YORKHILL HOUSING ASSOCIATION LTD.

Minutes of Management Committee hybrid meeting held on Thursday 13th August 2026 at 18:00 in The Association's Office & via Zoom

Present: Y Alexis (Chair), M Ralph, M Green, R Toner, M Hughes, T Ramsay, A Millar, C Mearns (in person)

P Ijomah, M MacDougall (observers)

C Armstrong (via Zoom)

Apologies: J Wilson, W Docherty, T Mallaghan (Chief Executive).

In Attendance: G Kennedy (Deputy Chief Executive), G Watson (Finance Manager), J Stirling (Housing and Factoring Manager),

C Davidson (Governance Assistant, mins) (via Zoom)

J Spence, on behalf of Azets (agenda item 5)

D MacKintosh, on behalf of SHARE (agenda item 6)

Abbreviations:

CE	Chief Executive
HFM	Housing and Factoring Manager
PSM	Property Services Manager
GA	Governance Assistant
SHR	Scottish Housing Regulator
ARC	Annual Return on the Charter

		Action
1.	**Welcome and Apologies** Attendees were welcomed and attendance was noted. The Chair welcomed back P Ijomah to the meeting as an observer with a potential interest in joining the Committee, and M MacDougall as another observer. Meeting began at 18:00.	
2.	**Declarations of Interest** The Chair advised that some of those present this evening required to have their memberships approved, and as such would be asked to briefly excuse themselves from the meeting at that time.	

[redacted]

3. **Annual Accounts and Financial Statements**

Although this item was initially no.5 on the agenda, the Chair agreed for this presentation to be carried out at the top of the meeting, and J Spence ('JS') was invited to present on the outcomes from the Association's externally audited accounts for the financial year ending 31 March 2026.

While members were free to ask any questions, some of the key points JS noted while providing a detailed narrative of findings included:

- The auditor's opinion is that it is appropriate for the Association to continue operating on a 'going concern' basis, and that there were no concerns around financial processes in place, or the Association's ability to maintain its compliance with regulatory requirements. This opinion was reached after thorough examination of current financial positions, projections and business plans.
- The Association's operating expenditure was reduced by **nearly £100k** in 2025-26 – the main reasons involving **reductions in planned and cyclical maintenance costs, plus tighter controls on overheads**.
- The Association reports a healthy operating surplus of £232k – **minus some small interest leaves £198k**. JS noted that this is a very positive increase on last year's accounts which reported a final *deficit* of £7k.
- The value of housing properties has increased by £1.7m, and includes highlights such as the substantial investments in various components across the housing stock alongside the acquisition of 5 more properties – for which significant funding was received.
- There has been an overall drop in cashflow – or the 'current account' balance – however significant asset investment has taken place recently, and this will largely be offset by the grant funding received.

C Mearns joined the meeting at 18:25.

JS noted, and explained in more detail to members, that there are 5 key risks tested by default across all clients regardless of how well the risks are managed. This includes risks such as managerial override of financial controls, ability to account for pension movements and meet loan covenants, and overstating on the value of properties. JS was

	pleased to note that no concerns or anomalies were detected. A member asked for the 'Letter of Representation' - which the Management Committee are requested to sign in order to confirm that the auditors have fully explained all of the crucial information within the accounts - to be amended to state that it is from the Management Committee as opposed to 'Board of Directors'. JS confirmed this could be done. Members had no further questions and the item was approved. JS will send a final draft to the Finance Manager ('FM') and the usual arrangement for (re-)appointing auditors is to be put in place for September's AGM. ***JS was thanked for her thorough explanation of the accounts, and left the meeting at 18:40.***	FM FM
4.	**<u>Memberships Applications and Cancellations</u>** ***Two attendees this evening who also had live membership applications briefly left the room, and re-entered upon conclusion of this item.*** Members considered and approved 8 new applications for membership:  The total membership therefore now stands at 77.	
5.	**<u>Minutes of Last Meeting on 14th May 2026</u>** <u>4.1 - Amendments</u> No amendments were required. <u>4.2 – Approval</u> The minutes were unanimously approved for signing.	

