

## Yorkhill Housing Association Limited

### Minutes of the Hybrid Additional Management Committee meeting held on 28 September 2023 in the Association's office and through Zoom.

**Present:** M Green (in-person), B Docherty (in-person), N McPherson (Zoom), B Hanley (in-person), Y Alexis (in-person), P Braat (in-person), David de Croy (in-person)

**Apologies:** J Wilson, B Hanley, M Ralph

**In Attendance:** S Pattison (Compliance Manager), L Caldwell (Finance Assistant) – Minutes, A Mallaghan (C.E.)

1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>M Green welcomed everyone to the meeting and apologies were noted.</p>	
2.	<p><b><u>Election of Office Bearers</u></b></p>	
2.1	<p>The Chief Executive invited nominations for the Chair.</p> <p>Y Alexis was proposed by M Green and seconded by B Docherty. Y Alexis accepted.</p> <p>There were no further nominations and no objections. Y Alexis duly elected.</p>	
2.2	<p><b><u>Vice Chair</u></b></p> <p>M Green proposed C Armstrong to remain as Vice Chair. Y Alexis seconded this.</p> <p>C Armstrong advised M Green prior to the meeting that he accepted the nomination</p> <p>There were no further nominations and no objections.</p> <p>Colin Armstrong was duly re-elected as Vice Chair.</p>	
2.3	<p><b><u>Secretary</u></b></p> <p>M Green proposed B Docherty as Secretary. Y Alexis seconded this. B Docherty accepted the nomination</p> <p>There were no further nominations and no objections.</p>	

B Docherty was duly elected as Secretary.

#### 2.4 **Treasurer**

M Green proposed M Ralph for the position of Treasurer. This was seconded by B Docherty. M Ralph had indicated prior to the meeting that he would accept this nomination.

There were no further nominations and no objections.

M Ralph was duly elected as Treasurer.

### 3. **Minutes of Last Meeting – 31st August 2023**

#### Amendments

None.

#### Approval

Management Committee approved the previous minutes.

#### Matters Arising

A Mallaghan confirmed that there is current court proceedings preventing the Association from letting a 2 bedroom property. This is ongoing and A Mallaghan will provide an update in due course.

M Green commented on Item 5, the Residents Survey which takes place every 3 years. This was delayed due to lockdown. There are a few points listed to improve on.

A Mallaghan assured Management Committee that the improvements are being worked on.

Overnewton Centre Mural – N McPherson provided a draft proposal to A Mallaghan, however some further information is required. A Mallaghan is enquiring about the best contact at City Property to discuss.

N McPherson proposed a local artist and a member of YHA Green Spaces be considered to design the mural.

D de Croy suggested that the local community be consulted on any proposals.

P Braat added that, if the local artist could provide some options for discussion at Management Committee, these could then be shared with the community before any decision.

N McPherson will discuss this with SWG3 and the local artist and report back following his holiday.

**4. Declarations of Interest and 2023-24 Register of Interests**

There were no declarations of interest noted.

Forms have been issued to all committee members and should be signed and returned to Aileen Brown at the Association's office.

**5. Governance Structure 2023-24**

**5.1 Standing Orders, Roles and Remits**

Standing Orders , Roles and Remits (Office bearers, senior staff, committees)

All members confirmed they had reviewed the documents.  
The Standing Orders, Roles and Remits were duly approved.

**5.2 Committee Code of Conduct**

All members agreed to sign and abide by the terms of the Code of Conduct.

**5.3 Approved Signatories**

Existing signatories and relevant full business authorities confirmed. The main changes were A Mallaghan replacing M Menabney, S Pattison replacing P Hollinsworth and B Docherty replacing R Winning.

**5.4 Tender Openers**

S Pattison confirmed that the current protocol for tender openings was staff present with 2 Committee members.

A Mallaghan suggested allowing more people to be involved.

M Green added that a "remote option" could be considered so that it could be witnessed via Zoom instead of always in-person.

A Mallaghan will arrange for wider representation.

All Committee Members approved as tender openers.

Approved.

**5.5 Sub Committee Appointments**

**5.5.1 Governance and Finance**

There is currently 1 vacancy.

M Green proposed David de Croy, seconded by B Docherty.

D de Croy accepted. The quorum is 3 members.

**5.5.2 Property Services**

M Green proposed Y Alexis, seconded by B Docherty. Y Alexis accepted.

**5.6 Co-options 2023-24**

It was noted that there is 1 potential co-option to consider.

A resident has expressed interest. A Mallaghan and S Pattison who will meet with the resident and report back to Management Committee.

**6. Attendance and Absence Management Policy**

Attendance and Absence Management Policy approved.

**7. Homeworking Policy**

A Mallaghan confirmed that changes were highlighted in red and explained the difference between contractual and occasional home working. Footfall in the office is currently being measured to ensure decisions relating to home working in future are based robust information.

P Braat asked if a decision to close the office was being considered. A Mallaghan confirmed that this would not be the intention and highlighted the importance of a community-based housing office.

Homeworking Policy approved.

**8. Membership Applications/Cancellations**

There are no new applications or cancellations to consider.

Membership as at 31.8.23 was 106 members.

**9. Schedule of meetings 2023-24**

All meetings continue to be held on Thursdays. Management Committee meetings will be held on the 2<sup>nd</sup> Thursday of each month.

Schedule approved.

**10. Report from EVH and appointment of representative**

B Docherty remains the EVH representative and has a meeting on Monday in relation to salary discussions.

**11. Report from SFHA and appointment of representative**

Y Alexis is currently the representative.

A Mallaghan advised that the Association receives regular updates via email from SFHA and GWSF and through their websites to ensure we are up to date.

**12. Report from GWSF and appointment of representative**

Y Alexis suggested that updates could be provided to Committee members via SMT and CEO. Information can also be accessed online.

D de Croy expressed interest in finding out more about SFHA and GWSF and was encouraged to visit their websites.

MC agreed that GWSF and SFHA updates should be provided by Senior Staff.

**13. AOCB and Date of Next Meeting**

A Mallaghan emailed Management Committee Members on 7 September in relation to the EVH consultation on salaries. He will resend the email.

Previously the Association agreed to the EVH proposal. Responses received from Management Committee Members will be conveyed to EVH.

A Mallaghan confirmed that, to his knowledge, there was no staff discontent and no issues had been highlighted to SMT.

A Mallaghan will provide a response officially to B Docherty for Monday (EVH meeting date).

Date of next meeting

12 October 2023 at 6pm.

No further business was discussed, and meeting closed at 7:10pm.