

**YORKHILL HOUSING ASSOCIATION LTD**

**NOTICE OF A VIRTUAL MEETING OF THE MANAGEMENT COMMITTEE TO BE HELD  
ON THURSDAY 29<sup>th</sup> SEPTEMBER 2022 AT 6.00PM IN THE ASSOCIATION'S OFFICE  
AND VIA ZOOM**

**AGENDA**

Immediately prior to the meeting, two representatives from the Scottish Housing Regulator will be in attendance to discuss how the Management Committee is handling the process of preparing for change, particularly in relation to the forthcoming retirement of its two senior officers. They have advised it will be an informal chat rather than a formal meeting.

**1. Welcome & Apologies**

**2. Election of Office Bearers**

- 2.1 Chairperson
- 2.2 Vice Chair
- 2.3 Secretary
- 2.4 Treasurer

**3. Minutes of last meeting 11<sup>th</sup> August 2022**

- 3.1 Amendments
- 3.2 Approval
- 3.3 Matters Arising

**4. Declarations of Interest and 2022-23 Register of Interests**

**5. Governance Structure 2022-23**

For approval/discussion

**5.1 Standing Orders, Roles and Remits**

- 5.1.1 Overview of Standing Orders
- 5.1.2 Role and Remit of Management Committee members
- 5.1.3 Role of Chairperson
- 5.1.4 Role of Vice Chair
- 5.1.5 Role of Secretary
- 5.1.6 Role of Treasurer
- 5.1.7 Remit and Authority of Management Committee
- 5.1.8 Remit and Delegated Authority of Chief Executive
- 5.1.9 Remit and Delegated Authority of Services Sub Committee
- 5.1.10 Remit and Delegated Authority of Governance and Finance Sub Committee

**5.2 Committee Code of Conduct**

**5.3 Approved Signatories**

- 5.3.1 Cheques /BACS
- 5.3.2 SHR Portal
- 5.3.3 FCA Portal
- 5.3.4 OSCR
- 5.3.5 Loan Documents
- 5.3.6 Investment /Savings Accounts
- 5.3.7 Routine Online Banking
- 5.3.8 GCC Funding

## **5.4 Tender Openers**

### **5.5 Sub Committee Appointments**

5.5.1 Governance and Finance

5.5.2 Property Services

### **5.6 Co-options 2022-23**

- 6. 2022 Business Planning progress** *For information*  
Report prepared by Jim Harvie, Business Consultant
  
- 7. Staffing Update** *For information*  
Report prepared by Marion Menabney, Chief Executive
  
- 8. Review of Internal Audit Services** *For approval*  
Report prepared by Gary Watson, Finance Manager
  
- 9. Re-appointment of Information Law Specialist Consultant** *For approval*  
Report prepared by Stewart Pattison, Compliance Manager/DPO
  
- 10. Re-appointment of consultant - Listed Argyle St Windows** *For approval*  
Report prepared by Robert Calvert, Property Services Manager
  
- 11. Rent Setting for 2023-24** *For information*  
Report prepared by Grant Kennedy, Property Services Manager
  
- 12. Membership Applications / Cancellations** *For information/approval*
  
- 13. Report from EVH and appointment of representative**
  
- 14. Report from SFHA and appointment of representative**
  
- 15. Report from GWSF and appointment of representative**
  
- 16. Schedule of Meetings 2022-23**
  
- 17. AOCB and Date of Next Meeting**