

# YORKHILL HOUSING ASSOCIATION LTD.

## Minutes of Management Committee hybrid meeting held on Thursday 26 September 2024 at 18:00 in The Association's Office and via Zoom

**Present:** Y Alexis, W Docherty, M Ralph, M Green, B Hanley,  
C Armstrong, G Mattu (all in-person)

N McPherson (via Zoom)

**Apologies:** D de Croy, J Wilson, P Braat

**In Attendance:** T Mallaghan (Chief Executive), G Kennedy (Deputy Chief Executive), C Davidson (Governance Assistant, mins)

### Abbreviations:

<b>CE</b>	Chief Executive
<b>DCE</b>	Deputy Chief Executive
<b>FM</b>	Finance Manager
<b>WRO</b>	Welfare Rights Officer
<b>GA</b>	Governance Assistant

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1.	<p><b><u>Welcome and Apologies</u></b></p> <p><i>Since this evening's meeting is the first since the Association's Annual General Meeting on 19 Sep, Committee Office-Bearers are due to be elected tonight. Therefore, the Chief Executive ('CE') initially chaired the meeting until a Chairperson had been elected.</i></p> <p>Attendees were welcomed and apologies were noted.</p> <p>Meeting began at 18:00.</p>	Action
2.	<p><b><u>Declarations of Interest</u></b></p> <p>There were no declarations of interest to note.</p> <p>Additionally, those members present on the night then completed their annual declaration of interests forms. These were returned, and arrangements will be made for those absent on the night to complete their forms at a later date.</p>	GA

3. **Election of Office Bearers for 2024-2025**

**3.1 – Chair**

The Chief Executive invited nominations for the role of Chairperson.

M Green proposed Y Alexis to remain in this role from the previous year, and this was seconded by W Docherty.

There were no further comments or objections, and Y Alexis is duly re-elected.

**3.2 – Vice Chair**

G Mattu proposed C Armstrong for the role of Vice Chair, which was seconded by M Ralph.

There were no further comments or objections, and C Armstrong is duly re-elected to continue in their post from the previous year.

**3.3 – Secretary**

Y Alexis proposed W Docherty to remain in the role of Secretary, which was seconded by M Green. W Docherty was therefore duly re-elected.

Briefly, there was some discussion on this post going forward, alongside that of Treasurer. It was noted that once the final Governance Review report is available, it is likely that there will be a proposal to delegate many of the operational tasks assigned to these roles to a member of senior staff.

The CE reminded members that the implementation of any recommendations made in the final report will still be for Committee to decide upon. The Chair agreed that it is best to wait for the final report, and for now W Docherty will continue in the Secretary role as normal.

**3.4 – Treasurer**

Y Alexis proposed M Ralph to remain the role of Treasurer, which was seconded by M Green.

There were no further comments or objections, and M Ralph is duly re-elected in their post from the previous year.

**3.5 – Governance and Finance Sub-Committee**

Y Alexis proposed M Ralph to remain as Chair of this Sub-Committee,

which was seconded by W Docherty.  
There were no objections, and M Ralph remains in post.

### **3.6 – Housing Management Sub-Committee**

M Green proposed W Docherty to remain as Chair of this Sub-Committee, which was seconded by Y Alexis.

There were no objections, and W Docherty remains in post.

### **3.7 – Property Services Sub-Committee**

Y Alexis proposed W Docherty to remain as Chair of the Sub-Committee, which was seconded by M Green.

There were no objections, and W Docherty remains in post.

It was also agreed that the composition of members on each of the above Sub-Committees would remain with no changes.

It was again highlighted that the Governance review may make some suggestions around the continuation of some of the Association's Sub-Committees, but for now the existing structure will continue.

## **4. Minutes of Last Meeting on 15 August 2024**

### **4.1 - Amendments**

No amendments were put forward, however there was some brief discussion on whether the minutes should continue to use phrases such as “a member asked...” or “a member queried...” instead of specifically naming members each time, and while it was noted that this is generally seen as normal practice, the Chair added that this may also be considered when the Governance Review report comes in.

