**The Minutes of Ruchazie Housing Association Management Committee**

**Meeting held on Thursday 27th October 2022 at 6pm, at Ruchazie Housing Association, 24 Avondale Street, Glasgow / via Zoom**

**Present:**

Michelle Caldwell Chair In person

Ann Macdonald Secretary In person   
Tommy McGuigan Via Zoom

Gillian Bell Via Zoom

Katrina Phillips Via Zoom

David Khan Via Zoom

Patrick Uti Via Zoom

**In Attendance:**   
Janice Shields Director

Stacy Shaw Senior Housing & Corporate Services Officer

Moira Smith Finance Officer

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| 1. | **Register & Declaration of Interest** | None |
|  | **Apologies** | D McKenzie  C McLellan  R Rigley  H Holland |
|  | **Minutes of Meeting held on 22nd September 2022** | No matters arising  Proposed – T McGuigan  Seconded – D Khan |
| 2. | **Annual Assurance Statement** | JS presented the Annual Assurance Statement for approval.  JS highlighted the following   * Committee had been provided with reports on Assurance and evidence is available on the Management Committee Portal to support these reports * The recent review of Committee effectiveness highlighted that committee minutes are well written and presented, performance is good, as is the financial viability of the organisation. * There may be a requirement for Governance procedures to change, and this will be discussed at Audit & Risk committee in November with a report to Management Committee. This may mean a requirement for a new Governance framework.   JS invited views, a Committee member queried why standards 3, 4 and 6 were not cited. JS explained that standards were chosen based on the most risk areas and that there may be different standards that are deemed more at risk in other years and these could change on an annual basis.  Committee were asked to approve the Annual Assurance Statement for submission to the SHR on or before 31st October 2022.  Unanimously approved by Committee. |
| 3. | **Finance**   * **Q2 Management Accounts** * **FCA return** * **OSCR return** | Circulated previously, presented by MS.  Q2 Management Accounts  Approved D Khan  Seconded G Bell  YTD surplus – MS explained that the YTD difference in staffing costs was due to differences in staff salaries as new staff have come in at the bottom of the pay scale resulting in just under £25k of a saving on the previous projection.  Arrears - slightly over 4%, JS will discuss in more detail at item 4.  FCA return - MS advised that the homeless figures had changed and had been updated to reflect this.  Approved under Rule 55  OSCR return  Approved T McGuigan  Seconded G Bell |
| 4. | **Q2 Performance Reports** | JS advised that arrears had increased. Four tenants have been served with NOPs this month in consultation with our solicitor who confirmed they could be served with notices. There are also two cases where we are awaiting backdated payments of Universal Credit which should significantly reduce these balances.  Voids – One void during the summer was over the five day timescale due to staff shortages.  A question was asked if temporary staff could be recruited for a short period of time to work on arrears. JS advised as there are currently only five members of staff, we could look at this if it becomes an issue and that Committee would have to approve this. Modern apprentice is currently on sick leave and this is also impacting workload. JS also advised that there has been 60% staff turnover in one year, and there will be a period of settling in to each role. |
| 5. | **Directors Report** | JS presented the report which was previously circulated.  Committee noted the report.  JS advised the presentation on the rent consultation with tenants had gone well so far with two further dates scheduled in November.  The photocopier contract is due for renewal and the current provider can continue to provide us with a service.  We may have to look at going to tender for printing as the current providers costs have increased recently. |
| 6. | **Policy Review** | JS presented the policy circulated prior to the meeting.  JS advised that the policy will be updated if required in line with good practice/legislation before next review.  The Business Planning Policy was unanimously approved. |
| 7. | **Correspondence** | Two Letters from SHR  These will be uploaded to Committee Portal.  JS asked Committee if they would like to put herself forward to SHR to be involved in a standing forum of senior people from RSLs to discuss important issues in social housing in Scotland. Twelve senior officers will be chosen, so there is no guarantee that we would be chosen, however Committee were happy for JS to put herself forward for consideration. |
| 8. | **AOB** | None |
| 9. | **Date of next meeting** | Thursday 1st December 2022 at 6.00pm. |

**Meeting Closed**

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 27th October 2022.

**Date Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson**