

## Yorkhill Housing Association Limited

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

**Present:** M Green (Chair)(in-person), M Ralph (in-person), B Hanley (in person),  
N McPherson (Zoom), J Wilson (Zoom)

**Apologies:** N Fitzgerald, B Docherty, M Chang, Y Alexis

**In Attendance:** S Pattison (Compliance Manager), Gary Watson (Finance Manager),  
Marion Menabney (C.E.) L 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>None to record.</p>	
3	<p><b><u>Minutes of last meeting 9<sup>th</sup> February 2023</u></b></p>	
3.1	<p><b><u>Amendments</u></b></p> <p>M Green advised that there should be, added to the Minute of 9<sup>th</sup> February a final sentence: "<b>The Association's Chair to be <i>ex officio</i> a member of both Sub-Committees.</b>"</p> <p>G Watson advised that he had investigated costs for MC members to have YHA email address, this is for further discussion at a later date.</p>	GW
3.2	<p><b><u>Approval</u></b></p> <p>The minutes were unanimously accepted subject to the above corrections and approved for signing off by M Green.</p>	
3.3	<p><b><u>Matters Arising</u></b></p> <p>None</p>	
4	<p><b><u>Reports from Sub – Committees</u></b></p>	
4.1	<p><b><u>Governance and Finance 22<sup>nd</sup> February 2023</u></b></p> <p>The Factoring Assistant interviews have taken place.</p>	

	<p>M Menabney confirmed that there were 3 good candidates interviewed. The internal candidate was considered by all panel members to be the strongest applicant. They were offered the post and accepted. The Property Services section is now at full capacity.</p> <p>M Green added that the recruitment advert for the CEO replacement is ongoing and the closing date is next Monday with interviews planned 28<sup>th</sup>/29<sup>th</sup> March 2023.</p>	Office bearers
4.2	<p><u>Property Services (Housing Management) 16<sup>th</sup> February 2023</u></p> <p>M Menabney referred to the IT glitch on Homemaster which was causing confusion with arrears. The Housing Services Manager has spoken to a senior manager at Homemaster who has assured him that this issue will be addressed.</p>	GK
5	<p><b>Updates on Acquisitions through GCC Scheme</b></p> <p>Report prepared by J Stirling.</p> <p>M Green congratulated J Stirling for pursuing the scheme so productively. Members noted six properties have been purchased.</p> <p>The dates of entry have been staggered to ensure YHA's cash flow can manage the upfront payments required. Grant funds will normally be received within two days.</p> <p>G Watson confirmed that the first sale has concluded, and the grant offer has been accepted and we await receipt of the grant payment.</p> <p>All properties will be purchased and grants claimed by 31<sup>st</sup> March.</p>	JS/GW
6	<p><b>Policy reports and reviews</b></p>	
6.1	<p>Policies for ratification from Property Services Sub Committee 2.2.23.</p>	
6.1.1	<p>Asbestos – additions highlighted in blue.</p>	
6.1.2	<p>Legionella- updated only. Remove the "Draft" markings.</p>	
6.1.3	<p>Fire Safety in Stock and Common Areas – New policy. S Pattison advised that tenant safety was a priority for the SHR and a recent audit by ACS recommended that a policy was in place.</p>	
6.1.4	<p>Electrical Installations Safety – updated only.</p> <p>All policies were ratified.</p>	

## 6.2 **Policies for review**

### 6.2.1 **Use and Storage of Disclosure Information**

M Menabney advised that updated procedural guidance was required as the new CEO post requires a Basic Disclosure. She also suggested that a briefing session for MC members could be held at a future meeting.

Approval was requested from MC for S Pattison to be the named office in relation to Disclosure information.

A member asked if there was a back-up named in person in Stewart's absence. M Menabney confirmed that this would be the Chief Executive.

MC approved policy and S Pattison as named officer.

### 6.2.2 **Payment Authorisation Levels**

G Watson requested changes to the payment authorisation levels.

<b>Staff Position</b>	<b>Current</b>	<b>Proposed</b>
Chief Executive Officer	£0-infinite	£3,000-infinite
Compliance Manager	£0-infinite	£3,000-infinite
Property Services Manager	£0-£1,000	£0-£3,000
Factoring Manager	£0-£1,000	£0-£3,000
Property Services Officer (Project based work)	£0- £1,000	£0-£2,500
Property Services Officers	£0-£1,000	£0-£1,000
Finance Manager	£0-£600	£0-£1,000
Housing Manager	£0-£600	£0-£1,000

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MC approved recommendations.

### **Overnewton Centre**

Report prepared by G Watson, Finance Manager and S Pattison Compliance Manager.

	<p>The report recommends that MC ratify the Governance and Finance Sub-Committee decisions and approve the commissioning of Community Links Scotland to work along with the Association to investigate the long term potential for the Overnewton Centre as a community asset.</p> <p>Members agreed that the forthcoming window projects should have community benefits built into the procurement process to help with the cost of the feasibility study.</p> <p>MC Approved.</p>	RC  SP/GW
8	<p><b><u>Window Projects Update</u></b> Report prepared by R Calvert, Property Services Manager.</p> <p>Report discussed in detail and the following issues noted and agreed:</p> <p><b><u>46 Overnewton Street</u></b></p> <ul style="list-style-type: none"> <li>- Contract awarded to CCG following procurement via SPA Framework.</li> <li>- Surveys of all windows completed in February.</li> <li>- Awaiting window sample (noted glass manufacturing delay may affect programme)</li> <li>- Residents meeting to be arranged when sample is available. (all tenants, no owners involved)</li> <li>- Site start to be confirmed.</li> </ul> <p>Also noted Housing Management staff will be working closely with Property Services section to liaise with residents as required.</p> <p><b><u>1189-1263 Argyle Street (B Listed)</u></b></p> <ul style="list-style-type: none"> <li>- Noted this project has been subject to ongoing delays and discussions due to listed status of properties.</li> <li>- Properties have original single glazed sash and case.</li> <li>- Conditional Planning Consent recently received for double glazed windows of a similar design and character (consent subject to physical inspection on sample)</li> <li>- 23 tenants. Owners will be invited to participate (39)</li> <li>- Awaiting sample window</li> <li>- Resident consultation will commence early in new financial year.</li> </ul> <p>Members agreed that this project should be prioritised ahead of other investment schemes once full consent has been received. Tenants are struggling with fuel costs and have waited several years behind all other properties.</p> <p><b><u>1291-1317 Argyle Street (C Listed)</u></b></p> <ul style="list-style-type: none"> <li>- Noted existing windows are single glazed.</li> </ul>	RC/GK          RC

