

**The Minutes of Ruchazie Housing Association Management Committee Meeting held on Thursday 24<sup>th</sup> June 2021 @ 6pm in Garfield House Hotel**

**Present:**

Hugh Holland  
 Ann Macdonald  
 Brian Tollett  
 Patrick Uti  
 Chelle Caldwell  
 David McKenzie  
 Katrina Philips  
 Tommy McGuigan  
 David Khan

**In Attendance:**

Janice Shields	Interim Director
Moirra Smith	Finance Officer
Fiona Jolly	Minute Secretary
Sheree Colclough	Property Management Officer
Jennifer Ayr	Customer Services Assistant

The Chair welcomed everyone to this first in person for the new Committee members, and noted the good turnout of staff and Committee.

Unless noted all reports have been previously circulated

1.	Register & Declaration of Interest	None to be recorded
2.	Apologies	Gillian Bell, Robina Rigley
3.	Minutes of Previous Meeting	<b>Minute 27<sup>th</sup> May 2021</b> Approved: C Caldwell Seconded: T McGuigan
4.	Matters Arising Action Log	Matters Arising – None to be recorded  Action Log items noted Action 75 Committee Review – Complete, Linda Ewart report to be submitted Action 76 Absence Management Policy - Noted Action 78 Abandonment Policy – Noted Action 78 Domestic Abuse Policy– Ongoing
5.	Finance	5 & 30 Year Projections presented by MS  DMcK expressed concerns surrounding the projections on Rental Income/Arrears, as no one knows the full impact and affect that covid-19 will have on the sector this will need to be monitored closely.  EESH2 is another factor to consider, however we are not in a different position to anyone else where this is concerned.  The stock condition survey position also raised concern as the information available is not quite as clear as he would like and

suggested that it would be beneficial to look more closely at the condition of bathrooms and windows as these can alter the funds quite dramatically.

JS advised that by 2023 we will have 100% of stock surveyed by JMP. A window survey will be instructed this year.

Year 11 presents a challenge, but committee should note that staff are aware of this and adjustments may need to be made. The unknown impact of rental income will require close monitoring.

DK – plans can be smoothed out accordingly and we will not breach covenants as a result of any movements.

DMK – Rent setting is frustrating and can have a huge impact on the plans.

**Committee approved the 30 year plans for submission to the SHR**

5 Year Projection – Presented by MS

**Committee approved the return to be submitted to the SHR**

**LIBOR Transition RBS & Nationwide – Presented by JS**

Committee noted the changes being introduced to the LIBOR (London Interbank Offered Rate) and the impact for RHA. Members acknowledged this will be an industry wide change and affect not only RHA.

It was noted that following discussions with the RBS relationship manager it was recommended that RHA use the 'deferred switch' mechanism but to note that there were other options that could be considered. The example calculation set out in the appendices outlined how the calculation was made to reflect the transition from LIBOR to SONIA.

Committee noted the impact for RHA is on interest payments for current RBS loans only, where no fixed rate has been applied. There are changes to Interest Settlement and calculation, which at this time does not affect RHA as there are currently no plans to settle any of the outstanding loans with RBS.

RBS advised that there will be no impact on covenant requirement as a result of this change and that there is no cost fee applicable.

DMCK and DK confirmed that there is no alternative, RBS are simply covering themselves by advising to seek legal advice to avoid being accused of mis-selling.

Following discussion and taking into consideration the contents of the RBS presentation the management committee **agreed** there was no need to seek further legal/financial advice or guidance and **approved** for transition from LIBOR to SONIA for both RBS and Nationwide Building Society

