

**The Minutes of Ruchazie Housing Association Management Committee
Meeting held on Thursday 29th April 2021 Via zoom @ 6pm**

Present:

Hugh Holland
Ann Macdonald
Tommy McGuigan
David Mackenzie
David Khan
Chelle Caldwell
Katrina Philips
Tommy McGuigan
Brian Tollett

Observer

Alison A'Hara – Calvay HA

In Attendance:

Janice Shields Interim Director
Moira Smith Finance Officer
Fiona Jolly Minute Secretary

1.	Register & Declaration of Interest Appointment of Co-optee	Share Vouchers issued to Director and Chair noted and recorded in register.
2.	Appointment of Co-optee.	Report previously circulated provided to Committee to recommend that K Olak be appointed a Co-optee to Management Committee. Committee approved appointment
2.	Apologies	G Bell, R Rigley, P Uti
3.	Minutes of Previous Meeting	Minute 25th March 2021 Approved: D McKenzie Seconded: C Caldwell
4.	Matters Arising Action Log	Matters Arising – there were none. Committee noted the updated Action Log as follows Item 62 report template reviewed and confirmed to continue use. Item 75 – Committee Annual Review – Noted Item 76 – Policy Review – TM Policy with clause 8.17 - Noted Item 77 – Kick Start Programme – Application form completed will take 6 – 8 weeks
5.	Business Plan Review	Presented by JS Operational KPI's Q4 – Noted Arrears increased – the outstanding eviction case continues to be reflected in overall arrears balance. Abandonment notice has been served however tenant has contacted and staff have asked for access to confirm living in property. Earliest date to carry out eviction will be 1 st June, awaiting confirmation from TC Young. Committee noted actions taken. Committee noted that performance is good, as members of SHN we will be able to carry out benchmarking but not clear if information provided by others will be comparable.

		<p>Operational KPI's were presented for approval and to be presented quarterly to Committee. In the current climate Committee may require to be flexible and take opportunities to amend targets where appropriate. This may be the case with gross arrears figures whilst the eviction case remains outstanding.</p> <p>JS presented the Annual Strategic Delivery Plan previously seen by Committee for approval.</p> <p>Noted approved the Plan and the KPI's and noted the content of the report</p>
6.	Health and Safety Report	<p>JS presented the Health & Safety report previously circulated. This is a first time report and will come to Committee very quarter. This report outlines the key aspects of health and safety requirements for staff and tenants.</p> <p>Committee noted it is worthwhile to have a regular overview and evidences that they undertake their governance responsibilities to staff and tenant safety.</p> <p>Committee were asked to note that office visits by H & S rep on Committee had not been undertaken this year and these will resume as soon as we are in a position to do so.</p> <p>There are excess files in the office which require to be transferred to our storage unit at Queenslie. The unit has little space and staff will need to visit and arrange clearing of files in line with retention schedule.</p> <p>KP enquired what the current positions was with regards to Home Visits. JS confirmed home visits would only be carried out if absolutely essential, PPE for staff would be worn for these visits.</p> <p>Committee noted the contents of the report.</p>
7.	Annual Assurance Statement 2021	<p>JS Presented the Management Committee with the timetable of tasks for the Annual Assurance Statement to be submitted to SHR by 31st October 2021. New supporting evidence will be uploaded to the portal over the coming months as Committee review each of the regulatory standards and requirements.</p> <p>JS stressed the importance of the management committee making themselves familiar with the regulatory framework and any issues should be raised either by email or at Committee.</p> <p>Committee to note that there are changes to the Rules of the Association required to be presented and approved by the membership. The aim is to approve the Assurance Statement by September.</p> <p>Committee confident and assured given the evidence available and produced for Committee to view on the portal. Staff commended for producing the evidence to support the statement. .</p> <p>JS stated using the documents and guidance provided by SFHA is helpful.</p> <p>Committee noted the contents of the report and approved the timetable.</p>
8	Review of Standard Reporting Format	<p>Minute and Report Protocol – All Committee members approved to continue the use of the current reporting template, happy with the layout and in particular the Executive Summary.</p>

