

YORKHILL HOUSING ASSOCIATION LTD.

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

Present: M Green, W Docherty, M Ralph, J Xu
Y Alexis (Chair, via Zoom), J Wilson (via Zoom)

R Toner, C Mearns (observers)

Apologies: C Armstrong

In Attendance: T Mallaghan (Chief Executive, via zoom), G Watson (Finance Manager), J Stirling (Housing and Finance Manager), M Muirhead (Property Services Officer, mins)

Abbreviations:

CE	Chief Executive
DCE	Deputy Chief Executive
FM	Finance Manager
HFM	Housing and Factoring Manager
GA	Governance Assistant
CPO	Compulsory Purchase Order

		Action
1.	<u>Welcome, Apologies</u> Attendees were welcomed and attendance was noted. Meeting began at 18:00. In addition, the Chair welcomed R Toner and C Mearns along to the meeting as observers and potential future Committee members. They both introduced themselves to the room, and members did likewise in return.	
2.	<u>Declarations of Interest</u> There were no declarations of interest to note, although it had been agreed in advance that R Toner would absent themselves from item 7 (Rent Increase Consultation) and C Mearns would absent themselves for item 3 (Membership Applications/Cancellations).	
3.	<u>Membership applications/cancellations</u> <i>As agreed, C Mearns absented themselves for this item.</i> Members approved 3 new applications for membership:	

[REDACTED]

This evening's observers and membership applicants had come as a result of proactive membership recruitment efforts by Governance staff. Several avenues have been explored, and there are some further interested individuals who it is hoped may attend as meeting observers in December before being onboarded.

C Mearns re-joined meeting. At this point, they noted how pleased they were to have been approached by the Association, and accepted Committee's invitation to be co-opted as a new member.

4. Minutes of Last Meeting on 9th October 2025

4.1 - Amendments

No amendments were noted.

4.2 – Approval

Minutes were proposed for approval by M Green and seconded by W Docherty.

4.3 – Matters Arising

Item 1: Election of Office Bearers (Page 2)

While not present at the last meeting, M Ralph was nominated as the Association's Vice Chair. This evening, he confirmed acceptance of this role.

Item 3: Internal Audit Reports (Page 4)

The Chief Executive ('CE') confirmed that the 'You Said, We Did' regarding customer complaints was being prepared for display in reception, and will be visible soon.

CE

Item 9: Assurance Statement and Assurance Processes (Page 8)

The CE reiterated the Association's commitment to carrying out a monthly 'deep dive' on different areas of the business, and the level of assurance which Committee may take on compliance standards within that topic. The intention of this is to increase members' confidence in their role in the Assurance process and to keep assurance at the forefront of conversations throughout the year.

Item 10: Staff Working Patterns (Page 9)

The CE referred to Staff Working Patterns and agreed that a separate meeting of Committee members (with no staff present) can be arranged as and when it is convenient for them.

CE

	<p>Item 13: Financial Outcomes 2024-25 (Page 10)</p> <p>The CE referred to item 13 (Page 10) which stated: <i>“Office-bearing members of the Committee would now be classed as ‘trustees’ of the Association in the eyes of OSCR and would therefore require their names to be put on returns to them. While not all office-bearers were present this evening, those who were agreed to this. Those not present will be contacted to ensure they have no issues with this.”</i></p> <p>The new Vice Chair - the only member not present at that discussion - is now aware of the above and has no objection.</p> <p>5. <u>Summary Reports of Recent Sub-Committees</u></p> <p>Members received a summary report from the Services Sub-Committee held on 23 October 2025.</p> <p>A member asked whether YHA had a broader acquisition strategy or whether it was more an ad-hoc approach. The Housing and Factoring Manager (‘HFM’) confirmed that current funding levels meant that acquisitions – and an accompanying strategy – would be difficult to achieve, although also noted that the Association have successfully achieved 11 acquisitions and 1 Compulsory Purchase Order (‘CPO’) to date. The HFM also agreed to provide the member with further information on the strategy as it stands currently.</p> <p>Another member asked whether the Association pay a premium for properties in the Yorkhill area due to the aspirational location. HFM confirmed that in practice this is generally the case, as properties in the area are expected to sell for significantly higher than market value.</p> <p>Another member highlighted that the Association did previously set aside a budget for acquisitions over market value, and asked whether this could be considered going forward for any potential purchases. The HFM advised that this was not currently being considered, as the focus is on maintaining and investing in existing stock instead. Should the Association choose to budget for this in the future, then it would consider potential borrowing options to subsidise this.</p> <p>There was a further discussion on this, and the case for and against acquiring either property or land to develop. It was agreed that this is a matter for ongoing review and the Association will maintain an open mind on this whilst remaining committed to spending tenant’s money wisely.</p> <p>Summary content fully noted.</p>	<p>HFM</p>
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6.

