

## Yorkhill Housing Association Limited

### Minutes of a Hybrid Management Committee meeting held on 13<sup>th</sup> June 2024 in the Association's office and via Zoom Conferencing

**Present:** Y Alexis (Chair) (Zoom), M Green, M Ralph, D De-Croy

**Apologies:** G Watson (Finance Manager) J Wilson, P Braat

**In Attendance:** T Mallaghan (Chief Executive), G Kennedy (Deputy Chief Executive), M Muirhead (Snr Property Services Asst) (Minutes)

1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>The Chair welcomed everyone to the meeting and apologies were noted.</p>	
2.	<p><b><u>Declarations of Interest</u></b></p> <p>No declarations of interest to note.</p>	
3.	<p><b><u>Minutes of Last Meeting (30<sup>th</sup> May 2024)</u></b></p> <p><b><u>3.1 Amendments</u></b> Member highlighted a correction on Page 5: Minute reads: "A member did suggest that Committee could be open to subsidising public transport costs for staff" and should read: "A member did suggest that Committee could be open to forward funding public transport costs for staff".</p> <p><b><u>3.2 Approval</u></b> Minutes were unanimously approved by all members.</p> <p><b><u>3.3 Matters Arising</u></b> Item 14: Chief Executive and Deputy Chief Executive ('CE' and 'DCE' respectively) confirmed [REDACTED]. CE and DCE confirmed property is now allocated and let. In addition, DCE confirmed notifiable event in association with this is now closed and Regulator satisfied.</p>	TM
4.	<p><b><u>Membership Applications/Cancellations</u></b></p> <p>Members noted that there had been no changes since the previous report.</p>	

<p>5.</p> <p>6.</p>	<p><b><u>Chief Executives Report</u></b></p> <p>CE presented report.</p> <p>2.1: CE noted that South Lanarkshire Council have also, as of today, declared housing emergency. The Scottish Government is therefore coming under increased pressure to act, however it is unclear what if any action will be taken.</p> <p>2.3: CE noted that GCC has advised they cannot confirm acquisition budget at present, as they do not have confirmation of their own overall budget.</p> <p>2.4: CE noted that the Scottish Enterprise have advised that the Green Heat Retrofit Innovation Challenge budget cannot be confirmed for at least the next 2 weeks, until the Scottish Government confirm their funding allocation.</p> <p>2.5: CE noted that a detailed update on Overnewton Centre will be provided in due course.</p> <p>2.7: CE noted that the Governance Review is still ongoing, and will be discussed further under next agenda item.</p> <p>A member queried what the root of the national housing emergency was, as this could have reasonably have been foreseen.</p> <p>The matter was discussed and CE advised that while the root of the issue is complex, the current housing situation could have indeed have been predicted by Scottish Government via local councils' Housing Needs Demand Analysis. This information is searchable online by council and sometimes by ward. A member also highlighted that councils also have access to information on planned building development, which would indicate whether supply can meet demand.</p> <p>Members discussed the implications of this on Registered Social Landlords' growing waiting lists and the likelihood of applicants being housed.</p> <p>Members noted the contents of the report.</p> <p><b><u>Governance Review Update</u></b></p> <p>DCE presented report. DCE noted that [REDACTED] will carry out a review of individual committee members (similar to previous appraisals carried out by</p>	
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EVH) to identify the Committee's strengths and areas for improvement through training or recruitment focuses.

DCE advised that, following meetings with [REDACTED], it has been established that the responsibilities within the remit of the Treasurer are in practice fulfilled by the Finance Manager ('FM'), with assistance from other staff and CE. As such, it has been proposed that the role of Treasurer is deleted from the Committee structure commencing from the next AGM.

DCE noted that, similarly, the responsibilities within the remit of Secretary are mainly being carried out by YHA staff. The report suggests that, in keeping with a more refined committee structure, a staff member *officially* carrying out this role would be good practice.

With this in mind, DCE noted that the responsibilities of the Secretary would require to be carried out by a more senior member of staff, and in order to keep a separation of duties this should not be carried out by the CE. The recommendation is that the post of DCE is assigned the role of Secretary and it is proposed that this role could be transferred to DCE following the next AGM.

A member put forward that any Committee should have some form of formal office bearers, and asked whether the Governance review could consider what would be the office bearer requirement for a modern committee.

