

# YORKHILL HOUSING ASSOCIATION LTD

## Minutes of Management Committee hybrid meeting held on 14 December 2023 at 6pm in The Association's Office and via Zoom

**Present:** Colin Armstrong (Vice Chair), B Docherty, M Ralph, M Green, D DeCroy, P Bratt, M McIntosh (Zoom), J Wilson (Zoom), M Chang (Zoom 6.30pm)

**Apologies:** N McPherson, B Hanley, Yvonne Alexis.

**In Attendance:** Tony Mallaghan (Chief Executive), Gary Watson (Finance Manager), Grant Kennedy (Housing Services Manager), Natalie Tobin (Factoring Assistant, mins)

		Action
1.	<b><u>Welcome &amp; Apologies</u></b>  Vice Chair chaired the meeting in Chair's absence and apologies were noted. The meeting started at 6pm.	
2.	<b><u>Declarations of Interest</u></b>  There were no other declarations of interest noted.	
3.	<b><u>Minutes of last meeting - 9 November 2023</u></b>  <u>3.1 Amendments</u> Member advised tracked changes were visible on the minute. More care required in future.  <u>3.2 Approval</u> The minutes were unanimously accepted and approved.  <u>3.3 Matters Arising</u> None	
4.	<b><u>Report Procurement Policy Update</u></b> Prepared by Compliance Manager.  Updated to show figures agreed at Sub Committee and adjustments to item 7, however it affects other policies and procedures. Member asked if would be possible to consider direct appointment, it was agreed this would be considered.  Approved.	TM

5.	<p><b><u>Allocations Policy Update</u></b> Presented by Housing Services Manager.</p> <p>Following consultation an amended points structure was presented. A member asked if YHA staff were comfortable raised in awarding medical needs points in categories, and a discussion took place regarding this, with the HSM confirming that this was always going to be an emotive topic but structured as best as possible to eliminate those issues. The HSM confirmed applications are pointed and approved by two members of staff and if there are any queries on applications they can be reviewed. Medical proof can be requested and decision can also be appealed. These would be dealt with through the complaints handling process. No appeals can be made to the Management Committee under the policy.</p> <p>Approved.</p>	
6.	<p><b><u>Rent Increase 2024/2025</u></b> Presented by Housing Services Manager.</p> <p>Discussion took place around survey results. Proposal for 5.6% increased based on RPI + 1% approved.</p> <p>Member asked if comparison results available to tenants to reflect upon the rent charges, these are available via the regulator. These will be included in the spring newsletter.</p>	GK
7.	<p><b><u>Policy Reconciliation with the Planned Maintenance Policy</u></b></p> <p>Presented by Finance Manager. It was explained that adjustments were made to policy to match procurement policy changes.</p> <p>Approved.</p>	
8.	<p><b><u>Reports From Sub-Committee</u></b></p> <p>8.1 Member asked for reminder not to use acronyms in reports. Also wished to send thanks to Governance Assistant for all her hard work over the years.</p> <p>8.2 Although only 1 competent return was received for the window replacement contract, this was checked against the frame work benchmarking and is shown to be best value for money. Consultant recommendation to appoint this contractor. Property Manager &amp; Factoring Manager are applying for Net Zero Heat Funding from the Scottish Government and if successful this could result in 50% funding for the contract costs. The application will be submitted in February and this is a rolling fund till 2026.</p>	JS/RC

	Approved.
9.	<p><b><u>Membership applications/cancellations</u></b> Prepared by Compliance Manager</p> <p>One cancellation reported.</p>
10.	<p><b><u>Governance Review Proposal</u></b></p> <p>Recommendation for committee to approve.</p> <p>Member commented on costing fees and if there is any benefit of having a fixed fee rather than open ended. Chief Executive confirmed contract was not tied down at present as Consultant has given a good estimate of the days involved along with the cost per day but will finalise this after initial assessment of the work required following a desk top exercise. This will then give a fixed cost.</p> <p>Approved.</p>
11.	<p><b><u>Staffing Update</u></b></p> <p>Governance Assistant post has now been filled and new person is starting 18 December 2023.</p> <p>Part time Finance Assistant post deleted and Senior Finance Assistant contract changed to 3 days a week from April 24 as opposed to 2 days one week and three days the second week every 2 weeks.</p> <p>Maintenance Assistant post has been extended for 6 months to June 2024.</p> <p>Compliance Manager has intimated retirement in April.</p> <p>Senior Management Team restructure – Proposal to remove Compliance Manager and Housing Services Manager posts and create new Grade 9 post. More detailed report to be prepared for January Governance and Finance subcommittee and approved at February Management Committee.</p> <p>Approved.</p>
12.	<p><b><u>Acquisitions Update</u></b> Prepared by Factoring Manager.</p> <p>Highlighted that in item 3 GCC confirmed funding for 3 ground floor flats with 100% purchase costs and 50% towards repairs.</p> <p>Members asked if this was in relations to Compulsory Purchase Orders</p>

