

Yorkhill Housing Association Limited

Minutes of a Hybrid Management Committee meeting held on 24th November 2022 in the Association's office and via Zoom

Present: M Green (Chair)(in-person), B Docherty (in-person), C Armstrong (Zoom), Y Alexis, (Zoom), N McPherson (Zoom), J Wilson (Zoom), Mic Ralph (Zoom until 6.45pm)

Apologies: P Marsden, N Fitzgerald, B Hanley

In Attendance: M Menabney (Chief Executive), Gary Watson (Finance Manager), Gemma Lumsden (Senior Finance Assistant – Minutes)

1.	<p><u>Welcome and Apologies</u></p> <p>M Green welcomed everyone to the meeting and apologies were noted.</p> <p>The Chairman reported that unfortunately B Winning has had to resign from the Management Committee and step down as Secretary immediately [REDACTED]. The committee and staff wanted to thank him for his service of 7 years and invaluable contribution to the Association's business activities.</p> <p><u>Election of Secretary</u></p> <p>M Green proposed B Docherty take on the position of Secretary. The proposal was seconded by Y Alexis. There were no other nominations.</p> <p>B Docherty accepted the nomination and was duly elected.</p>	
2.	<p><u>Declarations of Interest</u></p> <p>None to record.</p>	
3.	<p><u>Minutes of last meeting 11th August 2022</u></p>	
3.1	<p><u>Amendments</u></p> <p>M Green noted on page 5 there was an error. The first paragraph states 'an application was made to the Chief Executive' when in fact this should read 'the Housing Manager'.</p>	
3.2	<p><u>Approval</u></p> <p>The minutes were unanimously accepted subject to the above correction and approved for signing off by M Green.</p>	

- 3.3 Matters Arising
OSCR Return has now been submitted.

4.0 Reports from Sub-Committees

4.1.1 Governance and Finance 20th October

M Menabney confirmed the Licence to Occupy document in relation to the Overnewton Centre was available for distribution to members of the sub-committee for the next meeting.

G Watson advised four companies had been invited to tender for the provision of internal audit services. Only one had been received by the closing date of Friday November 18th. Another company had missed the deadline but had asked if YHA would accept a late submission on Monday 21st.

The tender opening was arranged for Friday 25th November and members agreed that the second submission could be considered. All submissions were through Public Contracts Scotland and remained anonymous until the formal opening. M Green and B Docherty would be in attendance representing the Management Committee.

It was also agreed that following the tender opening, the Finance Manager would contact the other two companies to confirm they had not submitted a tender.

4.1.2 Housing Management 27th October

Report was noted by Committee, no issues arising.

4.1.3 Property Services 3rd November

Report noted by Committee, no issues of concern.

M Green stated he was happy to report the Factoring Internal Audit had been completed with Full Assurance.

5. Policy Reports and Reviews

5.1.1 Stress Management Policy Review and Report

M Menabney advised Committee that ACS had held a work related stress event last week which was sold out.

Due to the high demand another course is to be held next week which M Menabney and S Pattison are booked on to attend.

Y Alexis suggested a stress related question in staff appraisals could be useful to identify potential areas of pressure for staff. This was discussed and agreed. M Menabney will amend forms.

The wording of the questionnaire was discussed, members thought a scoring system similar to HSE's model could be less subjective. M Menabney will discuss with managers and amend accordingly if appropriate.

Policy was approved.

5.1.2 Freedom of Information Policy Review and Report

Policy contents unchanged apart from two factual updates. These were the status of the GDPR changed to UK GDPR and the removal of the reference to Director of Property Services.

Committee approved the policy.

5.1.3 Entitlements, Payments and Benefits Policy

This is to be withdrawn and presented at another meeting when it has been updated and revised.

6. Budget Review 2022-23

The original budget was set in March for the financial year 2022-23. This item is to review and incorporate changes and amendments.

G Watson read through the report, explaining the changes.

Provision for employee costs, major repairs and cyclical maintenance has been decreased, while subscription costs have increased to take account of the GDPR legal advice service.

Bad debt provision has been increased by £10k to allow for additional arrears.

The Finance Manager also confirmed that the anticipated surplus at the year end was £82, 351 before tax.

Members noted the changes and approved the report.

7. Rent Setting Report

M Menabney spoke to the report on behalf of G Kennedy.

Members discussed the benefits of consultation as usual during November and advantages in waiting until after the Scottish Government's expected announcement in mid-January

All agreed that a 6% increase was a reasonable proposal to make, while recognising that a cap may be imposed or recommended by the Scottish Government.

The Chief Executive confirmed that the consultation letter to tenants would explain that proposals were subject to further guidance.

Members were also in agreement that some information on services and related costs should be included.

It was noted that that waiting until January for consultation would result in significant pressure on staff to prepare for essential adjustments to rent accounts, notifications to tenants and provision of rent amendment figures to GCC for Housing Benefit cases, all before 28th February. On that basis, Committee agreed to consultation with tenants immediately, in line with SHR advice.

8. Procurement Information Update

The Property Service Manager's report was noted, and Committee approved the appointment of Atkinson Partnerships to assist the Association with procurement services.

9. Pantry Project Proposals

The joint report from the Property Service and Housing Services Managers was discussed.

It is proposed to organise and implement a food pantry project to be based in the Overnewton Centre.

The Association's local contractors are planning to provide a complete kitchen replacement on a pro bono basis for both supplies and labour.

In the meantime, investigations are ongoing on a number of issues relating to the establishment and management of the service. These include:

- The legal status of the project
- Insurance implications
- Health and safety requirements
- Practical arrangements for running the service
- Overall viability and risk to YHA

J. Wilson commented that the RSL he works for runs a similar project as part of a local collective of housing associations. He is happy to assist the Housing Services Manager with information on the start-up process.

Committee approved G Kennedy's proposal that YHA joins the Scottish Food Pantry Network as a full member. Annual cost £500.

Members also authorised the Housing Services Manager to continue to investigate the practical and legal issues relating to the project and to report back accordingly.

M Menabney advised that the tenant who had originally approached her with the request for assistance had been hoping for some support in the short term to extend the service to YHA tenants. It was agreed a report be prepared with possible options to make this possible.

10. Incident Report

S Pattison's report on a gas leak at 1375 Argyle Street on 12th November was noted. The cause had been traced to a restaurant and all flats within the tenement had been evacuated. Members noted that all properties had been checked and made safe prior to residents returning to their homes.

M Green commended all staff involved in the prompt action taken with this incident.

11. Membership Applications/Cancellations

Committee approved the following applications:

Mic Ralph, [REDACTED] (retired GCC employee)
Michael Chang, [REDACTED] (local resident)

There were no new cancellations.

Total membership at 30th November: 104

12. Committee Appraisal 2022-23

M Menabney's report was discussed.

Committee noted EVH's proposed cost of £450 + VAT and agreed to their appointment.

EVH will contact members to arrange one-to-one interviews to be held during January. A representative will attend the February management committee meeting, and the final report will be presented to Committee in March.

13. Report from GWSF

Nothing to report.

14. Report from SFHA

Y Alexis attended the recent Finance Conference.

M Green is booked to attend two upcoming conferences: HR & Governance and Factoring. Members were reminded to contact A Brown if they are interested in attending any training events.

15. Report from EVH

Committee supported EVH's salary increase offer. M Menabney was authorised to return the ballot paper on Committee's behalf.

16. AOCB

There was no further business and the meeting ended at 7.20pm

Date of next meeting 6pm 8th December 2022