### **4.2 – Approval**

The minutes were unanimously approved for signing.

***Furthermore, an additional Management Committee meeting had been called for 12 September to review nominations received ahead of the AGM; these minutes were also approved, with no suggested amendments.***

### **4.3 – Matters Arising**

**Item 3** – The CE advised members that a previously requested

amendment to the formatting of the Annual Accounts report has been actioned. Furthermore, he reminded members that Azets Audit Services had indeed been re-appointed at the AGM on 19 Sep.

**Item 4** – The CE confirmed that there had been no repeat of the issue at the last meeting whereby the papers were printed in a way that led to some confusion. He also added that the request for all reports to follow the same title-page format had been actioned.

**Item 8** – The CE advised that the Association continues to successfully seek more active membership involvement, as demonstrated by G Mattu’s return to Committee involvement this evening.

Furthermore, he reminded members of the intention to enforce the Association Rule that membership will cease for those who fail to attend, send apologies or nominate a proxy attendee for 5 consecutive AGMs. It was agreed in August that while some members may have already met this threshold, they would be given the chance to attend the AGM in 2024. He confirmed that this did result in some more members attending, however the Deputy Chief Executive (**‘DCE’**) highlighted that over 40 members now stand to lose their membership. It was however mentioned that they may be invited to re-apply when being notified of this.

DCE

**Item 13** – The CE informed members that training sessions for Committee, run by staff, are being organised and the matter is ongoing.

## 5. Roles and Remits 2024-2025

Committee to approve the standing orders, roles, remits and authority levels for Office Bearers, the Chief Executive, the Management Committee and Sub-Committees.

The DCE confirmed that there had been no changes made to the content of any of these documents from last year. Therefore, the Chair gave members the opportunity to raise anything about specific documents.

One member drew attention to item 2.3 within the Management Committee remit document, which states that meeting minutes may not be filed or distributed until formally approved. The member queried whether this rule was currently not being followed since the previous meeting’s minutes are sent out to Committee ahead of each meeting for review. The CE clarified that the minutes sent to Committee for review are **draft** minutes which require approval or amendments as necessary, and that the finalised minutes are only distributed after this.

Within the Governance and Finance Sub-Committee remit document, a member noted a discrepancy between this document and those of the other Sub-Committees, whereby it states that a pre-**agenda** meeting should be held between the Sub-Committee Chair and the CE. Currently, senior staff set the agenda and a pre-**meeting** is held. The CE agreed these were good points, and the Chair advised that they are happy for the other remit documents to be amended to bring them into alignment.

CE

There were no further questions or comments, and the roles and remits were approved for the coming year.

6. **Code of Conduct**

Committee were asked to review and approve the Association's Code of Conduct for Governing Body Members, based on a model publication by the SFHA. There were no changes made from last year.

A member wished to check whether Committee were happy to continue without an Audit Sub-Committee, as this is referred to in one of the appendices. The Chair stated that the Governance and Finance Sub-Committee already carries out most of these functions under a different name.

Another member queried whether there was a stipulation anywhere in the Code of Conduct that states specific reasons should be given in the event that a Management Committee nomination is rejected. The member was referred to the Association's Rule 40.3.3, and was issued with a full copy of the Rules for reference.

The Code of Conduct was otherwise approved, and those present signed to confirm this. Arrangements will be made for those absent on the night to sign at a later date.

GA

7. **Approved Signatories**

Report from the DCE listing all of the various documents which may need signed throughout the year. The report tracked last year's approved signatories alongside the proposed changes, which were mostly brought about by staffing changes at senior level.

It was also clarified that the Finance Manager ('**FM**') had 'view-only' status for routine online banking as opposed to full access as part of ensuring there are checks and balances to prevent payments being created **and** approved by the same person.

No further questions or comments. Approved.

**8. Membership Applications/Cancellations**

Committee approved one new application for membership, thus bringing the Association's total membership up to 105.

