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

**Meeting held on Thursday 26th October 2023 at 6.00pm, hybrid meeting at Ruchazie Housing Association, 24 Avondale Street, Ruchazie, Glasgow and via Zoom**

**Present:**

Michelle Caldwell Chair In Person

Hugh Holland Vice Chair In Person

Tommy McGuigan Via Zoom

Gillian Bell Via Zoom (from item 3)

David Khan Via Zoom

**In Attendance:**   
Janice Shields Director

Stacy Shaw Senior Housing & Corporate Services Officer

Moira Smith Finance Officer

All reports where available are uploaded to Committee portal on our website in advance of all meetings. We aim to provide this seven days in advance of each meeting. Where this has not been the case it will be noted.

Where a hard copy is required we aim to get this to the committee member in advance of the meeting.

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|  | **Register & Declaration of Interest** | None |
|  | **Apologies** | A MacDonald  C McLellan  D McKenzie  K Phillips |
| 1. | **Minutes of Meeting held on 28th September 2023** | No matters arising  Proposed – H Holland  Seconded – T McGuigan  The minutes were approved. |
| 2. | **Election of members to Sub-Committee**   * **Finance, Audit & Risk Management** * **Staff Sub-Committee** * **Policy Review** | JS presented the report which was previously circulated and uploaded to the Committee portal.  D Khan agreed to remain as Chair for Finance, Audit & Risk Management. This was unanimously agreed.  JS advised that the Staffing sub-committee would only meet as and when required and that all Management Committee members will be part of the Sub-committee. No more than four members would be required at any time and the Chair and Vice Chair would be required.  Policy Review – Policies are reviewed every three years. It was proposed that Finance policies will go to Finance, Audit & Risk and then to Management Committee for approval. All other polices could then be grouped together such as Housing Management, Asset Management and Corporate/Governance and reviewed at other policy review meetings throughout the year and brought to Management Committee for approval.  This was unanimously agreed by Committee. |
| 3. | **Annual Assurance Statement** | JS presented the report which was previously circulated and uploaded to the management Committee portal.  Committee noted that support was received from our Governance consultant Linda Ewart who along with Management Committee had reviewed the evidence on the Committee portal to support the statement.  It was pointed out to Committee that there has been some challenges with the completion of the EICR programme and this has been highlighted in the statement.  The draft statement reviewed by Linda was presented to Committee which was approved for submission to the Scottish Regulator on or before the 31st October 2023. |
| 4. | **Finance**   * **Q2 Management Accounts** * **Treasury Management Report** * **Counterparty Signatories** * **FCA/OSCR Return** | MS presented the reports, which were previously circulated and uploaded to the committee portal.  Q2 Management Accounts - MS presented the Q2 Management Accounts and highlighted the key points which were discussed and unanimously approved by Committee.  Treasury Management Report – Committee discussed the report and the following points were noted   * ‘Golden Rules’ , guidance from SFHA , noted by Committee and agreed to be discussed further at audit and risk sub-committee. * Discussion with Charity Aid Foundation Bank (CAF) who are a single point of access to a range of bank and savings accounts and they had been invited along to Audit and Risk sub-committee to discuss this further.   Counterparty Signatories – MS referred to the report which included updated signatories and this was unanimously approved by committee with no changes.  FCA/OSCR Return – MS referred to the report and this was unanimously approved by committee for submission. |
| 5. | **Q2 Performance Report** | JS presented the report which had been previously circulated and uploaded to the Management Committee portal.  JS advised that currently on track to meet target of 2.95% for rent arrears and advised that the increase in voids had been due to a period where unfortunately tenants were deceased. JS advised that the additional days for adaptations to be completed had been held up by sourcing a bath which had to be a specific size. Post meeting note – access is also an issue with the tenant postponing on more than one occasion.  JS also advised that the Annual Report was now complete and would be uploaded to the website, with a hard copy available on request.  A committee member commented that the performance figures were unclear for reading on the scanned version uploaded to portal. JS advised that she would upload in a different format to the portal after the meeting. |
| 6. | **Health & Safety Report** | JS presented the report which was previously circulated and uploaded to the committee portal.  JS referred to the report and advised of the following;   * We now have a dedicated Gas service inbox to ensure all no access are not missed and are actioned timeously * There are currently no tenants without a valid Gas safety certificate * Further information on condensation has been included in the autumn newsletter * The Property Services Officer has agreed to be the office First Aider and any training required will be carried out in order to fulfil this role   Committee noted the contents of the report. |
| 7. | **Directors Report** | JS presented the report which was previously circulated and uploaded to the committee portal.  JS referred to the report and advised committee of the following;   * Gail Sheriff is happy to meet with Committee to discuss her services with regards to the development opportunity. If approved, Gail would provide five months of work for a fee of £10k. Committee approved the appointment and Gail to be invited to meeting on the 7th December. * Energy Efficiency funding will be distributed to tenants November/December 2023. * Business Planning Day agreed for 7th December 2023 in person. * Phase 1 painting contract, there may be some additional funds required for joinery work and sufficient funds in budget to cover the cost.   JS advised that two quotes had been received for the Soffits at Elibank Street. Quotes received from Mearchants and GT Builders. Mearchants have provided the cheapest quote, however JS advised there were some concerns with Mearchants regarding reliability. GT Builders are new contractors and have yet to carry out any work for the Association. After some discussion, Committee agreed that based on the above Staff make the decision on awarding the contract as they have the knowledge of the standard of work carried out by contractors. JS advised that she would speak with the Property Services Officer regarding this and report back to Committee. |
| 8. | **Membership Report** | JS presented the report which was previously circulated and uploaded to the committee portal.  2 members had been removed ( deceased)  9 new applications approved. |
| 9. | **AOB** | JS advised that correspondence from Scottish Housing Regulator regarding RAAC return has been completed and returned confirming no RAAC evident in our stock. |
| 10. | **Date of next meeting** | Thursday 7th December 2023 in person |

**Meeting Closed**

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 26th October 2023.

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