9	Directors Report	<p>JS presented report and Committee noted the key updates.</p> <p>Kick Start Programme – application has now been submitted and await further contact from The Wise group. JS will keep Committee updated.</p> <p>Scotland Excel – 4 year gas contract drawn down. Training and support available to all staff who will be n=encouraged to access portal.</p> <p>EHRA Updates –Minutes and Agenda on portal for all members to view. Greater Easterhouse Covid response document being developed, when published will be circulated.</p> <p>3 Year Lettings Plan - Based on estimated turnover of 30 lets over 3 years. Approved subject to amendment of lets being increased to 2 Lets to general need and 1 no housing need.</p> <p>Business Continuity Report – previously circulated Committee noted the updates provided.</p> <p>Management Committee meeting June 2021 – JS proposes (should restrictions be lifted0 to hold June meeting with staff and Committee present at Garfield House, who can provide a room which will meet social distance measures. JS will keep Committee updated.</p> <p>SHR Return – noted, Committee advised that returns will now be quarterly with first return due July 2021(post note – SHR have now provided template)</p> <p>Annual Review Of Effectiveness – Committee to provide JS with availability dates for group discussions and phone interviews with L Ewart</p> <p>JS confirmed a report will be made available to Committee, likely for August meeting for Committee to consider, which will include training needs analysis.</p> <p>Governance Improvement Plan Outstanding Actions – Noted – Approved that all outstanding actions from GIP be moved to the delivery plan for 2021/22. A Governance Review will take place in 2022/23, carried out by an external advisor, in the meantime a self-assessment of all governance standards will be part of the evidence base for Annual Assurance Statement.</p> <p>EHRA Committee Shadowing/observation – Noted Alison A O'Hara from Calvay HA in attendance tonight. Request for committee member from Provanhall to attend meeting – Approved. RHA committee encouraged to shadow an EHRA committee meeting.</p> <p>Insurance Claim – Noted JS updated the committee on the background to the recent insurance claim for injury caused at a stank in Caprington Place. It was noted that the According to GCC records the street/pavement where the accident occurred was not adopted.</p>
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10	Policy Review	<p>The following Policies were presented for Approval</p> <p>Dignity at Work – Approved subject to clarification on how a staff member complains about the Director.</p> <p>Abandonment Policy- Approved subject to inclusion of how RHA recognise the sensitivities of Domestic Abuse in regard to joint tenancies. JS/Fj to review options and consider Make a Stand Pledge.</p> <p>Void Management Policy - Approved</p> <p>Attendance Management Policy – Approved subject to inclusion of time off for IVF treatments.</p>
11	AOB	<p>EHRA Minutes and Protocol</p> <p>Chair encouraged all members to attend meetings, some committee members have work commitments and this makes it difficult, perhaps rotating would help attendance by others. HH will raise with EHRA possibility of evening meetings. EHRA meeting timetable to be uploaded to portal</p> <p>Covid Safe Return to Work</p> <p>JS presented a proposed work plan for staff returning to office based working. Staff have completed a questionnaire, have seen the work plan and no issues have been raised, staff indicating a willingness to get back to the office. The work plan has been shared with EVH (post note – comments made included</p> <ul style="list-style-type: none"> - Ensuring that no change to T & Cs were included - Staff need to be consulted. <p>In line with government guidance should we be in Level) by end of June we can start planning for a full return to work, in the meantime staff times in office will be staggered with safe measures in place.</p> <p>Committee commented it is a topical subject with sector waiting to see who makes the first move. If risk assessment has been carried out and guidance is being followed, it is a great start. Services in tenant's homes have commenced again and tenants welcome being able to access staff face to face. Committee's approach is to get people back to work, but should ensure an element of flexibility.</p> <p>Staff have been supported in accessing EVH mindfulness sessions and as a small team we benefit from each other in learning and development.</p>

		<p>Committee approved the approach to return to office, which is risk based, but to be aware of any changes in guidance issued.</p> <p>Committee noted that better guidance is needed, but as an essential service we do need to be in the community to support tenants.</p> <p>Staff Satisfaction survey – approved cost of Staff survey at no more than £1600. EVH carrying out survey which will be reported to Committee in June. This was the last task on the Government Improvement Plan Very last thing on Government improvement plan.</p> <p>Brian Tollett – Proposed that we consider development of land behind Children's unit. Committee agreed further information was required, considering no units were built at the time in 2015/16. JS to progress and find out</p> <ul style="list-style-type: none"> - Reason why no build in last phase. - Enquire at DRS
	Correspondence	<p>GWSF – Housing Resilience Group – To upload information to portal.</p> <p>A'Hara – Calvay HA invited to make comment – Similar to how Calvay conducts their meeting. Found the meeting very interesting, and recommends that everyone takes the opportunity to observe other HA meetings.</p>
10	Date of Next Meeting	Thursday 27 th May 2021

Meeting Closed

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 29th April 2021

Date

Signed

A Macdonald

Chairperson

24.6.21

