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

**Meeting held on Thursday 25th August 2022 at 6pm, remotely via Zoom at Ruchazie Housing association Office 24 Avondale Street, Ruchazie, Glasgow**

**Present:**

Hugh Holland Chairman In person

Ann Macdonald Secretary In person  
Chelle Caldwell via zoom   
Tommy McGuigan via zoom

Patrick Uti via zoom  
Charles McLellan via zoom

Katrina Phillips via zoom

**In Attendance:**   
Janice Shields Director

Moira Smith Finance Officer

Linda Ewart Consultant (part)

Governance Effectiveness – Annual Review 2022

Linda presented the report on the review of Governance Effectiveness. A full report was provided to Committee prior to the meeting. Overall it is a positive report and the report identified priorities going forward and potential action points for Committee to consider.

It was agreed that a table of suggested actions be presented to Committee in the coming months and that any priorities identified are merged into the delivery plan for the coming year.

Committee thanked Linda for her continued support.

Linda left the meeting.

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| 1. | **Register & Declaration of Interest** | CMcL – item 7 |
|  | **Apologies** | G Bell  D Mackenzie  D Khan  R Rigley ( leave of absence) |
| 2. | **Minutes of Previous Meeting and matters arising**  **Draft Minutes of the A&RM Committee** | Minutes of meeting held on 30th June, no matters arising.  Proposed C Caldwell  Seconded A Macdonald  Committee noted the content of the minutes. |
|  | **Action Log** | No update |
| 3. | **Annual Audited Accounts** | The Annual accounts which were reviewed by the A&RM Committee on the 11th August were presented for approval. There were no further questions.  Management Committee approved the accounts and which will be presented at the AGM to be held on 22nd September. |
| 4 | **Finance** | **SHR AFS Annual return**  MS presented the report which was previously circulated with appendix. The Management Committee noted the report and approved the submission of the Audited Financial Statements (AFS) return for the financial year ending 31st March 2021 to the SHR.  **Q1 Management Accounts**  MS presented the Management Accounts for Q1 to 30th June which was previously circulated with appendices.  .MS outlined the key points to note and welcomed questions.  PU asked if some scenario planning could be carried out and brought back to Committee in regard to the impact of rising costs and what they would look like. MA confirmed that this is carried out as part of the annual budget process, however will look to include information in the Management Accounts going forward.  There were no further questions and Committee approved the management Accounts for Q1.  **Q1 Treasury Management Report**  MS presented the Q1 Treasury Management report and commented on the executive summary which outlined the change in interest rates, cash balances held, maintained covenants during the period, the confirmed closure of the Co-op bank service accounts and the cash forecast which suggests a surplus of available working capital.  The report recommends that management Committee approve the transfer of £25k to nationwide 95 day notice account and a further £75k be placed on a 3 month Fixed term deposit with the Bank of Scotland at a rate of 0.5%.  Management Committee noted the report and approved the transfer of £25k to nationwide 95 day notice account and a further £75k be placed on a 3 month Fixed term deposit with the Bank of Scotland at a rate of 0.5%. |
| 5. | **Performance** | JS presented the report which was circulated previously with Appendices.  **Strategic delivery Plan**  JS presented the proposed delivery plan for 2022/23, Committee noted that there has been delay in presenting this, due to staff changes and current staffing levels due to sickness and vacant posts.  Committee approved the proposed plan, where quarterly updates will be reported. The delivery plan reflects the 5 key objectives of the Association and provides timelines for completion of tasks.  Operational KPI’s  JS presented KPI report and asked Committee to note the following   * Improvements in repair response times * Increase in arrears across the Q1 period, the impact of staff changes and vacant posts. * Completion of adaptations due to tenant requests and awaiting quotes.   Committee noted report. |
| 6. | **Policy review** | JS presented the following policies for approval   * Whistleblowing Policy – no changes since last review.   **Approved.**   * Membership Policy – some minor changes to align with the Rules approved in 2021- Committee noted changes.   **Approved.** |
| 7. | **Directors report** | JS presented the report which was previously circulated.  Committee approved the appointment of Clearview networks to provide IT support for the next three years at a cost of £10,624.36 ex VAT. There is an annual provision of £3600 for support and this includes testing for disaster recovery.  Committee noted the Phase 4 paining contract to start on Monday 5th September. Brian Tollett recently resigned from Committee.JS asked for Committee approval to give BT a leaving gift from Committee.  as members of excel we have access to a framework for certain contracts. We contacted 2 contractors on the framework re gas boiler replacement and asked for the price per unit along with spec. Both City Technical and City Building returned a cost, however city building provide an improved boiler with ability to adapt to hydrogen. City Building are the preferred supplier and Committee approved the appointment of City Building to replace 26 boilers at a total costs of £56,717.  JS provided Committee with a staffing update   * Appointment of Customer Services Assistant (Modern Apprentice)(MA) supported by SHARE to undertake a MA (CIH level 2) * Senior housing Officer – remains on sick leave until 1st September at the earliest.   The appointment of the CSA as a MA realizes savings in the budget against staff costs, JS recommends that to support the new employee we make the package as generous as possible and asks to include travel costs for the first year in the package.  Ruchazie Fun Day – noted, funding awarded £250.  Funding to support tenants  Committee agreed that any excess funding from previous rounds of funding awards left should be distributed to all tenants. Tenants will be signposted to other agencies who can provide advice/assistance to tenants in regard to energy costs.  The next Cash for kids funding round will be in October with a further opportunity to apply in December.  Block profiling – Committee noted the requirement for block profiling in accordance with legislative requirement and best practice. |
| 8. | **AGM preparation** | JS presented the secretary’s report which had been previously circulated.  The Management Committee being satisfied that the relevant rules had been followed in relation to the forthcoming Annual General Meeting agreed that the Annual General Meeting be held on Thursday 22nd September at 6.15pm – **Approved** |
| 9. | **EHRA** | At a previous management Committee meeting , members asked for a report on EHRA membership and the pros and cons of membership. JS presented a report which had been previously circulated with appendices that included the EHRA constitution information from the EHRA website.  The Committee discussed the report and reviewed the comments agreed by the Director and the Chair who were the main attendees at EHRA events.  Following a full discussion Committee agreed to resign from EHRA. |
| 10. | **Correspondence** | There was none. |

**Meeting Closed**

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 25th August 2022.

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