DCE confirmed that the proposed office bearers would be: Chair, Vice Chair and Secretary (DCE). DCE made it clear that any other committee member can chair meetings in the absence of Chair/Vice Chair as required as long as meeting was quorate.

Chair re-iterated the need for general oversight of all Association activities, whether or not there is a particular office bearer for the specific purpose/activity.

It was discussed and accepted that, for example, Governance and Finance Chair would still have oversight of the Association's finances, in addition to the committee seeing regularly produced and readily available reports.

A member asked whether the committee could wait until outcome of full governance review is known before approving the suggestions in this report, because this would need to be considered in the context of the future remit of the various sub-committees. It was agreed that a decision on this will not be made at the moment.

A member asked whether the Association would be willing to wait until after the AGM to implement the findings of the governance

<p>7.</p> <p>8.</p>	<p>review if required, so as to not rush the process. This was agreed by CE, DCE and members.</p> <p>It was agreed that DCE will liaise between [REDACTED] and Committee members to propose/agree dates for review meetings. Chair pointed out that Annual Review forms have been given to members along with Committee Papers and DCE advised that these do not have to be completed in advance of the meetings.</p> <p><b><u>Policy Reviews</u></b></p> <p>DCE presented update on policy reviews: Repairs and Maintenance, Purchasing and Notifiable Events and highlighted the changes.</p> <p>DCE noted that all current policies can be accessed via Committee Portal.</p> <p>A member discussed their initial experience of using the Committee Portal, and noted that it was a positive experience so far.</p> <p>Members agreed that it is a useful resource, and can be used to share a great deal of information. It was agreed that a library of information can be built up including current documentation as well as historical documents which can be used for reference.</p> <p>A member asked who would be responsible for updating the portal and the website. This is currently being updated by the DCE, however the Governance Assistant ('GA') will take over these duties once the portal is fully set up.</p> <p>Highlighted issue with numbering in the attached risk document – this will be resolved.</p> <p>The committee approved the contents of the report.</p> <p><b><u>Loan Portfolio Return 23/24 to SHR</u></b></p> <p>CE presented report on Loan Portfolio Return, which confirms that the Association are fully compliant and have a very low loan-to-stock ratio.</p> <p>CE pointed out that loan portfolio return is submitted to SHR, incorporating the current year's loan balance and repayment plan, and that the five-year financial plan includes covenant compliance stress test to ensure full compliance.</p>	<p>GK</p>
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	<p>Chair queried what “IGF” and “ISDA” mean. It was agreed that this will be clarified with FM on his return from leave and that acronyms will be avoided or explained in future.</p> <p>Members approved the contents of the report.</p> <p><b>9. <u>Retirement Complex Upgrades</u></b></p> <p>DCE presented the report on the upgrades to the retirement complex, noting the background and reasons for the upgrade. A member who has seen the work in progress noted that initial responses from residents are positive</p> <p>Chair noted, having reviewed the invoices for work done so far, that the work has come in at an acceptable cost.</p> <p>A member asked whether there was a sinking fund for any lift repairs. DCE confirmed that the service charge for the complex contains a provision for this.</p> <p>Members noted the contents of the report.</p> <p><b>10. <u>Health &amp; Safety Update – Landlord</u></b></p> <p>DCE presented the report, noting that outcome of audit is generally very good, with a solid response and only a few areas where the Association is part-conforming and that these are in process are being answered to auditors</p> <p>A members asked whether Legionella testing was underway, and it was confirmed that testing is underway now.</p> <p>A member asked how big an issue asbestos is the Association’s stock. CE advised that this is not generally a major issue, and tends to come up in voids which have previously been occupied for some time and have had no previous access for major works.</p> <p>Members noted the contents of the report.</p> <p><b>11. <u>SFHA Update</u></b></p> <p>CE and a member attended recent SFHA conference, and both advised that they found it interesting. In particular, CE noted that he attended a session on how to attract young talent into the industry, and a session on Artificial Intelligence.</p> <p>CE confirmed that he will contact [REDACTED] from [REDACTED] to explore opportunities for apprentice/graduate apprentice recruitment.</p>	<p>GK/ GW</p> <p>TM</p>
