

## Yorkhill Housing Association Limited

### Minutes of the Hybrid Management Committee meeting 13<sup>th</sup> October 2022

**Present:** M Green (Chair), C Armstrong, P Braat , B Hanley  
N McPherson, B Docherty, Y Alexis, N Fitzgerald, J Wilson

**Apologies:** R Winning

**In Attendance:** M Menabney (Chief Executive), P Hollinsworth (Property Services Director) Linsey Caldwell (Finance Assistant) (Minutes)

1.	<p><b><u>Welcome and Apologies</u></b></p> <p>M Green welcomed everyone to the meeting and apologies were noted.</p>
2.	<p><b><u>Declarations of Interest</u></b></p> <p>██████ declared an interest in the Management application to be discussed at AOCB.</p>
3	<p><b><u>Minutes of last meeting 29<sup>th</sup> September 2022</u></b></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></p> <p>MM raised the subject of co-options for the MC.</p> <p>SP and PH met with the interested owner but MM hasn't had the opportunity to meet with the tenant yet. M Green is corresponding with the council official.</p> <p>Due to the limited number of co-opting options it is recommended to invite the owner to join the MC.(also keen to join Governance &amp; Finance sub-committee)</p> <p>K McDonald would be co-opted to the Property Services Sub committee and the tenant that hasn't yet been met with still has an option to join a sub-committee.</p> <p>MC agreed with the recommendation.</p>

MM referred to the previous minutes, item 6. MM has sent M Green and the office bearers a proposed programme from Jim Harvey and asked if it had been approved as only Y Alexis had replied.

MM advised that Jim Harvey has send a first draft with some outstanding information required for him to prepare the final draft. All managers are currently working to provide the information required.

J Harvey has asked to meet with as many MC members as possible, date to be finalised and the venue is most likely the Radisson Blu. A Brown will contact the Radisson Blu and propose dates prior to the end of November.

To ensure Jim has time to prepare his report MM recommended to reschedule the November MC meeting to 24<sup>th</sup> November. MC agreed.

PH referred to Page 9 of the previous minutes. Interviews took place for the Factoring Manager post with 4 panel members. An offer of appointment has been made with a proposed start date of 14<sup>th</sup> November 2022. MM and PH thanked the Chair for his participation in the interviews.

PH met with the Internal Auditor in relation to the Factoring Audit prior to her departure. It is currently being worked on and the report should be back for discussion at the Services Sub Committee meeting.

#### **2021-22 Returns**

4

Report by G Watson, Finance Manager.

PH advised that the report was confirmation of all returns submitted for the Finance Section.

The OSCR return has not yet been submitted as there have been some IT issues with their website but G Watson is confident that this will be resolved.

The extract from the Annual Accounts has been submitted to SHR.

Members raised a few queries on the financial details within the report.

PH will ask G Watson to email all in attendance to clarify the figures.

PH/GW

5	<b>Policy Reports and Reviews</b>	
5.1.1	<b>Abandonment Policy Review Report</b> PH advised that there were minimal changes and these were detailed on the front page. This decision was ratified at the Services Sub Committee. MC Approved.	
5.1.2	<b>Abandonment Policy</b>  Minimal changes. MC Approved.	
5.2.1	<b>Lone Working Policy</b>  MC Approved.	
5.2.2	<b>Lone Working Risk Register</b>  MC Approved.	
5.3	<b>Equality and Diversity Policy</b>  MC Approved.	
6	<b><u>2022 Assurance Statement</u></b> Presented by M Menabney  MM confirmed that the evidence bank for Assurance contains dozens of documents which can be viewed by MC at any time.  Most documents have already been through MC or sub committees. MM advised that future reports to Committee should include a footer reference to the relevant regulatory standard to make it easier for members to track assurance evidence.  Due to the pandemic many organisations fell behind on their Electrical Inspections. SHR asked that this is highlighted.  We are expecting some guidance from SHR in relation to Human Rights but it is unclear when this will be received.  MC approved – assurance statement signed by M Green. MM will submit to SHR.	MM
7	<b><u>Notifiable Events Report</u></b> For information.  M Green advised that a brief report on the ongoing grievance has been sent to SHR as a notifiable event. This is being progressed by M Green and Y Alexis.	

**8 Membership Applications/Cancellations**

No new applications, 1 new cancellation.

336			Moved away
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Membership total at 30<sup>th</sup> September 102.

**9 Report from GWSF**

M Green advised that the GWSF had detailed rent freeze information from the Scottish Government on their website.

**10 Report from SFHA**

M Green reported back from the Governance Conference he had recently attended.

Issues discussed included:

- Need for all RSLs to review budgets and costs to take account of current economic situation
- A trend for mergers with larger organisations promising tenants of smaller landlords various incentives

Members had a brief discussion on the pros and cons of merger, with the majority agreeing that while YHA remained financially viable with a proven track record of local service provision and local control, there was no reason to consider a merger with a large landlord.

It was noted that the ongoing business plan development will include a detailed strategic options appraisal with consideration given to alternatives to the status quo.

**11 Report from EVH**

Information bulletin received and distributed.

**12 AOCB and Date of Next Meeting**

12.1 Confidential Item.

Meeting ended at 7.05pm.

**Date of next meeting 24<sup>th</sup> November 2022**