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

**Meeting held on Thursday 7th December 2023 at 6.30pm, in person at Garfield House Hotel, Cumbernauld Road, Stepps, Glasgow**

**Present:**

Michelle Caldwell Chair In Person

Hugh Holland Vice Chair In Person

Tommy McGuigan In Person

Gillian Bell In Person

David Khan In Person (left after item 5)

Patrick Uti In Person (left after item 4)

David McKenzie In Person

Katrina Phillips In Person

Charlie McLellan In Person

**In Attendance:**   
Janice Shields Director

Stacy Shaw Senior Housing & Corporate Services Officer

Moira Smith Finance Officer

Gail Sheriff (Item 2 only) Development Consultant

Alison Smith Allenpark Consultancy (part)

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.

Alison Smith facilitated a review of our business Plan with Committee to make a decision on how the final year will progress. Committee discussed the progress and decision made to update final year and begin process to develop Business Plan for 2025- 2028. AS will provide report for next meeting.

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|  | **Register & Declaration of Interest** | David McKenzie – Declaration of Interest – Item 3 Curb/Link Framework |
| 1. | **Apologies** | A MacDonald |
| 2. | **Minutes of Meeting held on 26th October 2023** | No matters arising  Proposed – H Holland  Seconded – D Khan  The minutes were approved. |
| 3. | **Gail Sheriff – Development Consultant**  **St Phillips Site** | GS presented the report which was previously circulated and uploaded to the Committee portal.  GS advised Committee of the following;   * As a Developer Led development an Employer’s Agent is required to be appointed. * JR Group will become the new landowner and RHA would need to tender JR Group, therefore a Development Consultant and Employer’s Agent is required at this stage * Using an existing framework is a quicker process as there is no need to tender as per current procurement policy * The existing framework is also cost effective as using an Employer’s Agent significantly cuts down the Development Consultants fees * An Employer’s Agent is required to be appointed before a feasibility study can be carried out * There are no other parties interested in the site at present * Glasgow City Council are keen to fund development of the site and have advised that 100% grant funding is available for the feasibility study * A Clerk if Works would be required to be appointed after cost planning stage is the site is feasible for development   A Committee member asked about the presence of water voles as there are currently water voles living on the proposed site.  GS advised an Ecological Survey would need to be carried out to determine the presence of water voles.  Committee unanimously approved the appointment of nbm Construction Cost Consultants in their role as Employer’s Agent. |
| 4. | **Draft Budget** | MS presented the report which was previously circulated and uploaded to the management Committee portal.  MS advised Committee of the following;   * Pension deficit payment programme will be required again which amounts to an extra £100k over 4 years from 2026/27 * Costs are increasing across the board * Rent Increase option 1 would trigger multiple instances of covenant breach the earliest being in the near term of years 4 and 5 * Option 2 is the option that is most financially viable, however it presents rent affordability issues * Option 3 allows for rent affordability criteria to be met, current services to be carried out and covenant compliance throughout * During Rent consultation meetings, there has been an understanding from tenants why a rent increase of 6.5% is required   A Committee member asked if an increase to 7% would present any problems for tenants. MS advised that 6.5% balances affordability for tenants and gives RHA the financial viability required.  Committee noted the assumptions contained within both the draft budget and the associated updated 30-year financial projections for the purposes of considering the rent consultation options. |
| 5. | **Rent Consultation** | JS presented the report, which was previously circulated and uploaded to the committee portal.  Committee unanimously approved a 6.5% rent increase for 2024/25. |
| 6. | **Directors report** | JS presented the report which had been previously circulated and uploaded to the Management Committee portal.  JS advised Committee of the following;   * Taylor Bins will be installed at Avondale Street * Energy Efficiency items are now being distributed to tenants * An update on the Charity Bank will be provided at Audit & Risk. Management Committee will then make a decision based on the recommendation from Audit & Risk * SHARE membership renewal will be discussed further at next Management Committee meeting   JS asked Committee for approval on the following;   * Christmas and New Year holidays – Proposed that the office closes at 1pm on Friday 22nd December and re-opens on Thursday 4th January at 8.30am * A proposed donation of £250.00 to Growing21 from our community fund   Committee unanimously approved both items above. |
| 7. | **AOB** | None |
| 8. | **Date of next meeting** | Thursday 25th January 2024 |

**Meeting Closed**

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 7th December 2023.

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