

**The Minutes of Ruchazie Housing Association Management Committee Meeting held on
Thursday 23rd September 2021
at Ruchazie Church**

Present:

Present:

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| Name |
| Hugh Holland |
| Ann Macdonald |
| Brian Tollett |
| Chelle Caldwell |
| Robina Rigley |
| Patrick Uti |
| Gillian Bell |
| David Khan |
| Tommy McGuigan |
| David Mackenzie |
| Katrina Phillips |

In attendance

Janice Shields Director
Jennifer Aye Customer Services Assistant

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| 1. | Register & Declaration of Interest | |
| | Apologies | There were none |
| 2. | Election of office bearers | <p>JS reported no nominations received. HH willing to stand again as Chair for the fifth and final year.</p> <p>Nominated - T McGuigan Proposed - Patrick Uti Second- B Tollett</p> <p>Vice Chair – no nominations have been received. HH nominated Chelle Caldwell</p> <p>Nominations – H Holland Proposed- A Macdonald Second – B Tollett</p> <p>Secretary- A Mac has agreed to continue in this role, if no other nominations are received</p> <p>Nomination – C Caldwell Proposed – B Tollett Second – D Khan</p> <p>The Management Committee have elected Chairperson H Holland Vice-chairperson C Caldwell Secretary A Macdonald</p> |

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| | | For the forthcoming year to September 2022. Declaration of Interest and Code of Conduct to be signed by all committee members . |
| 3. | Election to Audit & Risk Committee | Current members David Khan – Chairperson Gillian bell David Mackenzie Patrick Uti Robina Rigley Katrina Phillips intimated that she would like to be on this committee and this was welcomed by others. Audit & Risk Committee David Khan – Chairperson Gillian bell David Mackenzie Patrick Uti Robina Rigley Katrina Phillips |
| 4. | Code of conduct and declaration of Interest | JS advised that each Committee member should read and sign both documents before they can participate/make decisions in relation to RHA. All in attendance have been provided with documents to sign which were completed. |
| 5. | Minutes of meeting held on 26 th August 2021 | Proposed D Mackenzie Second C Caldwell |
| 6. | Matters arising and Action Log | Matters arising Action log 82 – both payments made 83- Lease with tenant/tenants solicitor 15/9/21 await return 84- Letter signed and returned to RBS |
| 7. | Annual Assurance Statement | JS presented Annual Assurance statement for approval. JS highlighted the following <ul style="list-style-type: none"> - Committee had been provided with reports on Assurance and evidence is available on the Management Committee portal to support these reports. - Letter from SHR re equalities and subsequent correspondence from GWSF. Action Plan as described in guidance from SFHA. JS advised there is likely to be additional actions to be added that will fall out of the outcomes of the actions in this plan. - The recent review of committee effectiveness highlighted that minutes were not available on the |

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| | | <p>website. This has now been actioned with minutes from April 2021 now available.</p> <p>Committee asked to approve the Annual Assurance Statement for submission to the SHR on or before the 31st October 2021. Committee approved Assurance Statement for submission to the SHR by 31st October.</p> |
| 8. | Stock condition survey | <p>JS presented report from JMP on a further sample of surveys across the stock.</p> <p>There is still further review to be carried out, due to staff isolation/sickness this has not been completed, however JS felt it appropriate to share with committee at this stage to make them aware of the outcome of the survey.</p> <p>Staff will review the report in the coming weeks in preparation of annual budget discussions and ensure that financial projections are reviewed and presented for comment..</p> <p>Committee asked to note the report. Committee noted report.</p> |
| 9. | Equalities | <p>JS presented the report on the introduction of data collection to comply with regulatory requirements.</p> <p>Included with the report was information received from our DPO and GWSF. Management o note letter from SHR presented at item 7 in relation to the Assurance Statement.</p> <p>SFHA guidance suggests an Action Plan and this is presented here. JS advised more actions will likely be added as we progress through the plan. Training for Committee to take place October 28th.</p> <p>Committee asked to note the report and advice from GWSF prior to any decision on collection of data.</p> |
| 10. | Landlord report/ Annual report Draft | <p>JS presented the first draft of the Annual Report. Committee asked to note and approve the content. Some illustrations and pictures to be added. The report is required to be issued to all tenants/members by 31st October. The final copy will be distrusted prior to issuing.</p> <p>Committee approved Annual report content.</p> |
| 11. | IIP | <p>JS had previously issued Committee with the report on assessment for IIP where RHA were accredited as Silver. Staff had enjoyed the process, gave them a chance to give their perception of how RHA value them and the processes we have in place. This gives RHA an opportunity to consider the recommendations and strive to improve on that award in the coming three years.</p> <p>Committee delighted with outcome and demonstrates the commitment and professionalism of the organisation. JS will arrange press release for SHN when plaque is delivered.</p> |


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| 12. | Correspondence | None |
| 13. | AOB | JS advised Committee that calendar of meetings almost complete to include sessions each quarter for collective committee training. Committee welcomed this and asked that training is prioritised (Equalities October 2021) |
| 15. | Date of Next Meeting | Next meeting Thursday 28 th October at 5.30pm Likely be blended with some joining from home remotely. Training will take place. JS submitted apologies as on Annual Leave AMac submitted apologies for this meeting. |

Meeting Closed

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 23rd September 2021

Date

Signed



Chairperson