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

**Meeting held on Thursday 30th March 2023 2023 at 6pm, at Ruchazie Housing Association, 24 Avondale Street / via Zoom**

**Present:**

Michelle Caldwell Chair In person

Hugh Holland Vice Chair In person

Ann Macdonald Secretary In person

Robina Rigley In person

David Khan Via Zoom

Tommy McGuigan Via Zoom

Gillian Bell Via Zoom

Katrina Phillips Via Zoom

Charlie MacLellan Via Zoom

**In Attendance:**   
Janice Shields Director

Moira Smith Finance Officer

Trish Knight RGDP (part meeting)

Trish Knight in attendance DPO, RGDP.

Trish presented MC with an overview of Data Protection legislation and how this is relevant to RHA. There was also a presentation on RHA performance against compliance. At this time Committee were informed that RHA are compliant and in a good position in regard to their DPO/FOI obligations. The slides from the session will be uploaded to the Committee portal.

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|  | **Register & Declaration of Interest** | None |
|  | **Apologies** | David Mackenzie |
| 1. | **Minutes of Meeting held on 23rd February** | No matters arising  Proposed –  Seconded – |
| 2. | **Treasury Policy Review/SFHA Guidance** | MS presented a report and a draft copy of the reviewed Treasury Management Policy which had been previously circulated.  MS asked committee to note that the guidance from SFHA issued in February 2022 had been considered when reviewing this policy and that the updated policy does not deviate from the underlying principles within the current policy.  The report outlines the underlying key principles of the CIPFA code and the 12 treasury management practices. Committee were asked to consider that the policy is reviewed by the Audit & Risk Committee in more detail prior to approval. Committee agreed and the policy will be reviewed by the Audit & Risk Committee at the May meeting prior to final approval by the Management Committee. |
| 3. | **Policy Review** | JS presented the report and reviewed policies which had been previously circulated.  Rechargeable reprisr policy was returned from previous meeting with additional information on number of repairs recharged in the last year and the costs. It was noted that there is one high cost recharge as a result of an abandonment.  Committee discussed the report and approved the policy with the amendments suggested that RHA will not pursue any recharges under the value of £50 as uneconomical to do so.  Tenant Participation Policy – Committee noted the policy is currently being reviewed by TPAS and approved the policy subject to changes.  Factoring Policy – due for review, no changes. Policy Approved. |
| 4. | **DPO Report/Update** | Trish Knight, DPO in attendance and provided MC with report at start of meeting. |
| 5. | **Health & Safety report** | JS presented report previously circulated and uploaded to Committee Portal.  Committee noted the following   * All gas servicing requirements are compliant and up to date. * Electrical inspections, there remains one outstanding for the current year, due to access problems. This has been arranged for early April, however this will be recorded as a failure on our Annual return. * Pat testing completed July 2022. * There have no accidents, incidents or near misses recorded in the last year. * The last Landlord Audit was completed in March 2022, these are completed every 2 years. * An office H 7 S audit will be carried out in May 2023.   Committee noted the report.  EICR testing 2023 – 2024   * Electrical Inspections – **Committee approved** the appointment of Garring Electrical to undertake the completion of 98 EICR at a cost of £5785 Exc VAT. |
| 6. | **Directors report** | JS presented the report previously circulated and uploaded to committee portal. Committee noted   * Appointment of James Temporal as property Services Officer from 20th March 2023. * The dates for Arc Validation are 27th & 28th April. * Development Opportunity at St Philips Church site. JS and AMac met with GCC/Archdiocese to discuss the future of the site. JS gave an update on the developer who is keen to build and the archdiocese are keen to see the land used for social housing. AMac said she had a sense that this was a positive conversation and felt comfortable leaving the meeting. Committee agreed to continue with the conversations in relation to a possible development of the church site. * The Ruchazie Pantry, the last grant payment has been released. (£20K). * Tenant Satisfaction Survey – Reseacrh resource have been appointed to complete our TSS this year, copies of the scope and details of inception meeting circulated. As well as the standard questions for the SSHC (Charter0 we will include questions on how we provide information, priorities for tenants and how we have supported tenants during the cost of living crisis. The survey will take place late April/early May with the headline figures available for our ARC and a full report to Committee in June. * Committee approved the inclusion of Andrew Adair , Joiner to our list of contractors * Committee noted the Insurance premium for this year is £34,157, the budget set for this year was £34,800. * Committee approved the membership of SFHA at a cost of £1000. * JS informed Committee of a rat infestation at the terrace of 7-11 Milncroft Place, 2 properties affected. GCC have been in attendance ,laid bait and the problem now solved. Access was via a vent at the rear of the property. Vents have been replaced at 4 properties.   Moira Smith left the meeting.  Janice reminded Committee members to confirm their availability for review with Linda Ewart in June. A email will be sent. |
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| 7. |  | Confidential item |
| 8. | **AOB** |  |
| 9. | **Date of next meeting** | Thursday 27th April 2023 at 6.00pm. |

**Meeting Closed**

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 30th March 2023.

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