6.	Assurance and Regulatory Standards 5 & 6	<p>JS presented to committee JS presented to the committee the assurance report providing details for Standards 5 &amp; 6 of Standards of Governance and Financial Management, and the Requirements for RSL's in relation to Equalities and Human Rights (EH) and other Committee information (OC).</p> <p>All evidence is uploaded to the committee portal over July and August and the final report will be submitted in August for Committee to review. Committee agreed the evidence bank is very detailed and comprehensive.</p> <p>Committee noted that in regards to Equalities and Human Rights that we will be working towards compliance until further guidance is issued across the sector.</p> <p>Committee could consider a full governance review to provide external validation. .</p> <p>Having noted the contents of the reports and the supporting evidence in the committee portal the Management Committee <b>Approved</b> the 3<sup>rd</sup> report of the Annual Assurance Statement 2021.</p>
7.	SGM Rule Changes	<p>JS Presented the Management Committee with a report detailing the procedure for approving the Model Rules issued and approved in 2015 having been revised are now available for adoption by the Association.</p> <p>It was noted that the Model Rules have been available to amend since March 2020. However at that time RHA were still in statutory engagement and following discussion with the regulator and the statutory manager, management Committee agreed that these rule changes would not be presented to the membership until 2021.</p> <p>It was noted legal guidance and advice had been sought by association solicitors TC Young on the proposed changes and implemented where necessary.</p> <p>After discussion the Management Committee <b>Approved</b> the amended Rules as set out in appendix 1 for presentation to members at the SGM to be held immediately before the AGM scheduled for 23<sup>rd</sup> September 2021.</p> <p>Following approval at AGM committee delegate responsibility to the Director for submission to FCA, OSCAR and to advise SHR of the rule changes.</p>
8	Policy Review	<p>JS presented a report providing committee with an overview of policies presented for review and approval:</p> <p>Anti-social Behaviour Policy - <b>Approved</b>  Anti-Social Behaviour Policy Amendments at page 7&amp;8 – Noted</p>

		<p>JS asked if there was a preference to reviewing the policy in 3 or 5 years or only if there is a change to legislation? Committee agreed that 3 years provides consistency across the policy review timetable.</p> <p>Finance Regulations – <b>approved</b> Finance procedures – <b>approved</b></p> <p>Standing orders and delegated authorities – JS presented for review. Vice Chair position to be retained, committee agreed that VC can support the Chairperson and is a good development opportunity to succeed to chair.</p> <p>Noted that summer recess in July will remain and no meetings in December, however when required these can be arranged.</p> <p>Confirmed that meetings will last no longer than 2 hours.</p> <p><b>Committee approved</b> Standing orders and delegated authorities.</p>
9	Directors Report	<p>Directors Report presented by JS</p> <p><b>Investors in People accreditation proposal</b> JS advised committee that RHA have never sought accreditation in the 25 years of operation and believed that it should be something that we work towards. It is important to recognise that staff are valued and acknowledge this as an employer and how they look after their staff. JS believes IIP should not be too onerous. Once the assessment is complete we will be presented with an action plan for improvements to reach desired standard.</p> <p>Committee noted comments from members on the importance of accreditations and how is regarded in the sector, both banking and reputation. IIP can be very useful, it is attaining an award and being recognised as a good employer whilst also highlighting areas for improvement and the benefits for the association are worth the effort.</p> <p><b>Committee approved the appointment of remarkable at a cost of £2475 to undertake the assessment.</b></p> <p>Kickstart – <b>Job Role Noted</b></p> <p><b>EHRA - Update noted</b>, Papers, minutes, reports and action plan available on committee portal. Committee noted that EHRA are Looking for a nomination for a good neighbor award, it was noted that this had been included on the website and summer newsletter.</p> <p>Annual Review of Committee Effectiveness – <b>Noted</b> All workshops and interviews now complete. Linda Ewart to provide feedback and to attend August Meeting</p> <p>Office Return – <b>Noted</b> Default still working from home, however staff have been in office and working but following sufficient covid rules and safety measures.</p>

10	Annual Return on the Charter – Validation	<p>JS presented a report on the findings of the ARC validation visit carried out by CD Consultancy. <b>Committee noted the report and approved the resubmission of the 5 indicators as outlined in the report.</b></p> <p>JS advised that it may be possible to use an internal auditor to validate in the future to validate prior to submission deadline to avoid restatement of figures, TMcG agreed it would be good practice to get a different view rather than using the same consultancy year on year.</p>
11	Directors Appraisal	Confidential note
	Staff Survey	<p>Presented by JS – All Staff remained present at the meeting – Committee members noted the results of the survey.</p> <p>JS advised that she was not happy with the Quality of Survey provided by EVH and will not be approaching EVH again.</p>
12	Correspondence	Possible new committee member, Asset and Procurement experience.
13	Date of next Meeting	Next meeting Thursday 26 <sup>th</sup> August 2021 @ 6pm

**Meeting Closed**

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

Date

Signed



Chairperson

2-9-21

