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

**Meeting held on Thursday 23rd February 2023 at 6pm, at Ruchazie Housing Association, 24 Avondale Street / via Zoom**

**Present:**

Michelle Caldwell Chair In person David MacKenzie Via Zoom

David Khan Via Zoom

Tommy McGuigan Via Zoom

Gillian Bell Via Zoom

Katrina Phillips Via Zoom

Charlie MacLellan Via Zoom from 6.10pm

Patrick Uti Via Zoom from 6.15pm

**In Attendance:**   
Janice Shields Director

Stacy Shaw Senior Housing & Corporate Services Officer

Moira Smith Finance Officer

Linda Ewart Governance Consultant

Linda Ewart was in attendance to update Committee on Governance headlines and to take forward a programme for Succession Planning. Linda gave a presentation. Three Committee members and Janice agreed to take forward a programme. Linda will get in touch.

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|  | **Register & Declaration of Interest** | None |
|  | **Apologies** | A MacDonald  H Holland |
| 1. | **Minutes of Meeting held on 26th January 2023** | No matters arising  Proposed – D Mackenzie  Seconded – D Khan |
| 2. | **Minutes of Audit & Risk Committee 9th February** | Noted by Committee. |
| 3. | **Budget 2023/24 Draft 2** | MS presented the report previously circulated and uploaded to the Committee portal and included appendices.  MS advised the following;   * Draft 1 of the budget was presented in December 2022, and was based on the assumption of a 7% rent increase. Since then a 7% rent increase had been approved, and Draft 2 of the budget was presented based on this. * Interest rates may be higher next year than currently anticipated depending on inflation * The pay award from EVH was agreed at 5.25% * There will be a further uplift on insurance renewals next year, which will be higher than previous assumptions * There are no issues with covenant compliance next year based on 7% rent increase, however between years 10 – 15 there could be more issues at a 7% rent increase compared to an 8.2% rent increase * Action needs to be taken now to ensure no further issues with the 30 year projection further down the line * Close cleaning has been reduced from weekly to fortnightly, which gives savings, as does not replacing all kitchens or internal door replacements * There are 10 kitchen replacements per annum over the next 3 years budgeted for * These options improve our cash positions with no impact on covenants   MS then invited questions/comments.  Committee member stated that this draft budget was very sound and transparent and that it was prudent to safeguard the stability of Ruchazie HA. Another committee member stated it was pertinent to make decisions now that affect the future, but was concerned that tenants may not be happy with not having things like kitchens replaced.  MS advised that the world is still in a very volatile financial situation just now and if this stabilises, this could change. We just need to be alert and constantly review the situation.  Some discussion took place regarding the close cleaning and not replacing kitchens. Some committee members felt that we should not provide close cleaning at all, and that kitchen replacements being paused, may not be acceptable to tenants when rents have increased. JS advised that a lot of tenants may not be happy if we removed the close cleaning and that this would also have an impact on staff time to manage this. JS also advised that during the rent consultation process, tenants understood and agreed with the reasons for the pause on the kitchen replacements.  Committee agreed that they were happy to support and approve the current budget, as long as it was constantly under review.  Proposed – D Khan  Seconded - C MacLellan |
| 4. | **Procurement report** | JS presented report previously circulated and uploaded to Committee portal and asked committee to note the report.  Report was noted by committee. |
| 5. | **Policy Review** | JS presented report previously circulated and uploaded to Committee Portal.  Repairs and Maintenance Policy – approved  Rechargeable Repairs Policy – discussion took place around the level of recovery of rechargeable repairs under £75.00. Committee advised they would like to see a breakdown of rechargeable repairs over the past year before making a decision. It was agreed that this information would be presented to committee and the policy brought back for approval. |
| 6. | **Directors report** | JS presented the report previously circulated and uploaded to committee portal and agreed the following;   * The supply and installation of the new server at a price of £8910 inc VAT * The approach regarding any payments to committee members from the energy support fund * Payment of £1979 to GWSF for membership affiliation fee   D Khan left the meeting at this point.  Discussion then took place around the EVH full members consultation questions and the following was agreed;   * Payment for mental health first aider – not approved * Should an employee receive 2 payments for being both first aider and mental health first aider if they choose to do both roles – not approved * Shared parental leave enhanced payment – agreed   S Shaw and M Smith left the meeting at this point. |
| 7. |  | Confidential item |
| 8. | **AOB** |  |
| 9. | **Date of next meeting** | Thursday 30th March 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 23rd February 2023.

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