Budget Review 2025-26

Report prepared by the Finance Manager ('FM') to provide members with an update on some revisions to the budget for 2025-26 based on more recent performance information or to allow previously unknown costs to be factored in. Some of the key points included:

- Increased staff costs due to one employee's re-grading, additional staffing resources required due to long term sickness and increase in employer National Insurance;
- Increase in property insurance costs
- Higher than anticipated void costs

To mitigate the higher void spend, the Association will manage the work of Estate Caretakers to have them carry out work in voids in order to reduce ongoing costs.

In addition, the HFM confirmed that the Association has brought in £25,000 in Project Management Fees for the B and C listed window project.

The FM confirmed that the Association will now report an operating surplus of £124,553 for the year 25/26 and a surplus before tax of £112,207.

The FM confirmed that the B&C window project came in over budget, which has meant changes in the capital budget were required in order to off-set this.

The Association continues to pay the one loan in place with Triodos, which has a current balance of £667,207. The Association are in a good position to borrow should it need to, and will satisfy the loan covenants with Triodos as at 31 March 2026.

Governance staff are in the early stages of developing a digitally accessible assurance evidence bank to improve transparency and ease of access for Committee members.

Overall, the FM noted a higher than usual spend in order to invest in tenants' homes. FM proposes taking stock and consolidating for the time being rather than continuing to spend aggressively.

A member queried whether the Direct Costs noted for insurance are re-couped via factors fees. HFM confirmed that costs indicated refer to spend on tenanted properties only and are therefore not recovered.