	(CPO), Chief Executive confirmed this was in regards to voluntary sales and the CPO was a separate property.	TM
13.	<p><b><u>Draft Budget 2024/2025</u></b> Presented by Finance Manager.</p> <p>Confirmed staffing restructure if approved will save around £67,000.</p> <p>Discussion took place around new SHARE fee, unclear on what is included in this fee which has almost doubled. Chief Executive to provide full report.</p> <p>4.6% inflation increase on overhead costs.</p> <p>5.6% inflation rent increase built in draft budget.</p> <p>Member sought clarification if 50% grant is not awarded for the windows. Member confirmed there are reserves.</p> <p>Clarification on acquisitions capital and revenue costs, confirmed this has not been drafted into the draft budget but will be included in final budget.</p> <p>Approved.</p>	
14.	<p><b><u>Proposal: Replacement of Office Equipment</u></b> Presented by Finance Manager.</p> <p>Full costing comparison provided and supplier selected for the replacement of the photocopiers/printers. Finance Manager will organise order and install.</p> <p>Approved.</p>	
15.	<p><b><u>Donations to Charitable Organisations</u></b></p> <p>Discussion took place with Senior staff, 10 charities were identified although list is not exhaustive.</p> <p>Member commented on possible policy being put in place so this is not awarded on a first come first serve basis. Possibility of being included in newsletter to let resident have an input.</p> <p>Senior Staff to look into charities to find out what is less sizeable and has a local connection. These would be the preferred recipients.</p> <p>Delegative authority given to Chief Executive.</p>	

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| 16. | <p><b><u>Overnewton Centre Update</u></b><br/>Presented by Finance Manager.</p> <p>Consultant completing funding application on YHA's behalf. GCC offered discounted lease of 3 years at £750.00 per annum that can be superseded if funding is secured.</p> <p>Yardwork will be doing the Mural which has been given approval pending on design receiving planning permission.</p>   |
| 17. | <p><b><u>Report from EVH</u></b></p> <p>EVH have confirmed there will be no advance updates put out in 2024. Meeting dates will be put out monthly and EVH will notify contacts accordingly.</p>  |
| 18. | <p><b><u>SFHA Update</u></b></p> <p>Governance forum attended by Chief Executive &amp; Compliance Manager. A major request from the SFHA and members was that with regard to the future Assurance Statements that the regulator does not ask for assurance on something which is not yet in place. The example being the assurance on human rights when there isn't yet a Scottish Human Rights bill.</p> <p>SFHA leading on a new domestic abuse policy which will allow more powers to Associations in dealing with this and YHA will bring a policy to committee in the near future.</p> |
| 19. | <p><b><u>GWSF Update</u></b></p> <p>Chief Executive gave an update on rent levels and feedback issues discussed at GWSF.</p> <p>Information being gathered on new heating proposals and will link in with GWSF &amp; SFHA for collated responses. The retrofitting of heat pumps has been put back till next general election.</p>  |
| 20. | <p><b><u>AOCB</u></b></p> <p><b>Glasgow Housing Emergency</b><br/>GCC have declared housing emergency and we have seen a sign of actions which included GCC querying an empty property which is currently subject to an interdict. Explanation provided.</p> <p><b>Strategic Weekend</b><br/>SMT looking at proposals, possible February, possibility of being split over two weekends or one day mid-week.</p>   |

**Eviction**

Decree granted for tenant 13/12/2023, arrears for number of months and has increased from £3,500 in September to approx. £5,500 and looking to seek approval for eviction. Discussion took place and committee commented that it was previously agreed that evictions should not be raised under AOCB. Looking for possibility of a report being provided before eviction date. Although approved at this time would not be granted without a report in future. A report would be presented to the next committee meeting, with details to be included in minute.

**Committee/Staff Lunch**

Reminder - taking place in office Friday 15<sup>th</sup> December 2023 at 12.30pm.

Member indicated he was unavailable to attend the next G&F Sub and required someone to stand in as chair.

Chief Executive thanked everyone for attending tonight's meeting.

**Meeting Closed 7.55pm**

**Date of Next Meeting** 8<sup>th</sup> February 2024 at 6.00pm

Signed as a Correct Document

..... Chairperson