

Yorkhill Housing Association Limited

Minutes of a Hybrid Management Committee meeting held on 13th April 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), M Chang (in-person), Y Alexis (Zoom), C Armstrong (in-person), B Docherty (in-person)

Apologies: N Fitzgerald, J Wilson

In Attendance: S Pattison (Compliance Manager), Marion Menabney (C.E. - Zoom) M Krupa (Housing Officer – Minutes [Zoom]) Graham Gillespie (Wylie & Bisset LLB – Item 2 only [Zoom])

1.	<p><u>Welcome, Apologies and Declarations of Interest</u></p> <p>M Green welcomed everyone to the meeting and apologies were noted.</p> <p>No declarations of interest to note.</p>	
2	<p><u>Internal Audit Plan 2023 – 24</u></p> <p>M Green welcomed Graham Gillespie from Wylie & Bisset to the meeting.</p> <p>Graham thanked members for appointing Wylie & Bisset as the Association's internal auditor for the next three years. Tonight, he would present the plan for the first year's audit to committee for approval.</p> <p>Graham advised that the three areas they have selected to be audited in the first year are Cyber Security, Procurement and Governance. Graham advised that each audit would ensure that the Association was complying with all aspects of their policies and all legal requirements. The final report would be ready for October 2023.</p> <p>Graham also advised on a provisional schedule for the following two years, but this could be adjusted to suit nearer the time.</p> <p>Members discussed the proposed Internal Audit Plan and approved the proposed schedule for the coming year.</p> <p>Members thanked Graham Gillespie for his time this evening.</p> <p>G Gillespie left the meeting at 6:15pm</p>	

3	<p><u>Management Committee Appraisal 2022 – 23</u></p> <p>M Menabney advised that appraisals were still ongoing, and this item would be carried forward to the next Management Committee Meeting.</p>	
4	<p><u>Minutes of last meeting 9th March 2023</u></p>	
4.1	<p><u>Amendments</u></p> <p>None.</p>	
4.2	<p><u>Approval</u></p> <p>The minutes were unanimously accepted and approved for signing off by M Green.</p>	
4.3	<p><u>Matters Arising</u></p> <p>3.1 – M Ralph asked if there had been any progress with MC Members having YHA email addresses. M Menabney advised she would ask G Watson to follow this up.</p> <p>8 – M Menabney asked if there had been any progress with the window project for Franklin Terrace since she had been on leave the past week.</p> <p>S Pattison advised that the sample window is now within the office. R Calvert has met with the Scottish Procurement Alliance and the Architect. The Architect has requested a meeting with planning to approve the window.</p> <p>It has been suggested by the Procurement Alliance and staff that the B and the C listed properties be treated as 1 contract with 2 phases. M Menabney advised that Committee need to approve this.</p> <p>Members discussed and approved the staff recommendation.</p> <p>It was noted that the 46 Overnewton Street project requires a lot of input from Housing Management.</p> <p>13 – M Menabney advised that she was still waiting on an update from EVH regarding subsistence. In the meantime, managers have met and are pulling together a report on all local agreements that are currently in place, this will be ready for the next management committee.</p> <p>14 – M Menabney advised that the Stage 2 Complaint was still ongoing with appropriate legal advice sought as required.</p> <p>21.1 – S Pattison advised that Knowledge Partnership were struggling to get the number of owners required for the survey</p>	<p>GW</p> <p>RC</p> <p>SMT</p> <p>MM/ SP</p>

	and that we may need to supplement with our own internal owners' surveys to meet the requirement for the ARC. Members noted this.	SP
5	<p><u>Business Continuity Plan Update</u></p> <p>Members discussed S Pattison's update on Business Continuity. It was noted that there was a recent outbreak of Covid-19 within the staff with three members affected. Consequently, testing and strict infection control procedures had been resumed.</p> <p>Members noted the contents of the report.</p>	
6	<u>Internal Audit Reports</u>	
6.1	<p><u>Tenant Safety</u></p> <p>Members noted that the Tenant Safety Audit gave Full Assurance with 2 recommendations that will be progressed by Property Services in due course.</p>	
6.2	<p><u>Internal Audit Programme 2019 – 2022 Summary of Outcomes</u></p> <p>Members discussed the final follow up report, it was noted that it provided Full Assurance. S Pattison advised that most recommendations have been taken forward and completed, where the recommendation was not taken forward the reasons why have been noted.</p> <p>Members wished to thank Quinn Internal Auditors for their work over the past three years.</p>	
7	<p><u>CE's Report on Notifiable Events</u></p> <p>M Green advised that it is a requirement that Committee Members are advised when there are any notifiable events.</p> <p>Members noted the contents of the report.</p> <p>M Ralph asked where he could find a copy of the complaints handling procedure, M Menabney advised that a copy of the procedure can be found on the Association's website.</p>	
8	<p><u>Business Plan Feedback from SHR</u></p> <p>M Menabney discussed her report on Feedback from the Scottish Housing Regulator on the Business Plan.</p>	

She advised that the regulator was happy with the contents of the business plan.

There were a couple of recommendations:

- Managers continue to provide Quarterly Updates
- The Management Committee works on a succession plan.

There was also a slight concern regarding Governance and plans are in place to recruit more members before the AGM.

Members noted the contents of the report, and that the Association's risk level remains low with no requirement for additional engagement.

9 **Fuel Support Fund Update**

Members discussed G Kennedy's report on the Fuel Support Fund. M Green commented that when he was last in the office, he was pleased to see tenants collecting items they had been awarded.

B Hanley asked if there was any way the Association could help tenants financially. M Menabney advised that this would be very hard to do without funding, but the Association are working hard to keep rent increases low. B Hanley asked if tenants could fundraise for a type of benevolent fund. M Menabney advised that she would contact TC Young to check what the Association could endorse.

Members noted the contents of G Kennedy's report.

10 **Membership Applications/Cancellations**

1 New Cancellation noted from M Thomson, 0/1, 6 Arthur Street.

Share number: 221

Reason for cancellation: Deceased

Membership at 31.03.23 = 105.

11 **Report from GWSF**

Y Alexis reported she had attended an informal meeting on rent control and mentoring for staff and board members.

12 Report from SFHA

None

13 Report from EVH

M Menabney asked if B Docherty had received her letter regarding possibly being nominated to the EVH Executive Board. B Docherty advised that he had but did not have the time to dedicate to this at the moment.

14 Schedule of Meetings April – September 2023

Members approved the meeting schedule for April – September 2023.

15 AOCB and Date of Next Meeting**15.1 – Confidential Item**

S Pattison advised that he had a confidential item to raise with members that required Office Bearers to leave temporarily. M Menabney will also leave the meeting at this time.

After this item is discussed, M Menabney will run a briefing session on Regulatory Standards particularly aimed at new members but all members are welcome to stay and attend if they wish.

M Green, C Armstrong, Y Alexis, B Docherty and M Menabney all left the meeting. N McPherson also left at this time.

The Formal part of the meeting ended at 7:15pm.

Date of next meeting 6pm Tuesday 30th May 2023 – Note change of day to accommodate the ARC Approval.