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

**Meeting held on Thursday 30th June @ 5:00 pm in person at Garfield House Hotel**

**Present:**

Hugh Holland Chairman In person  
Chelle Caldwell Vice Chairperson In person

Ann Macdonald Secretary In person

David McKenzie In person   
Tommy McGuigan In person

Patrick Uti In person  
Charles McLellan In person  
David Khan In person  
David McKenzie In person

**In Attendance:**   
Janice Shields Director

Stacy Shaw Senior Housing and Corporate Services Officer  
Shaun O’Hara Property Services Officer  
Moira Smith Finance Officer

Jennifer Ayr Customer Service Assistant

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| 1. | **Register & Declaration of Interest** | None |
|  | **Apologies** | Gillian Bell, Katrina Phillips |
| 2. | **Minutes of Previous Meeting and matters arising** | 26th May 2022  No matters arising.  **Resolution to approve the minutes:  Proposed T McGuigan**  **Seconded D McKenzie**  Approved by Management Committee. |
|  | **Action Log** | No Comments |
| 3. | **Equalities and Human Rights Action Plan** | JS discusses tenant participation, opening the question to committee if we should link the questionnaire to the individual or make it anonymous. A total of 9 characteristics are used but willing to make reasonable adjustments as some characteristics do not provide Ruchazie with a service of knowing. Committee were asked to make a decision on the format to collect the information anonymously or named.  There followed a discussion on the requirement to collect the information, understanding the reasons we collect information, keep tenants/others informed of what it is used for and ensure they are comfortable providing the information that we have access to the information. There are options available to adapt the form but still ensure we are covering the requirement. Those asked to complete the form can be advised why the information is required and they can decide for themselves to complete it. Asking for the information is a requirement , it is up to the individual whether they complete it or not. Committee agreed to issue the questionnaire to tenant every 2 years and that the information will be gathered anonymously. |
| 4. | **Health & Safety Report** | Two new members of staff vaccinated with testing kits available in office, information and training is provided to all members of staff to remain healthy and safe.  A health and safety programme is provided (ACS) for staff.  There is a gas safety course available which in recent years was carried out by the previous PSO, this will now be provided to Shaun.  In recent years Brian Tollett would carry out the health and safety manual in the office with JS, Brian has now resigned from Committee.  Charlie McLellan is qualified and is happy to now do this going forward.  Committee happy for CM to do this.  No incidents have been recorded in the incident book at RHA.  Audit review regarding 3 electrical cupboards in Avondale Street - have asbestos inside. These cupboards would only be open by qualified electrical engineers. Should a job line be raised the contractor would be advised of the presence of asbestos in the cupboard and then they would proceed carrying out their own safety checks. Advice received 2 years ago that the risk is low.  Fire Safety Plan insert will be placed in the News Letter this Summer.  DM raised the issue of staff safety and violence in the workplace. – Issue would like to be raised is that recently more incidents of violence with tenants towards staff is taking place and with the turnover of staff recently they should receive training.  TM – Likely to happen and want to support staff.  JS – Screens at reception been left as gives protection.  DM – To share links of Breakaway training with JS. |
| 5. | **Directors Report** | **Update to Policy -**  **Tenancy Management Policy**  Following discussion at May meeting the following clause has been inserted 7.9 regarding Assignation  *The Association will require an assignee to sign a Scottish Secure Tenancy agreement together with an Assignation Minute, as this avoids any ambiguity over the status of the new tenancy.*  **Allocations Policy**  The following clause has been included at 6.14  *An additional bedroom will be considered where an applicant has provided information in relation to overnight access to children as outlined at 6.2.*    *Any additional bedrooms will be in accordance with Table 1.*  Suspensions    The paragraph has been amended to state    *If an applicant owes money, however, we will only suspend if:*   * *More than the equivalent to one month’s rent is owed and there is no mutually agreed arrangement to repay it; or* * *The applicant owes more than the equivalent to one month’s rent, a mutually agreed arrangement is in place to pay it, but has not been kept for three months*   **Rent Management Policy**  The paragraph at 5.6 has been amended as follows  *Where the tenant is having difficulty paying their rent and is in in receipt of the appropriate benefit, we will apply for a managed payment ( Universal Credit) , and if the tenant is in receipt of housing benefit and receives the payment directly we will encourage them to change the method of payments directly to us.*  Policies indicated in previous report that now when an applicant has given evidence that an extra bedroom is needed, they will receive the points.  **Staff Changes**  Jennifer is leaving RHA as secured promoted post at Partick HA after 2 years. Recruitment for job is now taking place, the job center have been contacted, the vacancy will be a three month temporary post, and this will be open to being permanent for the individual afterwards.  **Scotland Excel**  The contract to include kitchen replacement will not be available until November at the earliest. We can draw on the boiler replacement contract from the framework. And preliminary review has indicated savings can be made by doing this. Committee agreed if savings can be made then this is the way forward as long as we control the programme. Any boilers we agree on will be suitable for change should there be a requirement within the life of the boiler. |
| 6. | **AOB** | **Resignation**  Brian Tollett recently resigned from Committee.JS asked for Committee approval to give BT a leaving gift from Committee.  Approved by Committee.  DM- Are we looking to recruit?  JS- Yes, letters to two of our tenants have been sent out who have more spare time on their hands now, who could be interested.  **PSO Report**  Phase 4 paintwork    Provision has been made in the 2022/23 budget for external painter work at Phase 4. This includes paintwork to doors, windows, facias, soffits and fencing at rear and side of properties.  Tender was issued through Public Contract Scotland and 4 parties were invited to tender and on 17th June a total of 1 tender was returned.  Bell Group    Total Price £36,033.60 inc VAT Budget provision £39,122  **Approved by Committee.**  SO presented report to succeed approval from Committee to add three new contractors on to Ruchazies suppliers list.   * B & W Heating and plumbing (plumbing, boiler installations) * James Merchant & Sons Ltd (general building and roofing repairs) * CJA properties (joinery, windows, doors, fencing)   **Approved by Committee.**  **EHRA**  EHRA have asked Easterhouse HA to contribute £1500 administration fee to cover the cost of the community festival.  JS – Our local community festival is the day after which we put funding too also, tenants within Ruchazie generally do not see themselves as part of Easterhouse and will be unlikely to attend.  Committee asked for further information on the pros and cons of being part of EHRA to decide if they want to remain. JS- Asked committee if they are happy with that approach and would come back to them with a full report at a later date.  **Discussed with Committee, decision is to not contribute at the moment.** |
| 7. | **Date of Next Meeting** | Thursday 25th August 2022 via Zoom. |

**Meeting Closed**

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 26th May 2022.

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