

Yorkhill Housing Association Limited**Minutes of a Virtual Management Committee meeting held via Zoom at 6pm on
11th February 2021**

Present: M Green (Chair), R Winning, P Marsden, B Docherty, M Harris, N McPherson, Y Alexis

Apologies: H Fitzgerald, G Mattu and P Bratt

In Attendance: M Menabney (Chief Executive), P Hollinsworth (Director of Property Services), Stewart Pattison (Compliance Manager – Minutes)

Professor Roger Willey, ACS Risk

1. Welcome and Apologies

M Green welcomed everyone to the meeting.

Apologies from H Fitzgerald, G Mattu, and P Bratt were noted.

2. Declarations of Interest

No declarations of interest.

3 Health and Safety Presentation

Professor Willey from ACS Risk gave a presentation on the employer's role in health and safety management covering the development of workplace health and safety legislation over the years. He confirmed that YHA was compliant with all legal requirements and stressed the importance of the committee's ongoing monitoring of workplace safety measures.

He noted that the Association's Compliance manager provides regular updates to Committee and reminded members of the various training facilities for staff and committee provided by ACS.

Professor Willey was thanked for his presentation and left the meeting at 6.30pm.

4. Minutes from MC meeting 10 December 2020

4.1 Amendments

B Docherty's name included twice in 'Present'.

4.2 Approval

The minutes were unanimously accepted and approved for signing off by M Green.

4.3 Matters Arising

Item 5. S Pattison advised that Grant has been in contact with the fire service but that no meeting had been arranged yet.

GK

Item 13.1. P Hollinsworth updated committee on the item on falling masonry. This is currently out for quotes to repair.

5. Reports from Sub-Committees

Members confirmed summary reports had been received and read prior to meeting

5.1 Property Services (Housing Management) 21 January 2021

Q3 Performance reports were discussed, no issues of concern.

Members noted overall rent arrears had reduced, and were also pleased that rechargeable repair balances had also come down.

Void levels were still higher than usual, due to the pandemic.

Estate management inspections will be resuming to maintain health and safety of residents. Members requested further discussion on the options available to the Association for clearance service provision.

Members also requested a review of the Money Advice service to assess if it is adding value to overall provision.

5.2 Governance and Finance 28 January 2021

Q3 Management Accounts and Performance reports were discussed, no issues of concern.

IT and Covid Risk Registers were discussed in detail, Covid Register presented to full Committee for ratification.

Financial Regulations reviewed and approved. No major changes.

Members agreed to a temporary variation to staff terms and conditions of service to allow ten days annual leave to be carried forward to 2021-22, or for staff to be paid for up to five.

Members noted the website update is to include a portal for management committee members.

Covid Business Continuity report from Chief Executive was noted and approved.

Business System Review progress noted.

5.3 Property Services (Maintenance and Factoring) 4 February 2021.

Q3 Performance reports were discussed, no issues of concern.

Members noted several planned and cyclical contracts had been paused again due to the pandemic.

Members were pleased to note satisfaction levels were up at 97%

Urgent and emergency repairs were ongoing and Robert Calvert had paid tribute to contractors for their efforts during the current pandemic.

Factoring invoices had been issued in December and staff focus during January had been on arrears management.

Noted that policy documents for factoring and repairs were held over and will be presented in March.

6. **Risk Register Updates**

Risk register updates discussed and approved as follows:

6.1 Governance Risk Register and Notes.

Noted 3 risks lowered, 1 increased, 3 added and 2 removed.

6.2 Covid Risk Assessment

It was noted that the risk assessment was very detailed, covering workplace risks relating to Coronavirus entering the premises and the potential for the virus to be spread.

Previously discussed in detail by the Governance and Finance Sub-Committee.

6.3 FOI/GDPR Register and notes.

GDPR register updated to include FOI

No change to previous risk levels, 9 low and 1 medium

6.4 Health and Safety Strategic Risk Register and notes

2 new risks, 2 remain at previous level

6.5 Risk Register Review Schedule 2021-22

Noted that there are nine risk registers. Schedule approved.

7. Disaster Recovery Upgrade Proposal

Proposal from Brightridge IT support services.

Neil raised issues regarding the useful life of the hardware, leasing versus purchasing, ongoing services costs and the possibility of a demonstration.

Approved in principle subject to further discussion/clarification between the CE and Finance Manager.

Chief Executive to clarify points noted and update Neil.

8. IT Business System Update

Report by Stephen Bromley, Consultant.

The report provided an update on tenders received, the scoring mechanism, the short-listed suppliers and the next stages.

One supplier demonstration had been undertaken to date. The full evaluation team was in attendance and some committee members attended sessions of interest.

Staff out-with the evaluation team also attended session particular to their roles. The two remaining demonstrations to be undertaken week commencing 15 February 2021.

The preferred supplier will be presented to Committee for consideration in March 2021. It was noted that, in accordance with the tender process, there is a holding period before award.

9. Management Committee Appraisal Programme

P Hollinsworth DPS presented her report on progress to date on the year three timeline.

Members were reminded that the current round of interviews would be the final year of the programme. It was noted that Y Alexis and M Harris were the only members required for one to one interviews in year three.

It was agreed the Chair, Director of Property Services and Chief Executive would review the questionnaire. Due to be returned in March.

Olwyn Gaffney from SHARE to attend a meeting to observe the governing body in action. P Hollinsworth will arrange.

Committee approved the report and actions.

10. Dignity at Work Policy

No changes to reviewed policy document.

Approved.

11. Q3 Complaints Report

Report for information

The current report is in a statistical format and appropriate for reporting to the Regulator.

It was felt that consideration should be given to providing more narrative and to include learning outcomes when reporting to Committee.

It was noted that no stage 2 complaints had been upheld to date.

12. Membership Applications/Cancellations**12.1 Applications**

none

12.2 Cancellations

321 [REDACTED] moved away

398 [REDACTED] moved away

13. Report from GWSF

GWSF considered to be good value. Affiliation fee authorised by Chief Executive.

Nothing to report from the Forum.

14. SFHA

MM advised that SFHA is in the process of launching five new governance advice documents. The first two have been received:

Model Roles and Advice for Governing Bodies.

MG confirmed that YHA's current procedures are fully compliant with the model structures within the documents.

Committee agreed to review YHA procedures later in the year when all five new documents have been issued.

15. Report from EVH

Report prepared by M Menabney, Chief Executive.

Committee agreed to EVH's recommendation :

A two-year deal which will result in the following awards being made:

April 2021 An increase of 0.80% on all salary points. This will also be applied to all allowances, bar the Long Service/Retiral Award; and, the standard HMRC fixed profit mileage allowance.

April 2022 An increase of October 2021 CPI plus 0.1% on all salary points.

This will also be applied to all allowances, bar the Long Service/Retiral Award; and, the standard HMRC fixed profit mileage allowance, and is subject to the following:

- *Minimum award of 1.00%, and ceiling of 2.50%.*

** * For clarity, this means that if the October CPI figure drops below 1.00% in year 2 then a minimum award of 1.00% will be applied. The parties will re-enter negotiations should the October CPI figure exceed 2.50% in year 2.*

Approved.

16. AOCB

M Harris expressed his thanks for the recent pest control measures undertaken at Overnewton Court.

There was no further business and the meeting was closed.

Date and Time of Next Meeting

Virtual Meeting by Zoom – 11 March 2021 at 18.00

Signed as a Correct Record Chairperson