Another member queried whether the Association takes advantage of

<p>7.</p>	<p>possible economies of scale by carrying out works in several properties in one block/street, and whether the Association focuses on works to enhance energy efficiency in property. CE confirmed that this is the case.</p> <p>Contents were noted, and the revised budget was approved.</p> <p><u>Rent Increase Consultation 2026-27</u></p> <p><i>R Toner absented themselves during this item.</i></p> <p>The CE summarised that with increase in costs across the board, the Association are recommending a higher increase in rent than would usually be proposed. Key contributing factors driving this proposal include the forthcoming SHAPS pension deficit and the Association’s commitment to continuous maintenance and investment within tenants’ homes. The Association chose to freeze rent during the Covid pandemic, and in the interim period rents have not risen at the same rate as the costs incurred by the Association.</p> <p>One member queried whether the Association have considered alternatives to a rent increase in order to cover SHAPS deficit. The CE advised that the reserves held by the Association are intended for any over-run or overspend on the upcoming major projects that will benefit tenants. The HFM also advised that the reserves are also intended for the ongoing investment programme. For these reasons, using any reserves towards the pension deficit has not been considered.</p> <p>The member also queried whether the wording of the consultation letter could be amended so as to not refer to rent increases over the next four years in terms of a percentage. It was felt that this could be confusing to some, and may put the Association in a difficult spot if proposed increases require to be amended in future. The CE confirmed this would be taken onboard.</p> <p>Another member noted that the proposed consultation figure is significantly higher than inflation, and that tenants may not have the necessary detail as to the reasoning behind this, particularly for the question “<i>Do you think a rent increase linked to inflation is fair?</i>” The HFM been agreed that this could be reviewed to ensure it is fully comprehensive.</p> <p>One member queried the financial impact for tenants – particularly those who are working and whose rent costs are not covered by Universal Credit. The HFM confirmed that the Association’s rents remain low in comparison with both other Registered Social Landlords and private lets. The Chair also noted that the average weekly rent</p>	<p>CE</p> <p>HFM</p>
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<p>8.</p>	<p>increase would be £7.41 per week for a 2 apartment property. The member then raised the point that a property owner can choose whether or not to invest in their properties, whereas tenants are being “opted in” and are paying for investments in their properties whether they wish to or not. The CE advised that continuous maintenance of and investment in properties is a regulatory requirement, therefore not something that can be opted out of.</p> <p>The CE and HFM agreed with a member’s suggestion that the rent increase letter could further emphasise that the money the Association spends increases the quality and energy efficiency of tenants’ homes and therefore also their quality of life. It was also mentioned that it would be worthwhile noting that there were several years where rent was increased below the Consumer Price Index prior to this.</p> <p>Another member asked whether the Association could utilise cash reserves towards the SHAPS deficit for at least part of the 4 year period during which the £200k deficit needs to be paid. The FM advised that this could not be done without cutting back on necessary capital investments, while the HFM also advised that cutting back on investing may result in lower customer satisfaction and higher ongoing repair costs.</p> <p>The Chair commented that while the SHAPS deficit and staff pensions are not a direct benefit to tenants, ensuring that staff have adequate benefits contributes towards staff retention and therefore service delivery.</p> <p>The CE and HFM also highlighted that the Regulator would expect the Association to have adequate reserves, so over-spending from reserves would be a cause for concern.</p> <p>The discussion concluded with the agreement that Committee could be consulted on the contents and format of the consultation prior to it being issued to tenants.</p> <p><i>C Mearns left the meeting at this point.</i></p> <p><i>R Toner returned to the meeting at this point.</i></p> <p><u>Housing and Factoring Write-Offs</u></p> <p>Committee were presented with a table of arrears for both tenanted and factored properties 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 arrears since the previous report was tabled back in March 2025.</p>	<p>CE/HFM</p>
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	<p>There were no questions, and the write-offs were approved.</p> <p>9. <u>Data Protection Officer Update</u></p> <p>Report requesting Committee to approve the renewal of the Association’s contract with Information Law Solutions to continue the provision of their services in a Data Protection Officer capacity.</p> <p>Committee agreed that the Association benefits from this service in terms of both service quality and value-for-money, and subsequently approved the renewal for a further [REDACTED].</p> <p>10. <u>Assurance Update</u></p> <p>The CE presented this item and noted that - as agreed under Matters Arising - one area of the Association’s activities will be spot-lit and discussed per meeting in order for members to better understand the level of assurance they can have regarding the Association’s compliance in each particular area.</p> <p>This month, a report had been prepared on Governance Arrangements and provided a strong level of assurance along with the mechanisms in place to ensure compliance plus some minor areas for improvement.</p> <p>Members welcomed this initiative, and it was agreed that it will be beneficial going forward.</p> <p>11. <u>Chief Executive’s Report</u></p> <p>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.</p> <p>CE highlighted section 2.7 of the report, which notes that: “<i>The (Chief Executive’s) appraisal will in future be conducted in the presence of at least one other Governing Body member.</i>” As such, he will be looking for a volunteer to work alongside the Chair towards his 2026 appraisal. This can be discussed and agreed in due course.</p> <p>12. <u>AOCB</u></p> <p>A member queried whether the Overnewton Community Centre should be a standing item on the Management Committee agenda to discuss ongoing developments/work being done in the centre. The CE advised that this could be done if Committee preferred this, while the FM advised that this is reported in the Governance and Finance Sub Committee quarterly.</p>	
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	<p>It was agreed that it could be added in as a brief update to each Chief Executive's report if there is anything of note in addition to the quarterly reports.</p> <p>No further business was discussed.</p> <p>The Chair thanked everyone for their attendance and input, and the meeting closed at 19:30.</p> <p>Date and Time of Next Meeting: 11th December 2025 at 18:00.</p>	CE
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Signed as a Correct Document Chairperson