	4.3 – Matters Arising **Item 4: Resident Working Groups (Page 2)** The Deputy Chief Executive ('DCE') advised that in tandem with the Housing and Factoring Manager ('**HFM**'), ideas for future resident working groups have been consolidated, and work will begin to arrange them in the very near future. **Item 4: Policy Reviews (Page 2)** With the Property Services Manager ('**PSM**') not in attendance this evening, the Governance Assistant ('**GA**') informed members that the PSM was looking into potential future storage solutions for mobility scooters should challenges arise from the Association's stance on these from a fire safety perspective, however these ideas were yet to be fully developed and would take time to come to fruition. **Item 5: Q4 Operational Performance (Pages 4-5)** The DCE advised that members' recent requests for waiting list information could indeed be included, perhaps in future versions of the same report. **Item 8: Assurance Update (Pages 5-6)** Members' request for a covering report to accompany the regular assurance reports has been met for this evening, and future reports will also contain these.	DCE
6.	**Committee Appraisals** D MacKintosh ('DM') of SHARE talked members through the process for this year's externally conducted Committee Member's appraisal exercise – emphasising that it is a regulatory requirement for this to be undertaken annually. DM noted that members had already received provisional copies of the proposed survey, and explained that the exercise was designed for self-reflection on how they find involvement in the Committee, and their level of comfort with the various topics discussed at meetings. DM encouraged members to be open, noting that there is nothing wrong with highlighting an area of knowledge that may require improvement, before explaining the process for '1-2-1' discussions with each member after the survey and SHARE's analysis of the findings before presenting back to the Committee in November. Members had no further questions or proposed amendments to the process, and agreed to DM's proposed plan of action.	

7.	**<u>Strategic Business Plan 2026-2031</u>** The DCE presented the final draft of the Association's Strategic Business Plan for the next 5 years, which was produced following extensive consultation between the Senior Management Team, the wider staff team and Committee members at various stages. The DCE highlighted the extensive streamlining that has been undertaken for this plan, although it was acknowledged that the previous plan was perhaps necessarily longer due to the focus at the time on ensuring the Association's independence going forward in the wake of retirements of long-serving senior staff. The plan incorporates objectives, visions, values and mission statements into one single, memorable acronym – VISION – and articulates the key achievements the Associations hopes to meet over the period. These include: • Continuing to make the Overnewton Centre a central hub for community activities; • Continuous, transparent and fair delivery of services and support to residents; • Continued investment in ensuring safe and increasingly energy efficient homes and looking for opportunities to expand the housing stock; • Modernisation and embracing of technology The DCE also noted that 'Strategic Risk Register', which was revised following staff and Committee consultation, and advised that this would be a topic of discussion annually. Moreover, the DCE agreed with members that between revisions, the plan should remain flexible enough that it can be changed without significantly disrupting the Association's overall strategies and approaches, and conversely that the plan should not force the Association into unnecessary rigidity when working towards these goals and delivering services. Members agreed that the document was impressive. A member queried the level of input the wider tenant base had in formulating the plan, to which the DCE replied that tenants are not usually formally consulted on the plan itself, although their feedback from the residents' survey exercise does heavily influence the Association's approach. One member noted that the Association would require to co-operate with other parties to achieve some of the stated goals such as maintaining the overall condition of neighbourhoods and advancing the interests of the Overnewton Centre. There were no further questions, and members approved the plan.	

	The DCE noted that they would look to publicise the plan on various sector websites.	DCE
8.	**<u>AGM Arrangements</u>** The proposed date of 17 September 2026 at 19:00 was tabled to Committee for holding the Association's Annual General Meeting, plus a proposed agenda. This date would allow the event to be moved to the following week if the initially proposed meeting date resulted in an inquorate turnout while still allowing it to be held within 6 months of the end of the last financial year, as per YHA Rules. Given that the membership has risen to above 70 in the past year, quorum is set at 10%. Again, as per the Rules, one third of members must retire ahead of the meeting, although they are free to immediately re-stand for election without the requirement to be nominated. This year, J Wilson and C Armstrong have agreed to retire and re-stand for election. It was also noted that the 6 individuals not currently serving as elected members would require to stand for formal election in order to continue. The DCE highlighted that members are required to confirm C Armstrong's continued effectiveness having served for more than 9 years – which all present duly agreed to verify. The DCE advised that the above meant there would be 10 spaces for election to the Committee this year, however also highlighted that the Association may find itself in the unusual position that a formal vote could be required due to the level of interest in Committee involvement following recent recruitment drives. A letter will be circulated to members notifying them of arrangements, and the report also noted the Rule stipulating that membership of YHA will cease if someone fails to attend 5 consecutive AGMs (and without apologies or proxy vote). There are 4 individuals who stand to be affected by this Rule in 2026, and their letters calling the AGM will make them aware of this. Members had no further questions, and the arrangements were approved.	
9.	**<u>Policy Reviews</u>** Members received one brand new policy document in full for approval, plus one summary report for an existing policy due for amendment: **Use of Artificial Intelligence ('AI') In The Workplace**: The GA	

