

YORKHILL HOUSING ASSOCIATION LTD

Minutes of Management Committee meeting held on Thursday 19th September 2019 in the Association's office at 1271 Argyle Street

Present: M Green (Chair), C Armstrong, R Winning, H Fitzgerald, G Mattu, G McEwan, J Sullivan, M Harris, Y Alexis

Apologies: P Marsden, B Docherty, N McPherson

In attendance: M Menabney (Chief Executive), M Krupa (Senior Housing Assistant) (Mins)

1.	<p>Welcome and Apologies</p> <p>M Green welcomed everyone to the meeting and apologies were noted.</p> <p>M Green welcomed and introduced the four elected new members, J Sullivan, M Harris, Y Alexis and G McEwan.</p>	
2.	<p>Minutes of last meeting 15th August 2019</p> <p><u>2.1 Amendments</u> Item 3 Annual Accounts: Turnover figure to be corrected to £2.134m</p> <p><u>2.2 Approval</u> Minutes were proposed as correct by G Mattu and seconded by R Winning.</p> <p><u>2.3 Matters Arising</u> H Fitzgerald advised that she brought up the issue of comfort breaks at the last meeting and this was not in the minute. She reminded members that she would take a comfort break if necessary and no decisions could be made while she was out of the room.</p> <p>M Green advised that members could take a comfort break if they so wished and if time allowed.</p>	
3.	<p>Minutes of Special Management Committee Meeting 12th September 2019</p> <p>3.1 Amendments</p>	

	<p>None</p> <p>3.2 Approval Minutes were proposed as correct by G McEwan and seconded by R Winning</p> <p>3.3 Matters Arising None</p> <p>Minutes approved to go on the Website subject to any necessary redactions.</p>	MM/AB
4.	<p>Declarations of Interest None</p>	
5.	<p>Reports from Sub Committees</p> <p><u>5.1 Property Services 22nd August 2019</u> G Mattu presented the summary report from the Services sub-committee meeting.</p> <p>Members discussed the Q1 Performance reports for both Property Services and Factoring Sections, there were no concerns raised.</p> <p>The proposed lighting upgrade at Overnewton Court was approved.</p> <p>Members also discussed the proposed review of the Quotation limits, this was approved but to be ratified at this evening's meeting by the full management committee.</p> <p>M Menabney explained the reasons behind the change requested to the quotation limits. Members agreed this would give greater flexibility. Members ratified the Sub Committee decision.</p> <p><u>5.2 Governance and Finance 29th August 2019.</u> R Winning presented the summary report from the Governance and Finance sub-committee meeting.</p> <p>Members discussed the Finance Q1 performance reports, no issues of concern were raised.</p> <p>The Training Policy was discussed and approved but to be ratified by the full management committee.</p> <p>M Menabney confirmed A Brown has accepted the permanent full time role of Finance Governance Assistant.</p>	<p>KD</p> <p>RC</p> <p>MM</p> <p>MM</p>