- Consent received for double glazing units as per sash and case design submitted by Grant Murray Architects
- 13 tenants and 12 owners. Owners to be invited to participate.
- Resident consultation commencing to quantify owners involvement and survey properties.

Committee agreed to appoint Grant Murray Architects to procure and project manage the contract, as per R Calvert's report.

RC

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### **Final Budget for 2023-24**

Report prepared and presented by G Watson, Finance Manager.

The Finance Manager spoke to the budget and highlighted notes as follows:

- Page 2 shows the employee costs with a 5.25% increase from 1<sup>st</sup> April. The additional £150 payment paid January-March will now stop.
- M Menabney will reduce to part-time hours between April and June.
- Direct costs and Insurance have a 10% increase applied but this may have to be increased further.
- The Acquisition of six properties have some costs upfront which are built into the budget but have been staggered over a few months.
- Welfare Rights services are continuing at £23k per year.
- A provision of £10k for consultancy fees has been included.
- Rent will increase by 6%.

The budget was approved by Committee. The review will take place in November.

A member asked about the Triodos loan. G Watson confirmed that it was money borrowed to fund the development of flats and the current office at Lymburn Street/Argyle Street.

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### **Write – offs**

10.1

#### **Rent Arrears and Recoverable charges <£500**

Approved by M Menabney, report for information only.

10.2	<p><u>Rent Arrears and Recoverable charges &gt; £500</u>          Prepared by G Kennedy Housing Services Manager.          Report approved by Committee.</p>	GW
11	<p><b>Management Transfer Report</b>          Report prepared by G Kennedy, Housing Services Manager.</p> <p>M Green summarised explaining that this was due to staff oversight where a tenant spent a lot of money in advance of a mutual exchange which could not be approved.</p> <p>M Menabney had approved a Management Transfer in this case.</p>	
12	<p><b>Update on Committee Appraisal 2022-2023</b>          Prepared by S Pattison, Compliance Manager</p> <p>S Pattison confirmed that three appraisals were complete and Eammon from EVH was sending reminders to others today.</p> <p>N McPherson advised that he had received his appraisal today.</p> <p>M Menabney suggested that, in future, it may be better to start the Committee appraisal process earlier in the year to allow time for the final report to be submitted prior to 31<sup>st</sup> March.</p>	SP
13	<p><b>Subsistence Allowance for staff</b>          Prepared by M Menabney, Chief Executive.</p> <p>The Chair advised this report would be deferred pending further information from EVH. He wished to establish whether the allowance was an entitlement or discretionary.</p>	MM
14	<p><b>Stage 2 Complaint</b></p> <p>M Menabney is awaiting further advice from TC Young and will provide an update at the next meeting.</p>	MM
15	<p><b>Internal Audit Report – Tenant Safety</b></p> <p>The internal auditor has completed the audit with full assurance and advised verbally there should be no recommendations. S Pattison awaits the final report.</p>	SP
16	<p><b><u>Membership Applications /Cancellations</u></b>          1 new application approved.</p> <p>[REDACTED]</p> <p>No new cancellations.</p>	

17	Membership as at 28.2.2023 = 105 members.	
18	<b><u>Report from GWSF</u></b> None	
19	<b><u>Report from SFHA</u></b> M Green and Y Alexis attended a safety event briefing aimed at MC members. The presentation from the event has been distributed.	
20	<b><u>Report from EVH</u></b>  Full member consultation – feedback from YHA MC members.  All members in favour of changes. M Menabney will inform EVH formally on 10 <sup>th</sup> March 2023.	MM
21	<b><u>AOCB and Date of Next Meeting</u></b>	
21.1	<b><u>Residents' Survey</u></b> S Pattison advised that the Residents Survey started this week, all staff are aware and the consultant has informed the Police.  S Pattison can circulate Open All Hours to any members who would like a copy. M Menabney advised that the Guide to Information on the YHA website is based on Open All Hours and may be more accessible. M Green also added that it was available on the SFHA website too. M Ralph advised that he does not have access to SFHA (no password) and will liaise with S Pattison.	SP
21.2	<b><u>YHA Website</u></b> M Ralph advised that the YHA website was a bit out of date, mainly relating to Minutes. M Menabney will investigate.	MM
21.3	<b><u>Committee member – Leave of Absence</u></b> A committee member requested a leave of absence from the MC due to a potential conflict of interest with the Association in relation to an ongoing complaint. The leave of absence commenced in November 2022; the complaint has not yet been resolved.  MC approved the continuation of the leave of absence in the meantime.  There was no further business and the meeting ended at 7.25pm  <b>Date of next meeting 6pm 13<sup>th</sup> April 2023.</b>	