	discussed this brand new document, adapted from guidance from the Association's Data Protection Officer. The GA explained that while staff do not currently make heavy use of AI tools, the platform 'Microsoft Co-Pilot' is used for certain tasks and it is important to have an early framework for the correct and ethical use of AI, alongside articulating the various data protection considerations and restrictions that must be adhered to when using such tools. The policy is flexible enough that it can be adapted should more advanced AI technology come into use in years to come. Members were pleased that this topic was already being considered. **Treasury Management**: The FM provided a summary overview of updates, following some recommendations made by a consultant during some recent training. These updates included the outlining of 'Golden Rules' articulating the key financial ratios the Association will aim to maintain in order to meet loan covenant requirements, and setting a minimum *cash balance* at at all times of £750k. Members had no questions, and approved both policy updates.	
10.	[redacted] **Gas Works – Retrospective Approval** Members were asked to approve in hindsight the Chief Executive's ('**CE**') authorisation in mid-June to spend approximately [redacted] on vital utility works [redacted] This sum exceeds the normal permitted amount the CE can authorise before requiring Committee approval, however given the Committee summer recess and the urgency required to turn the flats into a lettable standard the CE instead approached the Office Bearers only for interim approval, pending approval from the full Committee this evening. Committee endorsed the action taken by the CE, and raised no objections.	
11.	[redacted]	

	[redacted]	
12.	**Energy Efficiency Investment and Outcomes 2020-25** In the PSM's absence this evening, the GA briefly explained that this report had used data from the Energy Savings Trust to help estimate the approximate savings per flat, per year, on energy costs as a result of various investments such as new windows, floor and wall insulation and higher efficiency boilers. [redacted] Members noted the information above and were satisfied.	
13.	**Assurance Update** The GA presented the monthly report looking into a different area of the Association's activities and the level of assurance that Committee can have regarding compliance and good practice in that area. Members received a report this month on the assurance framework itself, given that the Annual Assurance Statement will be tabled at the next meeting in October. The report highlighted the various sources of information that members receive throughout the year alongside why each can be useful for assurance, alongside an overview of how confident members can be regarding the coverage, frequency, quality and independence of these sources. Areas for further improvement included the development of a more digitally accessible evidence bank, which it is hoped will be in place soon. In the run-up to the annual statement itself, members were encouraged to continue critically evaluating whether they are satisfied with the quality of information needed to approve its signing in October. Finally, the report was appended with a letter detailing the outcome of the visit from the Scottish Housing Regulator in May on the topic of assurance processes. The visit was largely positive with significant good practice noted and some smaller recommendations for further enhancement. The GA confirmed that an 'action plan' for the next year will be brought for discussion at the next meeting. Members had no further questions, and noted the report.	GA

14.	**<u>Chief Executive's Report</u>** Report prepared by the CE and presented by the DCE 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. The DCE briefly highlighted that [redacted], and drew members' attention to a recent session held by GWSF on a recent rise in protests against housing associations based on perceptions around the settlement status of some of the people housed across Glasgow.	
15.	**<u>4 Day Week Update</u>** The DCE provided a performance report on key metrics since staff switched to a condensed 4 day week on 1 April, including: • Calls handled and average call duration: there has been no increase in the number of missed calls, and the average duration remains roughly the same; • Volume of contact by other means: there has been no clear upward or downward trend over the period; • Rent arrears: this has gone down marginally compared to the 2025-26 ARC figure; • Property re-let times: a significant drop from 10.52 days down to 2.8 days; • Emergency repairs: a slight increase from 2.17 to 2.32 hours The DCE also highlighted that there have been no complaints from service users about the change, and noted that while the office is closed for Friday entirely (though emergency repair calls can still be handled), the opening hours Mon-Thu are longer than they were before. The DCE will provide another update in a few months' time to further chart performance.	DCE
16.	**<u>Q1 Operational Performance</u>** Report from the DCE, HFM and PSM tracking performance against various Property Services and Housing Management metrics, and is akin to a quarterly Annual Return on the Charter ('**ARC**') for use internally by Committee. Given the detailed information within, the DCE requested for exceptions only to be discussed this evening and the more standard information to be simply noted. Members agreed to this, and were satisfied with the contents of the report.	

17.	[redacted]	
18.	**AOCB** There was nothing raised under AOCB. **No further business was discussed.** **The Chair thanked everyone for their attendance and input, and the meeting closed at 20:05.** **Date and Time of Next Meeting: Thu 3 Sep at 18:00 (single item agenda for the consideration of any Committee nominations received ahead of the AGM on 17 Sep).** **Thu 8 Oct (next full Management Committee meeting)**	

Signed as a Correct Document …… Chairperson