

## Yorkhill Housing Association Limited

### Minutes of a Hybrid Management Committee meeting held on 9<sup>th</sup> February 2023 in the Association's office and via Zoom

**Present:** M Green (Chair)(in-person), B Docherty (in-person), Y Alexis (in-person) C Armstrong (Zoom), M Ralph (in-person), B Hanley (in person), M Chang (in -person), P Braat (in-person), N McPherson (Zoom), J Wilson (Zoom)

**Apologies:** M Menabney (Chief Executive) N Fitzgerald

**In Attendance:** S Pattison (Compliance Manager), Gary Watson (Finance Manager), G Lumsden (Senior 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>
1.1	<p><b><u>Membership Applications and cancellations</u></b> (brought forward)</p> <p>P Braat was approved as a new member and welcomed to the meeting.</p>
1.2	<p><b><u>Casual Vacancies</u></b></p> <p>M Green stated P Marsden's leave of absence has resulted in him unable to commit [REDACTED]. It was agreed at the meeting to release him from elected membership at present and he could resume membership in the future.</p> <p>It was agreed that P Braat, M Chang and M Ralph would fill the 3 casual vacancies and bring numbers up to 11.</p> <p>The Committee approved the recommended and changed the Sub Committees detailed in the report presented.</p> <p>Governance &amp; Finance – Y Alexis, C Armstrong, N Fitzgerald, M Ralph, M Chang</p> <p>Services Sub-Committee – B Docherty, N McPherson, B Hanley, J Wilson, P Braat</p>
2.	<p><b><u>Declarations of Interest</u></b></p> <p>None to record.</p>

### 3. Minutes of last meeting 8<sup>th</sup> December 2022

#### 3.1 Amendments

M Green noted that on page 7, the second line should read December not October.

#### 3.2 Approval

The minutes were unanimously accepted subject to the above corrections and approved for signing off by M Green.

#### 3.3 Matters Arising

M Green advised that the Business Plan was submitted to the Housing Regulator after the last meeting. Nothing has been heard back as yet.

It was noted a neighbouring Housing Association had received funds totalling £170,000 for the foodbank project. Interesting to note this kind of finance is available for YHA's food pantry project. The eviction report was discussed and it was agreed YHA had done their best to support the tenant in this situation and had exhausted all other avenues.

M Green had been speaking with Robert and the turn-around time for the flat was likely to take around 4 weeks which is quite remarkable considering the work required.

### 4.0 Minutes of Special Management Committee Meeting 26<sup>th</sup> Jan 2023

#### 4.1 Amendments

Nothing to note.

#### 4.2 Approval

Committee Approved

#### 4.3 Matters Arising

As discussed in the meeting M Green formally wrote and requested M Menabney's letter of resignation. The response was Marion would like a timetable of the recruitment process and would duly submit a letter with a date to try and accommodate this timetable.

M Green had discussed with Eamonn and was agreed this is not the best process and a date must be agreed first.

M Green has a meeting with M Menabney on Tuesday 14<sup>th</sup> February to hopefully agree a date to enable the process to move forward.

### 5. Reports from Sub – Committees

#### 5.1 Governance and Finance 26<sup>th</sup> January (Cancelled)

Due to the Governance and Finance sub being cancelled the matter of the GCC Property Acquisition Scheme has been brought to committee to keep everyone informed of the situation.

A formal offer has been submitted for a flat in Regent Moray Street. This is on the proviso that GCC will fund 100% of the market value and must be used to reduce homelessness or house a Ukrainian family. The Factoring Manager is very confident with the agreed price and the grant will be provided within the timescales. M Ralph asked if staff had received written confirmation of this grant which was not the case. P Bratt also intimated it was probably best to get this in writing rather than relying on a moral obligation.

M Green confirmed he believed and had the upmost trust in the Factoring Manager who was confident there would be no issues with the funding.

## 5.2 Property Service 2<sup>nd</sup> February

The report was discussed. M Green had asked if there could be an explanation on the Owners Survey reports if anyone was very dissatisfied rather than just a tick box. This would enable YHA to act on the issue rather than just logging the dissatisfaction.

M Green asked if there'd been any issues reported with bulk uplifts etc. Nothing was raised that had been mentioned. B Hanley brought up that at 46 Overnewton there had been a bulk uplift that hadn't been removed for 9-12 weeks. This will be fed back to HM to see if they had any knowledge of this.

Item 10 on the report was discussed. The flat in question has 3 external walls which is why it does not meet EESH standards. A pilot will be trialled by one of our contractors for wall insulation which is carried out with a new technique. James suggested talking to Govan HA who are rumoured to have used this also.