6.	<p>Governance Structure 2019 – 20</p> <p><u>6.1 Standing Orders, Roles Remits and Authorities</u> A bound pack containing the above was distributed to members.</p> <p>M Menabney confirmed that there had been nothing new added this year.</p> <p>Members approved the Standing Orders, Roles, Remits and Authorities</p> <p><u>6.2 Approved Signatories</u></p> <p><i>Bank of Scotland (Current Account)</i> Members agreed to remove J Gordon, K White and T McGuigan. M Menabney advised it would be ideal to have additional local signatories, G McEwan and M Green both volunteered.</p> <p><i>Bank of Scotland (Deposit Account)</i> Approved as per recommendation to continue with M Menabney and P Hollinsworth as signatories</p> <p>Bank of Scotland Online Banking Approved as per recommendation to continue with C King and S Pattison with full access, and add A Brown. View only access to continue with G Watson and C MacKenzie</p> <p><i>Santander Deposit Account</i> Approved as per recommendation to continue with M Menabney and P Hollinsworth as signatories</p> <p><i>Nationwide Deposit Account</i> Approved as per recommendation to continue with M Menabney and P Hollinsworth as signatories</p> <p><i>SHR Portal for Returns</i> Approved as per recommendation to replace H Fitzgerald with M Green and continue with M Menabney, P Hollinsworth and G Watson</p> <p>HARP Funding Claims Approved as per recommendation to continue with M Menabney, P Hollinsworth, G Watson and R Calvert</p>	<p></p> <p>GW</p> <p>GW</p> <p>GW</p> <p>GW</p> <p>MM</p> <p>GW</p>
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	<p><u>6.3 Tender Openers</u> Members agreed to remove J Gordon as per recommendation.</p> <p>M Harris and Y Alexis both advised that they would be willing to be additional tender openers.</p> <p><u>6.4 Representatives of External Organisations</u> EVH – M Menabney to confirm with B Docherty that he wishes to continue. M Menabney to check if we are allowed 2 reps, G McEwan confirmed that he would be interested if there was a second spot available.</p> <p>It was agreed to leave the GWSF and SFHA spots empty for the time being. Information from all three organisations will be circulated around members when received. This would allow anyone with availability to attend GWSF or SFHA meetings.</p> <p><u>6.5 Committee Code of Conduct</u> Members discussed the Code of Conduct for Committee Members which is based on the SFHA model. M Menabney confirmed that there had been no changes.</p> <p>Members in attendance signed the declaration section.</p> <p><u>6.6 Schedule of Meetings 2019 – 20</u> M Menabney confirmed that the October Management Committee would be pushed back to 24th October, to allow staff time to work on the Assurance Statement and Guide to Publication</p> <p>This means that the Governance and Finance Sub Committee has been rescheduled to 7th November.</p> <p>M Menabney will circulate an updated schedule to members.</p> <p><u>6.7 Co-options 2019 – 20</u> Members agreed to Co-opt Philip Braat again this year, although his availability to attend is limited he has always been a very useful member of this committee.</p> <p>Angus Millar is another local Councillor who may be interested in being co-opted to this committee.</p> <p>It was agreed to make contact with Angus Millar to establish if he would be interested in being co-opted.</p>	<p>MM</p> <p>MM</p> <p>MM</p>
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7.	<p>Finance Reports</p> <p><u>7.1 Statutory Annual Returns</u> M Menabney presented the schedule of Statutory Annual Returns produced by G Watson.</p> <p>Members noted the contents of this report</p> <p><u>7.2 Audited Financial Statements Return to SHR</u> M Menabney advised that these were the SHR's published version of the audited Annual Accounts which had been presented at August's Management Committee meeting.</p> <p>Members noted the contents of this report</p>	
8.	<p>Review of Gas Supply at Overnewton Court M Menabney discussed G Kennedy's report on the Gas Supply at Overnewton Court.</p> <p>Members noted and approved the contents of the report.</p> <p>Members who are resident within Overnewton Court expressed concern about the temperature both of the hot water and the heating generally in the flats and also the communal areas.</p> <p>M Menabney advised that she would ask R Calvert to investigate this further and liaise directly with M Harris.</p>	<p>GK</p> <p>RC</p>
9.	<p>Governance/Compliance Reports</p> <p><u>9.1 2019 Landlord Report</u> M Menabney discussed her report and also the 2019 Landlord Report, the Scottish Housing Regulator compiles these from the figures submitted in the ARC at the end of May.</p> <p>Members discussed the performance outcomes, it was agreed that generally the Association performs well in comparison to our closest neighbours.</p> <p>Members discussed how due to the style of many of our properties and our tenants mean that the SHQS compliance figure is low in comparison to others.</p> <p>It was noted that our cases of Anti-Social behaviour appeared to be far higher than our neighbours. Members suggested that showed how seriously we took this type of complaint.</p>	

	<p><u>9.2 Assurance Progress</u></p> <p>M Menabney gave a verbal update on progress with the 2019 Assurance Statement. She advised that the Assurance Statement would be presented to members at October's Management Committee for approval and signing.</p>	MM
	<p>M Menabney asked for volunteers to test the links to the evidence that is required for the Assurance Statement.</p>	
	<p>R Winning, G Mattu and Y Alexis all offered to assist.</p>	MM
10.	<p>Training Policy</p> <p>M Menabney advised that the training policy was discussed by the Governance and Finance Sub Committee.</p> <p>Under section 5.2.5 members suggested that traveling expenses should include Taxis and also parking where needed.</p> <p>Members approved this policy subject to the above amendment.</p>	MM
11.	<p>Membership Applications/Cancellations</p> <p><u>Applications</u> None</p> <p><u>Cancellations</u> Cancellations were noted from:</p> <p>[REDACTED] Share Number 400, Deceased [REDACTED] Share Number 40, Deceased</p>	AB
12.	<p>Report from EVH</p> <p>M Menabney advised that she had a paper from EVH regarding a pension issue which she would circulate to members.</p>	MM
13.	<p>Report from SFHA</p> <p>None</p>	
14.	<p>Report from GWSF</p> <p>None</p>	
15.	<p><u>AOCB & Date of Next Meeting</u></p> <p><u>15.1 Potential Notifiable Event – Overnewton Court</u></p> <p>M Menabney advised members of a potential notifiable event which</p>	

<p>happened on Monday 16th September.</p> <p>Staff received a call from a resident to advise that one of their neighbours had taken a fall. Housing Assistants Cat MacKenzie and Laura Ann MacIver both attended. Cat MacKenzie administered CPR but unfortunately the tenant passed away.</p> <p>J Sullivan who is resident within Overnewton Court wanted to note that she thought both staff members attended immediately and did everything they possibly could.</p> <p><u>Date of Next Meeting</u></p> <p>Management Committee 24th October 2019 at 6pm</p> <p>No further business was discussed and meeting closed at 8:30pm</p>	<p>MM</p>
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Signed as a Correct Record Chairperson

