

YORKHILL HOUSING ASSOCIATION LTD

Minutes of Management Committee hybrid meeting held on 9th November 2023 at 6pm in The Association's Office and VIA Zoom

Present: Y Alexis (in-person), B Docherty (in-person), M Ralph (in-person), M Green (in-person), D de Croy (in-person), Colin Armstrong (Zoom), Maria McIntosh (Zoom), Neil McPherson (Zoom).

Apologies: None.

In Attendance: Tony Mallaghan (Chief Executive), Gary Watson (Finance Manager), Stewart Pattison (Compliance Manager), Jacqueline Stirling (Factoring Manager), Grant Kennedy (Housing Services Manager), Natalie Tobin (Factoring Officer, mins)

		Action
1.	<p><u>Welcome & Apologies</u></p> <p>Y Alexis welcomed everyone to the meeting and no apologies were noted. The meeting started at 6pm.</p>	
2.	<p><u>Declarations of Interest</u></p> <p>There were no other declarations of interest noted.</p>	
3.	<p><u>Minutes of last meeting 12th October 2023</u></p> <p><u>3.1 Amendments</u> None.</p> <p><u>3.2 Approval</u> The minutes were unanimously accepted and approved for signing off by Y Alexis.</p> <p><u>3.3 Matters Arising</u> M McIntosh was welcomed to the meeting as coopted member.</p> <p>T Mallaghan confirmed that all Equality & Diversity Training was now complete. Management Committee were asked if they were happy for email addresses to be passed to IHASCO in order for training to be emailed direct, all in agreement. Arrangements would be made for members who do not have access to email for training to be carried out at YHA's office.</p> <p>A member had previously asked for information on YHAs website activity, report was issued to all members.</p>	

	<p>Confirmation received from stationary supplier that all YHA reports are already on recycled paper.</p> <p>Price received for phishing exercise on cyber security £1200.00, all in agreement for this to be carried out.</p>	
4.	<p><u>Governance Review Report</u> Presented by S Pattison, Compliance Manager.</p> <p>Following the report by the independent consultant and discussion with the Association's Regulation Manager from the Scottish Housing Regulator, an overall Governance review is recommended. Committee approved for a costed proposal to be obtained and submitted to the next Management Committee dependant on time.</p> <p>Approved.</p>	SP
5.	<p><u>Long Term Void</u></p> <p>The Association's Chief Executive and Compliance Manager have met with solicitors regarding the court hearing, the outcome of these discussions are held within the report, actions not expected to be concluded till the new year and committee have been made aware of the current position.</p>	TM/SP
6.	<p><u>Rent Arrears Policy</u> Presented by G Kennedy, Housing Services Manager.</p> <p>Members asked to note Page 7 Item 3.1 showing changes to responsibilities of staff members and arrears progress through home master.</p> <p>Policy approved.</p>	
7.	<p><u>Former Tenancy Right Offs</u> Presented by G Kennedy, Housing Services Manager.</p> <p>Previously former tenant right offs were carried out each year however this will now be carried out twice annually. Delegated authority is in place for the Chief Executive to write off any cases below £500.00 or less than £500.00 credit, anything above £500.00 or £500.00 credit is to be approved by Management Committee.</p> <p>3 Cases present which are nonrecoverable, 2 where tenant has passed away and 1 uneconomical to pursue.</p> <p>Report approved.</p>	

8. **Services Sub-Committee (Property Services)**
Prepared by J Stirling, Factoring Manager.
- A summary report of the key decisions taken at the Services Sub-Committee meeting on 19th October 2023.
- Members noted that maintenance report as approved at services was held back from ratification until all policies affected by this have been reviewed, and will now be presented at the December Management Committee.
- Compulsory Purchase Order for Argyle Street approved at Sub Services Committee – Ratified.
- No comments or questions. Members noted the content of the report.
9. **Services Sub-Committee (Housing Management)**
Prepared by G Kennedy, Housing Services Manager.
- A summary report of the key decisions taken at the Services Sub-Committee meeting on 26th October 2023.
- G.Kennedy confirmed both arrears recovery and void rent loss performing well.
- No further comments or questions. Members noted the content of the report.
10. **Acquisition Strategy**
Prepared by J Stirling, Factoring Manager.
- Acquisition Strategy now includes compulsory purchase orders. Delegated authority for Chief Executive to give approval where 100% funding has been granted.
- An adjustment to be made to the report, contact person at Glasgow City Council to be removed and title of post to be input.
- As this is a fairly new procedure there may require to be new policy adjustments to be made as this progresses and flexibility to be given to Factoring Manager and Chief Executive to make these adjustments as required.
- Policy Approved.

11. **Budget Review 23/24**
Prepared by G Watson, Finance Manager.
- G Watson advised running at slight deficit and mid term, the report reflects this. We are now in Year 2 of the business plan and the association is complying with standard 2.3 of the financial framework. Projections are included in the report along with any anticipated changes.
- Projects for 2024 – 2025 to be looked at next month with projections.
- Member asked how thresholds were determined for sub committees, G Watson confirmed that the Governance and Finance Sub have delegated authority and this is out lined in the associations Standing Orders.
12. **Rent Increase Consultation**
Prepared by G Kennedy, Housing Services Manager.
- Discussion took place around the report, confirmed SFHA's affordability tool was used to compare against other organisations.
- Management Committee agreed to consult on the rent increase based the association Business Plan which was based on CPI plus 1% (7.7%) as this complies with the business plan which has been proposed to the regulator. A further discussion and decision can be made at the December Management Committee meeting.
- Member asked for information regarding the outcome of the consultation and it was agreed this would be provided.
- Report Approved.
13. **Membership applications/approvals**
Prepared by A Brown, Governance Assistant.
- There was one cancellation reported.
14. **Report from EVH**
- Member advised no new updates.
15. **SFHA Updates**
- Members advised to look on website for any current conference/webinars they would like to attend.

16.	<u>GWSF Updates</u>	SP
	T Mallaghan advised GWSF are running a support pilot and are looking for input from Housing Association Staff to assist other associations in areas where they may be struggling. Also looking for board/committee members to assist with advice, shared experience etc.	
17.	<u>AOCB</u>	
	No update from EVH in regards to clarification of diary dates as member attended and meeting had been cancelled, will contact EVH and remind them to pass on any changes.	
	T Mallaghan advised an invitation had been received from the Mosque for Prayers for Peace on Sunday 18 th November at 4.30pm if anyone wishes to attend.	JS
	Empty Home Workshop – T Mallaghan advised a strategy being revised, GCC are looking to increase their work with RSL's and in particular Compulsory Purchase Orders.	
	Staff & Committee Christmas Lunch – Looking for committee to confirm attendance and advise of any dietary requirements.	
	██████ advised there is an LGBT health and wellbeing group who have added a survey for older LGBT member in housing a copy of this can be found via LGBThealth.org.uk	
	Member advised they had spoken to share who are considering an annual membership for online training, would be a possible higher charge however courses would be included in this cost.	
	T Mallaghan thanked all new members for attending tonight's meeting.	
	Meeting Closed 7.05pm	
	Date of Next Meeting 14th December 2023	

Signed as a Correct Document Chairperson