Ruchazie
HOUSING ASSOCIATION

MINUTES of the Management Committee Meeting held on Thursday 22nd January 2026 at 6pm at Ruchazie Housing Association,24 Avondale Street and remotely by Zoom.

Item	Agenda Item					
1.0	**Attendance**					
	Committee present		**In Attendance**	**Attending**	**Apologies**	**Leave of Absence**
	M Caldwell T McGuigan(Chair) C Park J Fraser C Maclellan K Phillip G Bell D Campbell	Via Zoom In person In person In person Via zoom In person Via zoom Via zoom	J Shields M Smith	**In person** **In person**	H Holland D Mackenzie	

Ruchazie

HOUSING ASSOCIATION

	Declaration of Interest	
D Campbell – Item 8 (Affiliations) M Smith item 5 (Standing orders/sub-committee remits)		
2.	**Minutes for Approval**	
	Minutes of Previous Management Committee Meeting held on 2nd December 2025 and any matters arising	Most matters are included in the agenda or in reports. JS informed Committee that Gail Sheriff would not be presenting at this meeting as little to update, further information given in the Directors Report. MS updated Committee on the revolving credit facility which is in hand, delays caused by clarity required on information provided to our lawyers from the bank lawyers and hoping to complete in the next week or two. The Minutes were agreed as a true record of the meeting subject to amendments highlighted at meeting or actions to be amended due to administration error. **Proposed:** **Seconded:** **Signed:** **Chairperson** **Date** There were no further matters arising.

Ruchazie

HOUSING ASSOCIATION

ITEMS FOR DISCUSSION AND APPROVAL			
3.	**Rent Consultation**		
	RECOMMENDATION – that Committee discuss the outcomes of the tenant survey, consider and approve the rent increase for 2026/2027.	**DISCUSSION** JS presented the report which had been previously circulated. The report included appendices with the outcomes of the tenant survey and information from GWSF on proposed rent increases across the sector. It was confirmed to Committee that the draft budget was previously presented with a 6.5% increase and MS presented a graph which indicted the cash position should an increase of 7.5% be applied. Committee discussed the rent increase proposals, noted the difference in cash position and took note of comments made by tenants in relation to the increase proposed. There were two options presented to tenants. 90 tenants returned the survey (40% response rate) 77 tenants agreeing with 6.5%, 10 – 7.5% And 3 who did not state a preference. Committee considered the optics of a higher increase and that the increase of 6.5% provides the Association with sufficient funds in the coming years, but will need to consider increases higher than inflation in the future years to meet our current	**DECISION** **Committee approved a rent increase of 6.5% for 2026/2027 and noted the need for higher than inflation increases for a number of years.**

		plans. TMcG Increase letter needs to send a message to tenants that our aim is to keep rents as low as we can whilst maintaining our homes. GB – information to tenants should also highlight any savings we make. JS advised that the rent consultation provided information on how costs have increased. **Post meeting note – we also provide information in our other publications(annual reports and newsletters) on how we make savings by using frameworks.** KP – it is important that we take into consideration how we communicate our thought process in arriving at options to be considered Committee noted that the outcome of the stock condition survey could change our plans. JS provided comment received from DMac, confirming that 2 options were presented to tenants and approving a rent increase of 6.5%. **Committee approved an increase of 6.5%**	
Item 4	**Performance Report**		
		DISCUSSION JS presented the report which had been previously circulated. and included the KPI report and update on Business Plan.	**DECISION** **Committee noted the report.**

		JS commented that reporting was by exception and committee noted and discussed the information provided in relation to - KPI;s - Additional information in relation to rental income - Gas Safety - Electrical Safety - Damp and mould. - Committee discussed the delay in repairs to void at 16 Avondale Street, JS commented that there would be an adjustment to the void days due to window renewal at whole property. KP commented that the total period could be discounted as property was not available to let due to major repair. JS noted and will complete the Arc return as suggested with context. Committee noted that ARC validation was being carried out in March and will consider all information to Q3. JS advised committee that all gas and electrical safety certificates were up to date and all properties had valid certificates. All reports of damp and mould had been completed, unless access has been denied and in which case Committee have asked for those tenants to be contacted again and written to, to provide a clear sudit trail of our actions. Committee noted the update to the delivery plan for 2025-2026.	

