

Yorkhill Housing Association Limited

Minutes of a Hybrid Management Committee meeting held on 11th April 2024 in the Association's office and via Zoom Conferencing

Present: Y Alexis (Chair), W Docherty (Secretary), M Green, M Ralph, J Wilson (Zoom), C Armstrong (Vice-Chair) (Zoom), N McPherson (Zoom), D De-Croy, P Braat (Zoom)

Apologies: None

In Attendance: T Mallaghan (Chief Executive), G Kennedy (Deputy Chief Executive), G Watson (Finance Manager), M Krupa (Housing Officer) (Minutes)

1.	<p><u>Welcome & Apologies</u></p> <p>The Chair welcomed everyone to the meeting and apologies were noted.</p> <p>The chairperson advised that a request had been received from [REDACTED] for a 6 month leave of absence from the Management Committee due to a project they have on at work. Members agreed to this, and it was noted that a letter should be sent from the chair confirming this and that staff should keep in touch with him to confirm when he will be able to return.</p> <p>A further request has been received from [REDACTED] to leave the Services Sub Committee due to pressures of work. Members agreed to this, it was noted that there were adequate members of the sub committee to make up a quorum.</p>	GK
2	<p>Declarations of Interest</p> <p>No declarations of interest to note.</p>	
3	<p>Minutes of Last Meeting 14th March 2024</p> <p><u>Amendments</u> None</p> <p><u>Approval</u> Minutes were unanimously approved by all members.</p> <p><u>Matters Arising</u> The Chief Executive gave an update on the following items: 3.1 – Training being organised with the Auditor; staff will be in touch with dates/times.</p>	

4.1 – Staff have been informed and the minute has been reflected to show that it was Chief Executive and Staff.

4.3 – It appears that there is no upper limit on awards the property services manager will prepare a report

5 – Salary Increase has been confirmed at [REDACTED]. Staff will receive a backdated payment in the next salary run.

6 – Tender for the Auditor is being prepared by the Finance Manager, members will be given plenty of notice as to when required.

7 – Health and Safety training is currently being organised and will include lone working.

8 – Discussed with other RSLs their policy on cancelling memberships, some cancel memberships in the same way we do other's do not.

10 – Staff have been reminded about using their out of office notification and ensuring that complainants are advised of any delays in responding.

14 – The Factoring Manager will prepare a report for the next Services Sub Committee

17 – EVH have been contacted and an amended form showing that the Deputy Chief Executive has been informed of their previous post being made redundant.

4 **Membership Applications/Cancellations**

Members noted that there had been no changes since the previous report.

5 **Chief Executives Report**

Members commented on the new style of report. The Chief Executive confirmed that it was their intention to keep the report brief and to limit the amount of paper.

Item 2.1 – The Chief Executive confirmed that the impact of the cuts is still to be felt and filter through,

Item 2.7 – The Chief Executive discussed the responses from both GWSF and SFHA, which are attached as appendices for anyone who wishes to read. Members discussed how the

	<p>Association should be using these case studies that other RSLs have completed. The Chief Executive confirmed that the Property Services Manager has already read these but would be happy to receive any input from members.</p> <p>Item 2.8 – The Chief Executive confirmed that the plans of the Overnewton Centre were beginning to solidify. The proposed food barrow project would be open to all local residents not just Housing Association Tenants.</p> <p>Tollcross Housing Association have a similar project in a converted church, which is used by various groups and also to deliver some Housing Association services such as Welfare Rights and Energy Advice from. The Chief Executive and Finance Manager will be visiting in the next few weeks.</p> <p>Item 2.9 – The strategic plan is currently being updated following the two strategic planning days held in March, this would come to a future Committee Meeting.</p> <p>2.10 – The Chief Executive confirmed that the ARC (Annual Return on the Charter) would be presented to committee at the next meeting on 30th May 2024 before submission on 1st June 2024. Members enquired if this would allow for sufficient time for any alterations to be made following the meeting. The Chief Executive confirmed that the ARC was purely statistical and there were no changes that could be made following the committee discussion.</p>	RC
6.	<p><u>Financial Regulations</u></p>	
	<p>The Finance Manager advised that the changes to the Financial Regulations and Procedures were marked in red on the report, they mainly involve changes to members of staff and job titles. Members asked if it was a big job to take a stock inventory, the Finance Manager confirmed that this was already happening so there would be no impact.</p> <p>Members noted the error on the front page of the report, the Finance Manager apologised for the error this had not been changed from the when it was discussed at the Governance and Finance Sub Committee.</p>	AM & GW
7.	<p><u>Attendance and Absence Management Policy Amendment</u></p> <p>The Chief Executive confirmed the amendment to the policy regarding annual leave while off long term sick and that this will be added to the full EVH Terms and Conditions.</p>	

Members noted the amendment.

SFHA Update

SFHA Poverty Conference in Edinburgh at the Scottish Parliament building on Tuesday 16th April from 6 – 8pm. J Wilson confirmed that they were attending.

GWSF Update

None

EVH Update

2 Members confirmed that they were attending the EVH Conference.

AOCB

The Chief Executive confirmed that the brokers had re-negotiated the Buildings Insurance Policy, it is still higher than anticipated but lower than the earlier price. Due to timescales this will be sent out by the Factoring Manager for approval by the Office Bearers so that the new policy can be in place before the current one expires.

Date and time of Next Meeting

Thursday 30th May at 6pm in the Association’s office and via Zoom as required.

No further business was discussed, and meeting closed at 7:25pm

Signed as a correct document

..... Chairperson