## 6.0 Policy, Reports and Reviews

### 6.1 Entitlements, Payments and Benefits Policy

The policy was reviewed by the SFHA in 2019 and the new version has now been issued. M Green reiterated its importance for new members and staff to familiarise themselves with it and confirmed there's nothing new or difficult to note about it. It had been raised in a previous meeting but M Menabney was going to run a session for new members on this policy. If anyone is unsure on any issues S Pattison the Compliance Manager is there to assist.

6.2

Training and Development Policy

It was discussed training should always be ongoing. Share offer a variety of online courses now which the association would encourage members to enrol on.

The internal auditors Wylie and Bisset also offered to run training sessions where necessary. Again M Ralph explained M Menabney had suggested more in house training would be available in the future.

7.0

Risk Register Updates

7.1

IT Register and Notes

G Watson explained his report and discussed the variations in the risks. A new risk had been added as a result of a neighbouring organisation suffering a cyber-attack.

M Ralph mentioned a potential risk in the emailing to and from Committee members from personal email addresses. It was suggested business email addresses could be looked into.

7.2

Finance Register and Notes

G Watson explained the changes in the report and they were noted.

The SHAPS benefit review was added as a new risk. M Ralph asked if the MacLeod report was involved in the pension review. G Watson to look in to this further.

7.3

Governance Register and Notes

M Menabney was not in attendance at the meeting but M Green informed the Committee there had been a few enquiries from residents about the Board Members role. This was very encouraging to note. M Chang asked if we are seeking to recruit new people on the board. M Green confirmed this was always the case and things are looking very positive.

The risk had increased with the Allocations Policy however the review would be completed shortly.

7.4

Health & Safety Register and Notes

S Pattison mentioned the covid risks had now been removed however there is now a new register for Infection Control which is item no 7.6.

7.5

FOI/GDPR Register and Notes

Noted, nothing to be discussed.

7.6

Infection Control Register and Notes (new)

The register was created to try and keep some of the measures in place the Association had with Covid and to mitigate risk. There are still serious infections and Covid cases to contend with so this will help YHA deal with this.

**8.0 Rent Increase for 2023-2024**

The rent consultation had taken place with a response of 98 views. A comparison was detailed in the report between other local Housing Associations where the potential rent increase ranged from 3% to 9%.

Taking all factors into account Committee approved the recommendation of 6%.

**9.0 SHAPS Benefit Review**

G Watson explained that SHAPS had began a review of the changes made to the benefit structure of the DB Scheme within the Trust.

The initial review found that some changes to the Scheme Documents may have been applied at a time or in a way that may not be in accordance with the Rules. This was likely to take some time and that a decision would be made by the end of 2024 at the earliest.

This could potentially be another liability to YHA after finally clearing the pension deficit recently. The item has been added to the risk register and any changes will be brought back to Committee.

**10.0 Update on Committee Appraisal 2022-23**

EVH have been carrying out Committee Appraisals. Y Alexis had completed hers.

M Green stated they should only take half an hour and should be a positive experience.

S Pattison to contact EVH and get P Braat added to the appraisal list.

**11.0 Review of Factoring Charges 2023-2024**

The report was discussed and it was agreed the recommendation of Option 3 for the Management Fee increase should be approved.

Option 2 was approved for the review of commercial rent.

**12.0 Membership Applications (Cancellations)**

Already discussed

**13.0 Report from GWSF**

Nothing to report

**14.0 Report from SFHA**

Nothing to report

**15.0** **Report from EVH**

B Docherty had a leaflet which would be passed to S Pattison regarding the EVH Member Protect Scheme for consideration.

S Pattison advised that EVH were running a Governing Body Leadership Programme. Aileen to email members requesting any expressions of interest in the course.

**16.0****AOCB and Date of Next Meeting**

R Calvert was unable to attend the meeting but had submitted a report for Approval for the Stock Condition Survey Quote.

Unfortunately, only one quote was submitted by Brown and Wallace totalling £20,600.

They would be surveying the condition of all the buildings including stonework, roofs etc.

Committee discussed and approved the appointment.

The Governance and Finance Sub Committee on the 23<sup>rd</sup> January was inquorate as one committee member was on a leave of absence and Y Alexis was unable to attend.

The meeting was rescheduled for Wednesday 22<sup>nd</sup> February.

The Association's Chair to be *ex officio* a member of both Sub-Committees.

There was no further business and the meeting ended at 7.40pm

**Date of next meeting 6pm 9<sup>th</sup> March 2023**