

**The Minutes of Ruchazie Housing Association Management Committee Meeting held on Thursday 26<sup>th</sup> August 2021 @ 6pm by Zoom**

**Present:**

Hugh Holland  
Ann Macdonald  
David McKenzie  
Gillian Bell  
Tommy McGuigan  
David Khan

**In Attendance:**

Janice Shields	Interim Director
Moira Smith	Finance Officer
Fiona Jolly	Minute Secretary

1.	Register & Declaration of Interest	Ann Macdonald – Item 11 Rule 55 Janice Shields – Item 14 Confidential Item
	Apologies	C Caldwell, P Uti, R Rigley, K Philips
2.	Minutes of Previous Meeting	<b>Minute 24<sup>th</sup> June 2021</b> Approved: A Macdonald Seconded: D McKenzie
3.	Matters Arising Action Log	Matters Arising – there were none.  Action Log items noted Item 75 – Committee Annual Review - Noted Item 77 – Wide Group Kick Start - Noted Item 80 – Abandonment Policy - Noted Item 81 – Development Opportunity Bankend St - Noted
4.	Draft Minutes of Audit and Risk Committee	Minute 16 <sup>th</sup> August 2021 <b>Approved</b>
5.	Committee Annual Review	Linda Ewart presented to the committee the outcome report (circulated previously) from the recently completed annual review of committee effectiveness. Linda reflected positively on the exercise and felt it had been useful and informative for everyone involved.  Committee members noted the content of the report and recommendations.  <b>Committee Members Comments</b> Good piece of work and gives committee comfort, working together well and looking forward to getting back round the table. Meeting held in June at Garfield was useful in getting to know one another better, no substitute for meeting face to face, getting to know one another and encourage communication. . Acknowledged that everyone gave a good honest account and this helps going forward.

		<p>Committee agreed to review agendas to include collective training, with an earlier start time to accommodate training. Members encouraged to read papers prior to meeting and for chair to go straight to questions to get additional time. JS stated that the policy review timetable had dominated in parts but this should now ease off.</p> <p><b>JS and HH will review agendas and present at next meeting.</b></p>
6.	Finance	<p>MS presented the Q1 Management Accounts and Appendices along with the Q1 Treasury Performance Report and the SHR Audited Financial Statements Return circulated previously. Committee were asked to note the comments contained in the report.</p> <p><b>Annual Accounts</b> Previously Reviewed by Audit and Risk Committee <b>Approved D Khan and D McKenzie</b></p> <p><b>Q1 Management Accounts</b> Committee noted MS comments and the content of the report.</p> <p>The following comments were made</p> <ul style="list-style-type: none"> <li>- Anticipation there will be a lot of discussion across the sector surrounding, how the increases will impact the business and tenants. Concerns about rent setting at this uncertain time and how any increase will impact on tenants</li> <li>- Other factors such as Brexit, oil process and supply chains, inflated costs due to supply and demand.</li> <li>- Information from GWSF on price increases affecting investment and tender prices.</li> <li>- We will continue to monitor costs applied</li> </ul> <p><b>Committee noted the report.</b></p> <p><b>Q1 Treasury Management Report</b></p> <p>There were no comments or questions. <b>Committee noted the report</b></p> <p><b>SHR Audited Financial Statements Return</b> <b>The Management Committee approved the submission</b> of the Audited Financial Statements (AFS) return for the financial year ending 31<sup>st</sup> March 2021 to the SHR. (Appendix 1)</p> <p><b>SHAPS pensions risk assessment.,</b></p> <p>Pensions – Based on past 5 years assessment low risk, if further assessment highlights a different outcome this will need to be</p> <p><b>Committee noted the report</b></p>

