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

**Meeting held on Thursday 26th January 2023 at 6pm , at Ruchazie Church**

**Present:**

Michelle Caldwell Chair

Ann Macdonald Secretary
David McKenzie

David Khan

**In Attendance:**
Janice Shields Director

Moira Smith Finance Officer

It was noted the low attendance numbers, and how this would be reviewed elsewhere.

The meeting was quorate and went ahead.

**Post meeting note**

**JS noted that the email invite was still on her calendar. Having worked at a different workstation the invite did not send as the addresses were not automatically populated and this went unnoticed. All Committee members advised and those who did not receive the invite or noted that papers were uploaded will be recorded as apologies rather than a no show.**

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| 1. | **Register & Declaration of Interest** | None |
|  | **Apologies**  | T McGuiganK PhilipsG BellR RigleyP Uti ( apologies given)H Holland (apologies given)C Maclellan  |
| 2. | **Minutes of Meeting held on 27th October 2022**  | No matters arisingProposed – D Khan Seconded – D Mackenzie  |
| 3. | **Management Accounts** **Treasury Management Report**  | MS presented the Management Accounts for the 9 months to 31st December 2023 previously circulated/uploaded to Committee portal and included appendices. Key points outlined and committee were asked to consider the content of the report and comment. * The current surplus mainly reflects the phasing of maintenance activity and spend as well as savings on staff costs. This is similar against total operating costs.
* The full year out-turn is consistent with targets set under the business plan.
* Gross rent arrears are 0
* .12 Higher than the assumed budget position of 4% and average at 3.75% across the nine months.
* The total loan balance is £1.983m and all covenants are compliant.

JS commented on the arrears information, highlighting the challenges faced by tenants, and aslo where we have provided financial assistance through funding and it was the intention this would alleviate any difficulties tenants had in meeting their rent costs. The absence of staff due to illness may have contributed to the poorer performance. Committee not concerned as it is expected that the period to end of December always brings challenges. We will continue to monitor and report on any covenants should these be removed by our lenders. This provides officer and committee with assurance in regard to this matter. Committee approved the Management Accounts for the 9 month period to 31st December. MS to distribute to lenders. MS presented the report which had been previously circulated and uploaded to the Committee portal and included appendices. The following key points were noted * Cash held at period end higher than anticipated , included funding received from SFHA/Lotteries’ fund for fuel and food support. , these will be distributed throughout Q4.
* Loan interest payments will be higher in Q4 due to BOE announcement to increase base rate.
* Covenants maintained
* Following approval by Committee in August 2022, the placing of £75k on a 3 month Fixed term deposit with BOs is ongoing, due diligence is taking a while and it is hoped to be complete by end of January. Committee will be kept informed.

There were no further comments and Committee noted the report. . Management Committee approved the accounts. .  |
|  4. | **Q3 Performance**  | JS presented the report previously circulated and uploaded to the Committee portal and included appendices. Delivery Plan – Noted.Operational KPI’s * Discussed the increasing arrears at this period. Committee member commented that this was expected at this juncture and they were not overly concerned. JS commented that there will be additional focus in the coming months. Committee noted JS concerns regarding staff absence that is a contributory factor.
* There was one void with a void period of 9 days.
* Overall repairs performance has improved although contractors still experiencing delays in material delivery.
* Committee highlighted the low attendance for this meeting and how that will impact the annual performance. Committee noted the report.
* Equalities action Plan – Committee noted update
* Committee Review Improvement Plan – Committee noted the report.
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| 5. | **Committee Training**  | JS presented report previously circulated and uploaded to Committee portal and included appendices. Committee greed the training programme for this year and how this will be delivered. Committee agreed to have training sessions when the committee agenda was light. This would allow for key business to be managed and make better use of committee/staff time. The calendar of meetings and key ageanda items included the following * Governance Training – February 2023
* Data protection Training 30th March 2023
* Finance Training – 29th June 2023
* TBC – 26th October 2023

Committee approved this approach and it was understood by all that this could be subject to change. The meeting held in June is an in person meeting where staff and Committee are in attendance.  |
| 6.  | **Policy Review**  | JS presented report previously circulated and uploaded to Committee Portal. Fraud & bribery Policy – approvedAnti-Money Laundering Policy – Committee noted amendments made3 and approved policyJS advised that in terms of further financial support to our tenants, we have also bid for £27.5k funding to distribute between our community anchors.  |
| 7. | **Directors report**  | JS presented the report previously circulated and uploaded to committee portal. Committee noted the content of the report which was for information only and noted the concerns raised regarding the application of the rent increase for 2023/2024.Post meeting note – it has been confirmed that the regualtions end on 26th February and any notice can be delivered to tenants after that date. This leaves the date of the 27th February when all rent increase letters will be hand delivered. 2 staff will deliver each notice and confirm delivery by way of signature on proof of delivery.  |
| 8. | **Rent Consultation ?rent Increase proposal** | JS presented report previously circulated and uploaded to Committee portal and included appendices with detailed information on the returns. Committee discussed the report and the outcome of the rent consultation undertaken. Committee were provided with the materials approved at last meeting held on the 2nd December. Committee noted that 52 responses were received , 26% of all tenants a reduction on last year of 29%. It was noted that 52% of those who responded to the consultation agreed with a rent increase of 7%, with just over 7.5% agreeing on a higher increase. 11 tenants favoured a lower increase or none at all. Committee referenced the draft 1 budget presented in December and discussed the impact on our financial plans where the bulk of spend over the period of the plans is on component replacement, and what measures can be put in place to maintain the quality of our homes. Committee approved a rent increase of 7%. A reviewed draft budget will be presented to Committee in February for approval, this will include any proposed adjustments to our financial plans. JS to inform GCC (Housing Benefit) and the SHR who has asked all landlords to provide approved rent increase.  |
| 9. | **AOB** | Committee collectively approved a Christmas lunch for staff paid for by Committee.  |
| 10. | **Date of next meeting** | Thursday 26th January 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 26th January 2023.

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