTD
Minutes of Management Committee meeting held on Thursday 12th
December 2019 in the Association's office at 1271 Argyle Street

Present: M Green (Chair), R Winning, C Armstrong, G McEwan, B Docherty (until Item 11), G Mattu, N McPherson

Apologies: M Harris, J Sullivan, Y Alexis, P Braat, H Fitzgerald, P Marsden

In attendance: M Menabney (Chief Executive), G Watson (Finance Manager), M Krupa (Senior Housing Assistant) (Mins)

1.	Welcome and Apologies M Green welcomed everyone to the meeting, apologies were noted.	
2.	Declarations of Interest None	
3.	Minutes of last meeting 14th November 2019 <u>2.1 Amendments</u> None <u>2.2 Approval</u> Minutes were proposed as correct by R Winning & seconded by B Docherty. <u>2.3 Matters Arising</u> <u>Committee Induction</u> M Menabney confirmed that there had been no further sessions since the last meeting. <u>Management Committee Appraisals</u> Appraisals have been scheduled for week beginning 20 th January, members should have received their self-assessment questionnaires.	
4.	Reports from Sub Committees <u>4.1 Governance & Finance 5th December 2019</u> The summary report from the meeting was discussed. The only agenda item had been the SHAPS Pension Scheme's increase in contributions with effect from 1 st April 2020.	

	<p>Eamon Connelly, Director of EVH had attended to advise members of the implications for YHA of these increases, and to provide some guidance on the options available to the governing body in its role as employer.</p> <p>Given the significant financial implications for both employer and employee, there are key decisions to be made:</p> <ul style="list-style-type: none"> - whether existing pension scheme arrangements are sustainable in the medium-long term <p>And if so,</p> <ul style="list-style-type: none"> - how future contributions should be split between employer and employee <ul style="list-style-type: none"> - whether the Association should withdraw from one or both existing schemes <p>And if so,</p> <ul style="list-style-type: none"> - what other options would be best for the organisation and staff <p>The Management Committee ratified the Sub-Committee's initial decisions as follows:</p> <ul style="list-style-type: none"> - a 90 day consultation period with staff will commence in January - a working group will be established to discuss the issues with a view to making a recommendation to the Management Committee in March. <p>The group will have three representatives from Committee: Grant McEwan, Yvonne Alexis and Janette Sullivan. Staff will be asked to choose two members from each scheme to join the group.</p> <ul style="list-style-type: none"> - YHA will maintain current arrangements and contribution splits between 1st April and 30th June - Gordon Birrell from Cheyne and Tait to be asked to meet with staff to discuss available options, and again on a one to one basis after a final decision is made by Management Committee. <p>Members agreed to delegate authority to the Pensions Working Group to make whatever interim decisions are required, pending a final recommendation to Committee in March.</p> <p>Members also noted that the Chief Executive and Finance Manager would not be participating in any decision making throughout this process but would be available to provide information if required.</p>	<p>GW</p>
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5.	<p>2020-21 Rent Increase and Consultation Feedback M Menabney presented G Kennedy's report on the 2020-21 Rent Increase.</p> <p>Members noted that there was a good response to the consultation again this year and agreed the increase proposed by YHA is one of the sector's lowest.</p> <p>Following discussion, members approved a 2.1% rent increase for 2020 – 21.</p>	GK
6.	<p>Procurement Policy and Equality Impact Assessment M Menabney presented S Pattison's report on the Procurement Policy.</p> <p>Members asked if the £1000 limit for works to be instructed as necessary was too low and should it not be increased. M Menabney advised that this limit was considered reasonable by the Property Services Team, and took into account the team's knowledge and experience of current trade rates.</p> <p>The Equality and Diversity Impact Assessment was discussed and a members asked why Age and Disability were selected and how this could affect procurement. M Menabney explained that age or disability may require an adjustment to standard service provision if for example, arrangements for access or alternative accommodation need to be made.</p> <p>Members approved the Procurement Policy.</p>	
7.	<p>Finance Manager Reports</p> <p><u>7.1 Report on IT Server/Software Upgrades</u> G Watson discussed his report on the proposed IT upgrades.</p> <p>Following lengthy discussion members approved the proposals as below:</p> <ul style="list-style-type: none"> - Replacing the Network/Fileserver with immediate effect. - The upgrade to Microsoft Windows 10 - Replacing the Terminal Server with PCs - Upgrading to Office Professional - Replacement PC for Chief Executive - Apply for funding to attain Cyber Essential Certification <p>N McPherson advised that as the Terminal Server is only 4 years old it may be worth discussing with Brightridge if the server can be repurposed as on average servers have a 10 year lifespan.</p>	