7.	Q1 Business Plan Operational KPI'S Strategic Delivery Plan	<p>JS presented the Q1 Business Plan report and appendices which had been previously circulated.</p> <p><b>Operational KPI's - Noted</b> Members noted Repairs and Maintenance indicators had been affected by contractor and material availability. Although not showing cause for concern at the moment continued efforts would be made to increase performance.</p> <p><b>Strategic Delivery Plan update - Noted</b></p> <p><b>Customer Excellence Accreditation - IIP update – Noted</b> To meet with HH and one other member, GB &amp; DMcK happy to take part if required.</p> <p><b>Committee training plan – Noted</b> Plan will be developed following the Committee Review</p> <p><b>Equalities and Human Rights</b> Guidance now issued from SFHA and DPO, further information to be distributed when available.</p> <p>Other 4 tasks will drop off quickly as we progress through training sessions.</p> <p><b>Noted &amp; Approved</b></p>
8.	AGM/SGM 2021 Secretary Report/Election of Committee Members Agenda	<p><b>AGM/ SGM 2021 – Secretary report/election of Committee members/agenda</b></p> <p><b>Prepared and presented by Ann Macdonald</b> 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 23<sup>rd</sup> September at 6.30pm – <b>Approved</b></p> <p><b>SGM Rule Change – Presented by JS</b> The Management Committee being satisfied that the relevant rules had been followed in relation to calling a Special General Meeting (SGM) in line with our Rules 21.1 – 21.5 (2013 Rules approved in 2015). Approved the request to hold an SGM to request approval from membership on the rules change. Thursday 23<sup>rd</sup> September 2021, to be held at Ruchazie parish Church at 6pm – <b>Approved</b></p> <p>Committee members agreed that the September Management Committee meeting would take place following AGM/SGM.</p> <p>Optional clause – to include virtual meetings YES</p> <p>Executive Committee Members – Recommend No</p> <p>Staff to be committee members – NO</p> <p>Committee payments – NO</p>

		<p>Related Committee Members – Restrictions to related members</p> <p>Reduce committee member age to 16 – YES. If you are a member and allowed to be a tenant, you should be allowed to be a committee member.</p> <p>16 year olds should not be discouraged.</p> <p>These Rules will be presented to the members at the SGM to be held on 23<sup>rd</sup> September.</p>
9.	Assurance Review	<p><b>Assurance review presented by JS</b> The committee <b>noted</b> the content of the report on the review of the regulatory requirements in relation to Assurance &amp; Notification, Tenant and Service users redress and Whistleblowing.</p> <p>Members further noted the evidence bank is now complete excluding Equalities and Minutes. It was noted that the DPO is to provide guidance prior to minutes being uploaded.</p> <p>Equalities info will be uploaded when available.</p> <p>Draft assurance statement to be brought to September meeting.</p>
10.	Policy Review Rent Management Policy	<p><b>Policy Review - Rent Management Policy</b> Consulted via appropriate channels, one response received</p> <p><b>Approved D McK and A Macdonald</b></p>
11.	Directors Report Lease Variation 22 Avondale Street Request for Funds Rule 55 Boiler/Kitchen Replacement Draft Training Plan	<p>JS presented the Directors report and appendices which had been previously circulated.</p> <p><b>Lease variation 22 Avondale Street</b> Having noted the content of the report and advice obtained from association solicitors BTO the management Committee Approved the lease variation. <b>Approved.</b></p> <p><b>Request for funds £250.00</b> Community Groups, Ruchazie Community Church Arts and Crafts Groups – Aimed at bringing community back together, addressing isolation. <b>Approved</b></p> <p><b>Tuesday/Thursday Lunch Group £250.00</b> Funding request for craft materials to allow group to continue <b>Approved</b></p> <p><b>Rule 55 – Allocation Decoration Vouchers granted – Noted</b> Members noted due to the poor condition of the property following decoration vouchers had been given to the tenant. Benefits and entitlement register updated</p> <p>Void Management Policy updated to incorporate the use of</p>

		<p>decoration vouchers, distribution of vouchers will be in line with policy and will only be brought to committee by exception.</p> <p><b>Rule 55 - Boiler Replacement Contract Phase 3A</b>          Previously approved via Rule 55. Committee approved the appointment of Saltire FM to install boilers at the addresses provided.          Start date Mid to End September, Pre start meeting to be arranged – Noted.</p> <p><b>Training Plan – Appendix 3 Noted</b></p>
12.	Correspondence	None
13.	AOB	<p><b>Replacement of Controlled entry doors Avondale Street</b>          [REDACTED]          [REDACTED]          [REDACTED]          [REDACTED]</p> <p><b>Committee approved the appointment of Magnus Electrical to install Door entry systems at the addresses provided at a cost of [REDACTED]</b></p> <p><b>Membership</b>          JS presented a report for deletion of members who had not attended the last 5 AGM in line with Rules.  <b>Deletions approved.</b>  <b>Approved G Bell and T McG</b></p> <p><b>Sonia Transition Letter –</b>          Following discussion with RBS and information provided previously to Committee, RBS provided a standard letter outlining the transition from LIBOR to SONIA at 30<sup>th</sup> September.  <b>Committee approved the letter, to be signed by approved signatories.</b></p>
14.	Confidential Item	(Committee Only)
15.	Date of Next Me	<b>Next meeting SGM/AGM Thursday 23<sup>rd</sup> September 6pm – Ruchazie Parish Church</b>

**Meeting Closed**

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

Date  
23/9/21.

Signed

  
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Chairperson