Committee were made aware of a report that will be presented next month seeking approval to remove members who have met the threshold for non-engagement at 5 consecutive AGMs.

A member highlighted that at the AGM, some members perhaps misinterpreted the meeting's purpose and attended to discuss other issues which they did not get the chance to do. Two members suggested 'open days' or similar events for residents to drop by and have discussions with staff.

**9. Chief Executive's Report**

Report prepared by the CE to provide members with an update on the latest general situation both within a wider local and national housing context, as well as with the Association itself. He welcomed members to discuss or ask about any points within the report, but also wished to address the following points in the report:

**Item 2.2** – The CE had learned this week that the Association were being offered █████ towards acquisitions, however following analysis by senior staff it was concluded that pursuing acquisitions in the Yorkhill area at this level of funding would not be financially viable. The CE added that he will speak with others in the sector about this, and also hopes to have calculations done which would give an idea of the % funding level required before it would be viable.

**Item 2.5** – It is hoped that installations for the window replacement programme will begin in late October/ early November. Furthermore, the Association will receive █████ community benefit from the contractor performing the work.

**Item 2.6** – Further to updates about plans for the Overnewton Centre, it was added that the FM will aim to arrange an information session for Committee to discuss plans in more detail.

**Item 2.9** – It was confirmed that the Association had successfully recruited 2 new Estate Management Caretakers and 1 Clerical Assistant, which was arranged through Jobs and Business Glasgow. Their inductions have been taking place this week, and the new recruits have started off well.

FM

10.

There were no further questions or comments, and the format of this report was again commended.

**Write-Off Report**

Committee were presented with a table of re-charge arrears which exceeded the threshold for the CE to write-off, and so members would be required to approve their write-offs.

The DCE highlighted that multiple tools are in place to monitor and manage arrears. This includes a formal policy, HomeMaster software, staff (Welfare Rights Officer and Tenancy Services Assistant in particular) and letters to signpost avenues for additional support. It was noted that arrears figures are generally very good and it is unusual for the figures in this report to be as high as they were.

Members were keen for the Welfare Rights Officer ('WRO') to attend a meeting in future to provide more insight into his role. The DCE advised that the WRO had already indicated that they would be happy to attend.

There were no further comments, and the write-offs were approved.

11.

**SFHA Update**

The CE advised that he will send members a link to an article on SFHA's website outlining the lack of funding and new housing being delivered compared to the level of demand for housing.

12.

**GWSF Update**

Members had received a copy of the Association's response to a recent consultation on how Community-Based Associations could receive stronger regulatory support. A collation of all responses has also since been published.

13.

**EVH Update**

No updates further to the recent circular which the CE had sent out already.

14.

**AOCB**

14.1 - The DCE informed members that D de Croy (who had submitted apologies this evening) was hoping to have some input into future newsletters and had some ideas for content. It was felt that Committee should be made aware of this since as a Committee member this

CE

crosses into 'operational' as opposed to 'strategic' input. There were no objections, as it was felt that this would be an example of a member using their skills to benefit the Association.

**14.2** – The DCE made members aware that restrictions had recently been placed on a tenant under the Unacceptable Behaviour Policy. The appeal process had been triggered by the tenant, and so the DCE sought volunteers to sit on the appeal panel. 3 members duly agreed to help out with this, and the DCE will arrange the logistics with them separately. This led to some discussion on whether the Policy could be amended so that an appeal is instead handled by a senior member of staff not previously involved in the issue as opposed to Committee. The DCE agreed this was a good suggestion.

DCE

DCE

**14.3** – It was agreed that it would be arranged for Committee to be sent a login link on the afternoon of Wed 2 Oct to use SHARE's new e-learning platform, which they have access to via the Association taking out a 'Corporate Membership' earlier in the year.

**No further business was discussed.**

**The Chair thanked everyone for their attendance and input, and the meeting closed at 19:20.**

**Date and Time of Next Meeting: 10 October 2024 at 18:00.**

Signed as a Correct Document

..... Chairperson