

YORKHILL HOUSING ASSOCIATION LTD.

Minutes of Management Committee hybrid meeting held on Thursday 13 March 2025 at 18:00 in The Association's Office and via Zoom

Present: Y Alexis (Chair), M Green, M Ralph, M Chang (in-person)

C Armstrong, B Hanley, N McPherson, G Mattu (via Zoom)

Apologies: W Docherty, G Kennedy (DCE)

In Attendance: T Mallaghan (Chief Executive), G Watson (Finance Manager), C Davidson (Governance Assistant, mins)

Abbreviations:

CE	Chief Executive
DCE	Deputy Chief Executive
FM	Finance Manager
GA	Governance Assistant
SHAPS	Scottish Housing Associations' Pension Scheme

		Action
1.	<p><u>Welcome and Apologies</u></p> <p>Attendees were welcomed and attendance was noted.</p> <p>Meeting began at 18:00.</p>	
2.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest to note.</p>	
3.	<p><u>Membership Applications and Cancellations</u></p> <p>Members approved two new applications for membership from local residents: [REDACTED].</p> <p>There were no cancellations.</p> <p>The total membership therefore now stands at 63.</p>	

<p>4.</p>	<p><u>Minutes of Last Meeting on 13 February 2025</u></p> <p><u>3.1 - Amendments</u></p> <p>No amendments were required.</p> <p><u>3.2 – Approval</u></p> <p>The minutes were unanimously approved for signing.</p> <p><u>3.3 – Matters Arising</u></p> <p><u>Item 3: Sub-Committee Summary Reports</u> – While it was noted at the last meeting that no summary report of January’s Governance and Finance Sub-Committee had been circulated due to an oversight, the Chief Executive (‘CE’) confirmed that this had been rectified in the interim, with a report being sent out on 20 Feb. It was added that the same will be done for the recently held Services Sub-Committee, with a view to appending future summaries to the CE Reports thereafter.</p> <p><u>Item 6: Policy Reviews</u> – While a Menopause at Work policy was approved at the previous meeting, the CE updated that newly issued EVH guidance on <i>male</i> menopause had also been added into the policy document, as was noted at last month’s meeting.</p> <p><u>Item 9: Chief Executive’s Report</u> – The CE reminded members that the annual strategic away-day will be on 22 March, but now added further that a follow-up event will be held in the Association’s Office on 2 April.</p>	<p>CE</p>
<p>5.</p>	<p><u>Policy Reviews</u></p> <p>Summary report detailing changes to the Dignity at Work Policy and Governing Body Members’ Code of Conduct. For streamlining purposes, there has been a recent trend of summarising existing policies which require updates or reviews, and only completely new policies being provided in full within the papers. However, given that members would be required to sign a new Code of Conduct should they approve it, this was provided in full, with attention drawn to the key changes, additions and amendments.</p> <p>Members approved updates to the Dignity at Work Policy, which follows guidance issued by EVH in relation to the recently implemented Worker Protection Act and the preventative duty around workplace harassment.</p> <p>Members also approved the updated Governing Body Members’ Code</p>	

of Conduct, which had been updated following a new Model Code being issued by SFHA. Most of the key updates pertained to the protocol for handling breaches of the Code, and there was some discussion on the aspects of this protocol which members felt were particularly important.

Those members present in-person this evening were asked to sign acknowledgement of the new Code at the end of the meeting, while the Governance Assistant ('GA') will circulate acknowledgement forms to those either present via Zoom, or absent this evening.

GA

6. **Write-Off Report**

Committee were presented with a table of tenancy arrears which exceeded the threshold for the CE to write-off, and so members would be required to approve them being written off. This report covered the second half of the financial year, with the previous report being tabled back in September 2024.

The report noted that the CE had written off a handful of arrears below the approved threshold, and the prospects of recovering those higher were very unlikely.

There were no questions, and the write-offs were approved,

7. **Budget 2025-2026**

The Finance Manager ('FM') presented the final budget for the next financial year, following the draft budget submitted to Committee back in December 2024. The FM advised that some significant changes affecting final figures had occurred since then – most notably the recent approval to retain the Estate Caretakers and Clerical Assistant. The FM noted that costs incurred alongside savings made through this arrangement had been appropriately factored in.

While detailed figures were provided, an overview of some the key points included:

- Increased employee costs owing to the EVH salary increases effective from 1 April 2025;
- Increased employer National Insurance contributions; the Association will be able to claim some money towards Employer Allowance;
- Pension costs and payments towards the Scottish Housing Associations' Pension Scheme ('SHAPS') deficit;
- Overheads, affiliation fees and newsletters;
- Insurance costs – which continue to increase markedly;
- Some money has been allocated towards development

ventures, though this is a rough estimate since there are no concrete opportunities at present;

- The figures have been stress-tested to ensure the Association will continue to satisfy its loan covenant;
- The Association is currently budgeting to report a surplus of £172k in March 2026. It was noted that this was achievable, however there are some unknown costs which may affect this. A review of the budget will be carried out in November.

There followed some discussion on the SHAPS deficit, on which the FM advised members that more information should hopefully be available in the coming months. It was noted that SHAPS deficit costs are likely to be very challenging for the sector as a whole.

A member raised the topic of the newsletters, and wondered whether these were now becoming an obsolete form of communicating with residents. The member asked whether the website could be modernised to allow for more engaging communications to be posted there instead. The CE advised that a costing exercise was already underway with a view to achieving this, and there would also be opportunities to discuss technology and AI ventures at the upcoming strategy day.

On the topic of digital communication, a member queried how confident the Association were that a decent majority of residents were confident enough with IT use for them to receive information through these channels. The CE advised that the Deputy Chief Executive ('DCE') gathers figures on this, which suggest that a high % are indeed keen on it. However, the CE again added that this may be a useful topic for the strategy day.

No further questions or comments. Budget approved.

8. Project V1 and V2

Report prepared by the Factoring Manager and presented by the CE to detail the approach the Association will take in managing two areas of the Yorkhill estate which are particularly affected by vermin issues. The CE also noted that it is particularly good to see the level of collaborative work between various agencies such as the Association, tenants, owners, Caretakers and contractors.

It was noted that unfortunately due to the level of vermin presence across the city as a whole, eradicating them from one area will likely move them on somewhere else. While this was acknowledged, it was also noted that if these projects are successful then they could allow the Association to continue tackling the issue elsewhere in the area.

There were no further questions, and members noted the contents of the report.

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:

GreenHeat Retrofit Innovation Challenge – The Association will be presenting to the Scottish Government on 18 March on the findings of a recent feasibility study for a new heating system at Overnewton Court. While the Association is confident in the quality of its proposed solution, funding will still be sought via other avenues if this bid is unsuccessful.

Strategic Business Plan – The final plans and details will be sent out to members in the coming days. It was noted that the only aspect of the Business Plan currently left blank was the 'risks' section, as it is hoped that this will be an exercise to be carried out as part of the strategic away-day.

Food Pantry – The FM advised here that they have been in contact with a community initiative organisation in the Springburn area about the logistics of running a pantry from the Overnewton Centre. The FM also advised that they will look to make contact with similar organisations from other areas too. On this, a member suggested that the FM could also check how these organisations would advertise or raise awareness of any pantries to ensure locals are aware of them.

FM

At 19:10, M Chang left the meeting a few minutes before the end.

10. **AOCB**

No further business was discussed.

The Chair thanked everyone for their attendance and input, and the meeting closed at 19:15.

Date and Time of Next Meeting: 10 April 2025 at 18:00.

Signed as a Correct Document

..... Chairperson