Item 5	**Policy review**		
	RECOMMENDATION That Committee approve the policies presented.	**DISCUSSION** JS presented the report which had been previously circulated and included information on any updates to the policies. **Equality & Diversity Policy** - This Policy was first presented in November 2022 and approved by Committee. On review there have been updates to the Regulatory framework and the Charter. Amendments to the policy reflect those changes with the additional information and actions required in relation to Domestic Abuse. **Prevention of Fraud and Bribery Policy –** due for review, no amendments made to policy, completed EIA now included. **Anti-money laundering Policy –** due for review, no amendments made, completed EIA now included. **Entitlements, Payments and Benefits Policy** revisions to this policy have been developed by Linda Ewart on behalf of SFHA and follow a comprehensive review process. Committee noted the significant updates and that the document has been considered by the Scottish Housing Regulator who have confirmed it complies with their regulatory expectations.	**DECISION** **Management Committee approved the policies presented including remits for sub committees and updated standing orders.**

		Standing Orders including updated remit for Audit & Risk Committee and remit for staffing sub-committee. JS presented the updated Standing Orders and advised Committee that TMcG and CC had taken the time at a previously convened meeting to review these remits, which were amended to include the most recent guidance from SFHA and reviewed by Linda Ewart on behalf of RHA. TMcG asked for confirmation that the staffing sub remit would be presented today. This was confirmed. MS left the meeting. Committee discussed the details contained within both sub committee remit. Following a wider discussion on staff/resources capability and possible restructure Committee asked that this be presented to staff sub at their first meeting, this tied in with lessons learned The members of the staffing subcommittee had previously been agreed by Committee as follows - T McGuigan (voted chair at this meeting) - D Campbell - C Park - J Fraser Meetings will held at least twice in the committee year and the first meeting was agreed to be held on Thursday 5th March. JS will send out notice and agenda.	

		Committee approved the Staff Sub-Committee remit. MS left meeting. **Committee approved the changes to the Audit & Risk** Committee confirming JS as the principal adviser. Although noted should there be any changes to the staff remits and structure that this could change. **Committee approved the updated Standing Orders and remits for sub committees**	
Item 7	**Directors report**		
	RECOMMENDATION : **That Committee review, note and discuss the contents of this report .**	**DISCUSSION** **St.Phillips** No significant update. Nothing has changed since the last report in December. JS and GS have a meeting with BTO re procurement next week. There have been some staff changes at JR group but should not have any impact on this project. reasons why WHG pulled out. JS informed that she is aware **IIP Update** IIP Touchpoint report (after 1 year of award) was distributed previously. Committee noted the positive outcomes in the report. Committee noted current accreditation expires in December 2027. **Annual Subscriptions**	 **DECISION** **Committee noted the report**.

		The following annual subscriptions were approved **SFHA - £1000** **RSM –** Committee discussed the renewal of this service and questioned if it continued to be value for money. Staff confirmed the benefits of the portal and the ease of updating and seen it as a key support for RHA. **Committee approved the continuation of our subscription to RSM for a further 3 years. RSM have offered the services at this years price for that term and includes support and training if required. Cost £2100 +VAT** **EVH** – Management Committee have asked that the staff sub-committee review the offering from EVH before a final decision is made on membership. JS to request information on types of membership available. Cost for 2026-2027 £2077+VAT DC left meeting **SHARE** – Committee discussed the membership fee, noted that the use of service by staff/committee was minimum and therefore did not demonstrate value for money. It was discussed that RHA can still access the services of SHARE and could register individuals prior to undertaking any training identified in appraisal or training need.	

		JS agreed to review training undertaken and the comparison if we were not members. It was noted that training is also accessed elsewhere. Committee did not approve the requested membership. Individual renewal for CC only. **Cyber Essentials** JS advised that Rha are currently working though the question set provided for Cyber Essentials accreditation. Clearview (IT support) to complete sections before checking and submission. **CIPP – Continuous Improvement Programme for Procurement** JS advised Committee as a condition of grant funding from Scottish Government we must enrol in the CIPP. Scotland Excel are supporting RHA through this process and we have held a kick off meeting in December with a further catch up in March. As this is an improvement framework there are no right or wrong answers, you must complete the question set in the context of your organisation, which is what we will do.	

		Once the first catch up is completed and improvement/action plan will be put in place if required, and further annual checks will be carried out. **Correspondence** JS advised that general communications will be uploaded to the portal with alerst sent to committee via email. Committee should take the time to review the portal for updates. **Governance Support.** JS advised Committee that our current arrangement for Governance Support comes to an end on 31st March. The consultant has advised that they cannot be tied down for a long term contract, however has said they are available to support RHA in the coming year on a consultancy basis. Committee requested JS write to the consultant to determine her hourly/daily rate for this purpose.	
Item 8	**Notifiable Events**		
	RECOMMENDATION : That Committee note the verbal report.	No report presented a no NE have been recorded in the last month.	**DECISION :** **Committee noted the verbal update.**
Item 9	**Health & Safety**		

	RECOMMENDATION: That Committee note the verbal update.	No report presented as no incidents to report in the last month. All H & S matters in relation to tenant safety are reported to Management Committee as part of our quarterly reporting.	**DECISION – Committee noted the verbal update.**
Item 10	Any Other Business		
	RECOMMENDATION:		**DECISION :**

APPROVALS

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
2	Minutes 2nd December 2025	P : S:	JS
5	Rent Increase decision	Committee majority approval	JS
4	Policy review	P:	JS/MS
9	Stock Condition Survey	P:H Holland S: J Fraser	JS

ADDITIONAL ACTIONS FROM MEETING

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by