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

**Meeting held on Thursday 28th September 2023 at 6.45pm, in person at Ruchazie Church, 4 Elibank Street, Ruchazie, Glasgow**

**Present:**

Michelle Caldwell Chair

Ann Macdonald Secretary

Hugh Holland Vice Chair

Tommy McGuigan

Katrina Phillips

Charlie MacLellan

**In Attendance:**   
Janice Shields Director

Stacy Shaw Senior Housing & Corporate Services Officer

Moira Smith Finance Officer

All reports where available are uploaded to Committee portal on our website in advance of all meetings. We aim to provide this seven days in advance of each meeting. Where this has not been the case it will be noted.

Where a hard copy is required we aim to get this to the committee member in advance of the meeting.

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|  | **Register & Declaration of Interest** | None |
|  | **Apologies** | D Khan  G Bell |
| 1. | **Minutes of Meeting held on 7th September 2023** | No matters arising  Proposed – K Phillips  Seconded – H Holland  The minutes were approved. |
| 2. | **Election of Office bearers** | JS reported no nominations received.  Chairperson – Michelle Caldwell  Proposed –  Seconded –  Michelle Caldwell was unanimously elected as Chair.  Vice Chair – Hugh Holland  Proposed –  Seconded –  Hugh Holland was unanimously elected as Vice Chair.  Secretary - Ann MacDonald  Proposed –  Seconded –  Anne MacDonald was unanimously elected as Secretary |
| 3. | **Finance – SHR AFS return** | MS presented the report which was previously circulated and uploaded to the management Committee portal.  MS advised that an annual Audited Financial Statement (AFS) is required to be prepared and submitted to the Scottish Housing Regulator, no later than 30th September each year. This is a legal and regulatory requirement and compares performance against last year.  MS advised it was a standard return and this was approved by Committee for submission.  MS gave Committee a verbal update on the SHAPS pension scheme and advised that the current risk level is low and we can meet our pension obligations in the short term. This was noted by Committee. |
| 4. | **Policy Approval**  **- Flexible Working Policy**  **- Working Alone Policy** | JS presented the policies for comment, these policies were previously circulated and uploaded to the committee portal.  There were no comments from Committee and both policies were unanimously approved. |
| 5. | **Directors report** | JS presented the report which had been previously circulated and uploaded to the Management Committee portal.  JS updated on the following;   * Staff update * Application has been made for £45k in funding * JS and MS attended a meeting with JR regarding the potential development site. Both will be attending a meeting tomorrow to look at available funding to enable a feasibility study to be carried out. If we were to draw down services from C-urb there is a cost of £1000. JS and MS are meeting with Charity Aid Foundation to explore services they can offer.   Committee noted the contents of the report. |
| 6. | **Committee Timetable 2023-2024** | JS presented the report which was previously circulated and uploaded to the committee portal.  JS proposed the following;   * Committee meetings are reduced to 8 per year, a mix of hybrid and in person. Our rules state that the management committee must meet at least 6 times a year. * Introduce Policy Review sub-committee meeting at least 2 times in each year. * Change the name of Audit & Risk to Finance, Audit & Risk. All finance policies to be reviewed by FAR Committee and ratified at Management Committee. No other changes to the standing orders at this time. Further information will be provided at next meeting on amendments to standing orders and remits of sub-committees.   Committee approved the proposals as above.  JS also advised that there is now a space on the audit & risk sub- committee and that all Management Committee members will be asked if they wish to be on the audit & risk sub-committee. |
| 7. | **Date of Next meeting** | **26th October 6pm Hybrid** |

**Meeting Closed**

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 28th September 2023.

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