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

**Meeting held on Thursday 28th March 2024 at 6.00pm, at Ruchazie Housing Association, 24 Avondale Street / Via Zoom**

**Present:**

Michelle Caldwell Chair In Person

Hugh Holland Vice Chair In Person

Tommy McGuigan In Person

David McKenzie In Person

Patrick Uti Via Zoom

Charlie McLellan Via Zoom

Katrina Phillips Via Zoom (from item 3)

Gillian Bell Via Zoom

David Khan Via Zoom (from item 3)

**In Attendance:**   
Janice Shields Director

Stacy Shaw Senior Housing & Corporate Services Officer

Gail Sheriff Development Consultant (Left meeting after item 3)

Debra Campbell Observer

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** | David McKenzie Curb/Link Framework |
| 1. | **Apologies** | A MacDonald |
| 2. | **Minutes of Meeting held on 29th February 2024** | No matters arising  Proposed – H Holland  Seconded – T McGuigan  The minutes were approved. |
| 3. | **Development Report** | GS referred to the report which was previously circulated and uploaded to the Committee portal.  GS presented the report and advised Committee of the following;   * Working with JR Group is going well * Grant monies for the feasibility study should be received before the end of the financial year * CCTV survey has been carried out, with a May date scheduled for the end of the feasibility study * JR Group and architect can attend the Management Committee meeting in May to give presentation * Employers Agent should be present at any future presentations * Water voles on the site may present an issue * Financial appraisal will be recommended by GS at the end of the study * FND Financial Services could be used as a finance consultant * Overall scheme costs will be submitted to NRS by June, hoping to proceed to tender in August   A committee member asked if the funding could be withdrawn. GS advised it is possible, however does not happen often. At present there is 100% grant funding from Glasgow City Council, with the exception of Gail’s fees. GS advised that we would only proceed to tender stage after approval from Glasgow City Council and that private funding would be required once grant monies are exhausted.  Another Committee member asked about the Glasgow standard required for new builds within Glasgow. GS advised that the Glasgow Standard includes energy efficiency measures and can be onerous, and that the grant funding does not reflect the additional costs required by adhering to the Glasgow Standard.  JS also provided an update on the acquisition at 23 Avenue End Drive – the purchase settled today and the tenant was signed up.  GS left the meeting at this point. |
| 4. | **Write Off** | JS presented the report which was previously circulated and uploaded to the management Committee portal.  JS asked Committee for approval to write off of £2425.90 for former tenant debt and approve the write off of £1149.61 for unrecoverable rechargeable repairs.  Both requests for write off were approved by Committee. |
| 5. | **Health & Safety Audit update – awaiting written report**  **Verbal update** | JS gave verbal update. Audit has been completed by ACS. There are a few documents to be uploaded and on completion we will receive the full report which will be presented at next available MC meeting.  Committee noted verbal report. |
| 6. | **Directors Report** | JS presented the report which had been previously circulated and uploaded to the Management Committee portal.  KP left during this item  JS advised Committee of the following;   * Committee Review will take place this year at the Management Committee meeting in June * EVH Ballot was accepted on 28th March 2024 and JS will update staff of new salary on Tuesday 2nd April 2024 * Quarriers have lost their funding for the Family Support Service. They will still operate as a nursery, but will be unable to provide family support. JS advised that she understood that Quarriers will be asking for this to be reviewed. |
| 6. | **Arrears Report** | SS presented the report which had been previously circulated and uploaded to the Management Committee Portal  SS advised Committee of the following;   * The cost of living has impacted our tenants. Rising fuel, food and energy costs have meant some tenants have struggled to meet their rental obligations in full * We are supporting our tenants through this by agreeing affordable repayment agreements, and distributing funds for fuel payments and energy efficient items to try and mitigate the rising costs of energy through funding from SFHA * Changes in tenants circumstances, such as reaching State Pension age and migration from legacy benefits such as Tax Credits to Universal Credit have contributed to an increase in arrears, which should be remedied when these changes are processed by the relevant agencies   A Committee member asked if the cases over £1k include cases at £3k, £4k. SS advised the highest case is £2,300 and all other cases are under £2k. The case over £2k is on full Universal Credit with deductions in place directly from Universal Credit to repay the arrears balance. The Committee member suggested that cases under £500 be targeted as this bracket had the highest number of cases (44 cases). SS advised that JS and SS carried out a review on arrears over £750 and we are due to review cases under £500. |
| 7. | **Policy Review**  **Acquisitions Policy**  **EV Charger Guidance** | JS presented the report which had been previously circulated and uploaded to the Management Committee Portal  JS advised Committee of the following;   * Due to the rise of electric vehicles across the city, we can expect applications for tenants to install EV chargers at their home. We have received one request at this time * In order to allow for the purchase of future acquisitions, a policy has been developed outlining our approach   JS asked Committee to note and approve the Acquisitions Policy and the EV Charger Guidance. Both were approved by the Committee.  KP rejoined the meeting during this item.  A Committee member asked if we would have to provide compensation for improvements if the tenant leaves the property and they have installed an EV Charger. JS advised that we will be asking tenants to remove the chargers when they leave.  JS advised Committee that due to staff leave and workload, there would be no Policy review meeting in April, however SS will review the Housing Management policies due for review over the next 4-6 weeks and upload to the Management Committee Portal in early May for Committee to review. This was agreed by Committee. |
| 8. | **Correspondence** | JS advised that all correspondence had been uploaded to the Management Committee Portal. |
| 9. | **AOB** | JS advised Committee that an Insurance report had been uploaded to the Management Committee Portal today and was seeking approval from Committee to approve a 1 year deal. This was approved by Committee.  JS advised that this item will be brought to the Audit and Risk Committee in August for further discussion with recommendations brought back to Management Committee.  JS also advised that Anne McDonald has requested a leave of absence until June 2024. This was approved by Committee.  Debra Campbell was invited to join the committee as a co-optee to which she agreed. |
| 10. | **Date of Next Meeting** | Thursday 30th May 2024 |

**Meeting Closed**

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 28th March 2024.

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