	<p>G Watson confirmed that he would discuss this with Brightridge.</p> <p><u>7.2 2020 - 21 Draft Budget</u></p> <p>G Watson presented the Draft Budget for 2020 – 21 and members noted the following:</p> <ul style="list-style-type: none"> - Employee costs have increased slightly and take into account the slight changes to the staff structure this year and also includes for increments in salary and an allowance for Temp Staff when needed. - Members suggested the £10000 provision for consultancy fees should be increased to £15000 take into account the fees for the facilitation of the pension consultation. This was agreed. - Bad Debt provision has been reduced to £15000 from £25000 last year, as last year's write-offs were only around £16000. Housing Management section will check what the approximate figures are so far for this year before the final budget in March, to provide a more accurate figure. - This year's budget predicts an operating deficit of just over £47000, based on all major repairs going ahead as planned. There is no cause for concern as the deficit is amply covered by the Association's cash reserves. <p>Members approved the Draft Budget for 2020 – 21.</p>	GW
8.	<p>2019 Residents Survey Update</p> <p>S Pattison's update report on the Residents Survey was discussed. Focus Groups will be scheduled for January. It's hoped that those taking part in the focus groups will agree to continue engagement with the Association through the development of longer term discussion groups.</p> <p>Members noted the contents of this report.</p>	GW
9.	<p>Fire Safety – 46 Overnewton Street</p> <p>M Menabney presented S Pattison's report on Fire Safety at Overnewton Court.</p> <p>Members asked how it was decided which residents to approach regarding assistance for evacuation. M Menabney explained that there was information still held in residents' personal plans from when the property had had a warden, and for newer tenants, staff had used personal knowledge of the tenants to make a judgement.</p>	

	<p>Members discussed if it would not be better to ask all residents in the complex and get them to confirm that they are able to self-evacuate. M Menabney advised that she would discuss this with S Pattison and update members.</p> <p>Members noted the contents of this report.</p>	MM/SP
10.	<p>Tenancy Update M Menabney discussed G Kennedy's report.</p> <p>Members discussed and noted that should this issue progress to legal action a further report will come before members.</p>	GK
11.	<p>2018 – 19 Management Committee Activities Summary Committee noted the following documents prepared by the Chief Executive for information:</p> <p><u>11.1 In-House Briefing Sessions</u> A summary of all in-house training and briefing sessions provided to Committee from January 2018 to December 2019</p> <p><u>11.2 Policy, Strategy & Financial Planning</u> All policy, financial plans and strategic objectives approved by Committee from September 2018 to August 2019.</p> <p>M Menabney advised that these documents could assist members with completing their self-assessment questionnaires for their appraisals.</p> <p><i>B Docherty left the meeting at 7:45pm</i></p>	
12.	<p>Membership Applications/Cancellations</p> <p><u>Applications</u> None</p> <p><u>Cancellations</u> Share Number 347 – [REDACTED] – Moved Away.</p>	
13.	<p>Report from GWSF None</p>	
14.	<p>Report from SFHA None</p>	

15.	Report from EVH None	
16.	<p><u>AOCB</u></p> <p><u>14.1.Windows – Overnewton Court</u></p> <p>M Menabney discussed the report from Langmuir & Hay on the Overnewton Court Windows. This will be distributed to members electronically on request.</p> <p>M Menabney asked for members to delegate authority to the Services Sub Committee to discuss this further and progress as required. Members agreed to delegate authority for this.</p> <p><u>14.2 SHR's letter on Cyber Security</u></p> <p>M Menabney advised that she had received a letter from the Scottish Housing Regulator regarding Cyber Security/Fraud. This has been discussed by the Senior Management Team and it was agreed that the Risk Registers should be updated accordingly.</p> <p><u>Date of Next Meeting</u></p> <p>Thursday 13th February 2020 at 6pm.</p> <p>No further business was discussed and meeting closed at 7:55pm</p>	<p>PH</p> <p>SMT</p>

Signed as a Correct Record Chairperson