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	<p>A member noted that a take away from SFHA conference was the three As:</p> <ul style="list-style-type: none"> <li>• Apprenticeships – noting that, should the Association proceed with this, there needs to be adequate support for the apprentice and the Association to agree a purposeful and useful course of work.</li> <li>• Appraisals – member pointed out the importance of staff and committee appraisals, and that good practice is to acknowledge the fact that the CE is appraised by the Chair, and to share outcomes of this with committee, in order to be fully transparent.</li> </ul> <p>Accreditation – such as Investors in People. Member suggested that the Association could consider pursuing this, amongst other reasons for the attraction, development and retention of staff. CE confirmed that the Association are interested in considering this, and he will look into it further.</p> <p>A member asked whether, if the Association recruited an apprentice, there would be a training officer recruited to oversee and develop them. A discussion followed where it was suggested that this could be done in conjunction with an outside organisation such as an educational establishment.</p> <p>Member noted that at the SFHA conference, the CEO of Maryhill noted that they had joined with Queens Cross to run a joint waiting list. It was suggested that the Association may consider working alongside neighbouring Associations to do this. It was agreed this could possibly benefit from further consideration. DCE pointed out that the partnership between Maryhill and Queens Cross was primarily sharing of their waiting list IT system. A previous Common Housing Register in the Northwest failed as there was no common IT system and communication between housing associations was insufficient to make this work. This led to a significant increase in applications on our list, which were often outdated when we were in a position to make an offer.</p> <p>DCE suggested that, rather than a common housing register, it may be worth considering a common housing form, so that one form could be used to apply to multiple housing associations. This was based on the knowledge of a similar scheme working in Castlemilk. It was acknowledged that this would require partnership working and this could be looked into.</p> <p>A member asked whether applicants are given a copy of the allocations policy. DCE confirmed that they are not, however they are referred to the policy which is available online when applying.</p>	TM
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<p><b>12.</b></p>	<p><b><u>GWSF Update</u></b></p> <p>CE gave update on this. He and a member attended the Regeneration Conference and found it very interesting. In particular, the CIOB presentation, Harnessing the Power of RSLs.</p> <p>CE has advised that he will share the slides and information on this on the portal.</p> <p>CE noted that, in summary, participants at the conference all agreed that they know what has to be done, and that what they require is the power and support/funding to do it.</p> <p>MG noted that he has been encouraged at the GWSF board and requires a nomination from the Association. CE and Chair confirmed the Association would be happy to do this and CE confirmed he will email GWSF accordingly.</p>	<p>TM</p>
<p><b>13.</b></p>	<p><b><u>EVH Update</u></b></p> <p>No further update since last report</p>	
<p><b>14.</b></p>	<p><b><u>AOCB</u></b></p> <p>DCE briefed committee on report drafted by K Davidson, Property Services Officer, on the “Analogue to Digital” telephone line switchover, in terms of how it impacts the Retirement Complex. DCE noted that the fire and home emergency alarms at the complex currently go through an analogue system, and when the switchover happens the alarm systems will not work. DCE confirmed KD from the Association is working with Tritec to consider potential solutions to this. This is budgeted in the 2024-25 budget, at an estimated cost so far of £30,000. DCE also noted that initial conversations are underway with Hyperoptic, who are looking to install broadband throughout the stock, and may offer to provide free WIFI within the complex, Association offices and the Overnewton Centre. These are only initial conversations at present, and DCE will brief Committee on any further discussions in due course.</p> <p>Having recently attended Regulatory training, a member observed that the trainer had informed them that best practice states that the Annual Return on the Charter (ARC) should not be presented to committee only one week prior to submission. While the timescales for completion of the ARC are tight future meetings will be brought forward to prevent any potential risk of inquorate meetings causing delays with the submission.</p>	<p>GK</p> <p>GK</p>

<p>Member also observed that best practice states that Associations should have an audit sub-committee. It was agreed this would come up as part of the Governance review.</p> <p>A member asked whether an automatic notifications could be sent to members to alert them if new materials are added to the Committee Portal. DCE advised this is not an automatic function, however this can be looked at and/or he can email members to advise.</p> <p>DCE advised committee of suggested date of 6<sup>th</sup> December 2024 for staff and committee Christmas lunch. CE proposed that it is held at the association offices. Members will note.</p> <p><u>Date and time of Next Meeting</u></p> <p>Thursday 15<sup>th</sup> August 2024 at 6pm in the Association’s office and via Zoom as required.</p> <p>No further business was discussed, and meeting closed at 19:45</p>	
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Signed as a correct document

..... Chairperson