

YORKHILL HOUSING ASSOCIATION LTD.

Minutes of Management Committee hybrid meeting held on Thursday 10 October 2024 at 18:00 in The Association's Office and via Zoom

Present: Y Alexis, W Docherty, M Ralph, M Green, B Hanley,
D de Croy (all in-person)

G Mattu, C Armstrong, N McPherson, P Braat (via Zoom)

Apologies: J Wilson

In Attendance: T Mallaghan (Chief Executive), R Calvert (Property Services Manager), C Davidson (Governance Assistant, mins)

Abbreviations:

CE	Chief Executive
DCE	Deputy Chief Executive
FM	Finance Manager
PSM	Property Services Manager
PSA	Property Services Assistant
GA	Governance Assistant
RAAC	Reinforced Aerated Autoclaved Concrete

		Action
1.	<u>Welcome and Apologies</u> Attendees were welcomed and apologies were noted. Meeting began at 18:00.	
2.	<u>Declarations of Interest</u> There were no declarations of interest to note.	
3.	<u>Minutes of Last Meeting on 26 September 2024</u> <u>3.1 - Amendments</u> No amendments were required. <u>3.2 – Approval</u> The minutes were unanimously approved for signing.	

3.3 – Matters Arising

Item 5 – The CE confirmed that planning is underway for future Committee and Sub-Committee meetings to have pre-agendas in place, and the aim is to implement this following the Governance Review.

Item 6 – The CE updated that most Committee members have now signed and submitted both their Codes of Conduct and Declarations of Interest for the next year. There are only a few outstanding, and the GA has been in touch with those members to co-ordinate this.

GA

Item 8 – The CE advised that further to plans discussed last month to cancel the memberships of those who have not engaged with the Annual General Meeting for 5 consecutive years, those affected will be written to but also invited to re-apply if they wish to do so.

Item 9 – Regarding the Overnewton Centre initiative, the CE advised that the Senior Management Team will be meeting with a design team to progress matters later in October. Afterwards, the intention is to arrange for a Committee meeting to discuss. The CE agreed to be in touch with proposed dates.

CE

The CE also informed members that the input from design teams and architects will then give a clearer idea of how the Centre can be factored into the next business plan.

Item 11 – The CE confirmed that he is still to circulate the article on the SFHA's website outlining the lack of funding and new housing being delivered compared to the level of demand for housing. This will be sent in due course.

CE

4. Membership Applications/Cancellations

Committee had been sent a report requiring approval for one new membership application, and a further 48 cancellations. These cancellations are all due to failing to attend five consecutive AGMs, or submit apologies or proxy nominations, in line with the Association's Rule 11.1.3.

While it had been previously discussed that those affected by cancellations would be written to, the GA confirmed that this would only take place once Committee had formally approved the cancellations

this evening.

During discussions, a member suggested that the draft letter seen by Committee could be amended to emphasise that re-applying would give members voting rights at AGMs. Furthermore, it was also suggested that the letter could specify that the end of somebody's **membership** has no bearing on the security of their **tenancy**, in case undue alarm is caused if anyone fails to make this distinction. The CE agreed with both suggestions, and the letter will be amended accordingly.

CE/DCE

Both the single application, and 48 cancellations were approved.

5. **Annual Assurance Statement**

The CE explained to Committee that the Association maintains a comprehensive evidence bank of items seen by Committee throughout the year against the relevant regulatory standards they comply with. While members were reminded that they are welcome to attend the office if they wished to browse any of the evidence in greater detail, they also received a summary report of the nature of evidence held relating to each standard.

It was highlighted that the Statement itself had taken on board the Scottish Housing Regulator's specific requests this year to mention the Committee's level of Assurance regarding tenant safety requirements. Members were encouraged by the Statement's emphasis on this matter.

There were no further questions or comments, and the Assurance Statement was approved for signing.

6. **Financial Information and Outcomes**

Committee reviewed the Finance Manager's ('FM') Regulatory return document containing the Association's audited financial accounts for 2023-2024.

The CE talked members through some of the key points in the FM's absence:

- The surplus and deficit figures are a snapshot from the time at which the financial reports run. They are therefore subject to a degree of change as they do not account for income to be received from flats which are now inhabited, but which were void at the time of the report.
- Total management and maintenance costs per unit increased

from last year – the CE advised that this is mainly due to a [REDACTED] increase in salaries, and the costs of material and labour costs increasing considerably.

- The Association's debt per unit is considerably lower than the sector median, albeit due to the fact that there are no significant development projects taking place, which may not be the case with others in the sector.

Following a query from a member, the CE advised that he will ask the FM next week to contact members with information on which specific aspects of these returns the Regulator scrutinises and to go over the Association's Treasury Management strategy in more detail with the Treasurer.

CE/FM

Furthermore, the CE also advised members that an overview of content such as this can be factored into future training sessions for Committee. Finally, the CE also agreed to check whether audited financial statement returns by other Associations are freely available, in order to facilitate comparisons with others in the sector.

CE

7. Policy Review

Committee were asked to approve an amendment to the Repairs and Maintenance Policy, as the Property Services Manager ('PSM') sought to include a statement on how damp and mould concerns within properties are to be addressed.

While this policy amendment outlines actions to be taken if a case is reported, the PSM highlighted that there are already several pro-active measures in place to manage this. He advised that visual-only checks for damp and mould are already carried out during annual gas safety visits, and noted that damp and mould can also be detected during stock condition surveys and in the course of other repairs and projects being carried out. The PSM is therefore confident that the information held on each property's damp and mould status is reliable.

While Committee agreed with this amendment, a member suggested that an additional brief point could be added to emphasise that staff are kept abreast of these issues and can therefore be proactive. The PSM agreed and will include this in the amendment.

PSM

Members also discussed the importance of regular communications to tenants through newsletters and informative videos to keep them informed on how they can prevent damp and mould in their homes.

No further questions or comments. Policy amendment approved.

8.

[REDACTED]

9.

SFHA Update

The CE advised that the SFHA had recently published an article on the Scottish Government's cuts to adaptations grants, which could leave some people stuck in unsuitable accommodation. The CE advised that lobbying is underway to emphasise the knock-on effect this could have on people who require adaptations. A member advised that recent funding cuts mean the Association will have to keep an eye on this more than ever.

10.

GWSF Update

The CE advised that a meeting among senior staff has been arranged to formulate a response to the ongoing consultation on changes to ARC indicators. Afterwards, ideas will be circulated to Committee to gather their comments before sending a formal response.

11.

EVH Update

The CE provided a brief update that an HR consultant who had been helping the Association with some queries was leaving their post, but was confident that someone equally as skilled may replace them and continue to provide assistance.

12. **AOCB**

The Chair sought members' thoughts on suitable dates for Committee and staff to meet in a more social environment aside from meetings. While it was noted that there is already a set date for a Committee-Staff Christmas lunch, the Chair still encouraged members to suggest suitable dates for December or January.

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: 14 November 2024 at 18:00.

Signed as a Correct Document

..... Chairperson