

**Minute of meeting of River Clyde Homes' Board  
held in a hybrid meeting format via Microsoft Teams on Tuesday 7<sup>th</sup>  
February 2023 at 5.30pm**

	<b>Name</b>	<b>Designation</b>
<b>Present</b>	Jillian Moffat (JM) John Quinn (JQ) * Chris Curley (CC) Gillian McLees (GMcL) * Tom Ferrier (TF) Charles Thompson (CT) * Robert Speir (RS) * Heike Noack (HN) * Graeme Brooks (GB)	Board Member (Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member
<b>Apologies</b>	Ellis Barilli (EB) Christopher Morgan (CM) Stephen Black (SB)	Board member Board Member Board Member
<b>Others in Attendance</b>	Richard Turnock (RT) John Wright (JW) Stevie McLachlan (SMcL)  Kevin Smith (KS)  Derek Ferguson (DF) Steven Duffy (SD) (up to conclusion of item 5.1) Siobhan O'Kane (SO)  (* represents online attendance)	CEO Director of Group Services Director of Housing Services Director of Property Services Managing Director of HFS Head of Finance and ICT  Minute Taker
<b>1. Sederunt, welcome introduction and apologies</b>		
JM welcomed all and sederunt as outlined above.		
<b>2. Declarations of Interest</b>		
The Board noted the declarations of interest made by JM, DF and JW related to their positions on the subsidiary company Board.		
<b>3.1a Draft Minute and Confidential Minute of meeting held on 20th September 2022</b>		
<b>The Board:</b> <ul style="list-style-type: none"> <li>Approved the minutes as a true record subject to inclusion of the declaration of interest made by CC at this meeting.</li> </ul>		
<b>3.1b Draft Confidential Minute of meeting held on 24th October 2022</b>		
<b>The Board:</b>		

- Approved the minutes as a true record.

### **3.1c Draft Confidential Minute of meeting held on 13th December 2022**

#### **The Board:**

- Approved the minutes as a true record.

### **3.2 Action Tracker**

#### **The Board:**

- Confirmation was given that actions 1 – 4 have been completed and the Board confirmed that these actions can be removed from the tracker. With regards to Action 5, the Board was advised that a workshop will be arranged at a time convenient for the majority of Board members to attend.

#### **The Audit & Risk Committee:**

- Status of these actions have to be confirmed and reported at the next Committee meeting.

#### **Social Landlord Operations Committee:**

- Confirmation was given that completion of action 2 is anticipated by the next meeting of the Committee. The Board was advised that all other actions are on track for completion in line with the identified timescales.

### **3.3 – 3.5 Minutes for Noting**

#### **Minutes of the following meetings were included for noting:**

- Minutes of SLOC meeting on 13<sup>th</sup> December 2022
- Minutes of A&R Committee meeting on 13<sup>th</sup> December 2022
- Minutes of HFS Board meeting on 2<sup>nd</sup> November 2022

### **4.1 Ratification of Board and Committee Approvals**

#### **The Board:**

- Ratified the approval.

### **5.1 Rent and Service Charge 2023/24**

5.1.1 This report was supplemented with a presentation at the meeting which focussed on the proposals and consultation process; customer feedback with confirmation given that RCH received 1,980 survey responses; and sector insight. The Board was also advised of proposals for an enhanced service within our recently completed new build development at St Stephen's with a view to maintaining high standards of cleanliness within the communal areas and supporting tenancy

sustainment.

5.1.2 A discussion then took place in relation to the rent setting methodology particularly regarding customers who receive a state pension. Confirmation was given that we undertake a rent affordability assessment and that none of our rents are above 30% of the living wage. The Board was also advised that the tool is widely used across the sector and that RCH use the living wage as a baseline as it is considered to be one of the most prudent approaches available.

5.1.3 The Board then discussed the Rent Setting Policy and it was agreed that during future reviews of this policy, the Board can consider whether appropriate markers are required from an affordability perspective.

5.1.4 Consideration was then given to the proposed service charge for residents of the St Stephen's new build development and the importance of maintaining and protecting this asset. The Board was also advised that this proposal represents good value for money.

5.1.5 Assurance was sought that the rent and service charges recommendations have been fully stress tested and will be covenant compliant. The Board was advised that there are no covenant pressures as a result of the recommendations and that this is an important part of the budget setting process. Confirmation was given that this will be presented in more detail at the next Audit & Risk Committee during budget discussions.

5.1.6 The Board enquired as to the communications with customers regarding the fact that the proposed increase is below inflation rate and the fact that this may need to be reviewed for future consultations. The Board was advised that our communication to customers had changed in comparison to previous years as it highlighted that the proposal was below the rate of inflation and there would therefore be a reduction in the annual rental income.

#### **The Board:**

- **Noted the various consultation activities in respect of the proposed rent and service charge increases.**
- **Approved the proposed annual increase of 5.0%, which will apply to; rents, heating charges, together with charges for garages, covered parking, ground sites and allotments.**
- **Approved the increases in respect of other services which are charged at a level that recovers the cost of delivery. These services include wardens, multi-story caretakers, tenement service provision and factoring fees.**

## **5.2 Customer Involvement Strategy**

5.2.1 This report was presented and the consultation undertaken with regards to the reviewed Strategy was highlighted to the Board.

5.2.2 The Board suggested that further consideration is given to the front cover of the Strategy prior to publication and that links to the other organisational strategies referred to within the document should be included where possible.

**The Board:**

- **Approved the Customer Involvement Strategy**

**5.3 Group Policies Review (Confidential Item)**

Contained in the Confidential Minute.

**5.4 General Membership Applications (Confidential Item)**

Contained in the Confidential Minute.

**6.1 CEO Update (Confidential Item)**

Contained in the Confidential Minute.

**7. AOB**

7.1 The Board was advised of CM's resignation from the RCH and HFS Boards. Confirmation was given that this will take effect from 31<sup>st</sup> March. CM will be present at the next meeting of the Board. An RCH Group R&N Committee meeting will be convened to discuss next steps.

**Date of next meetings**

- Audit & Risk Committee Meeting – 7<sup>th</sup> March 2023 at 5.30pm
- HFS Board Meeting – 14<sup>th</sup> March 2023 at 4.30pm
- RCH Board Meeting – 28<sup>th</sup> March 2023 at 5.30pm
- SLOC Meeting – 25<sup>th</sup> April 2023 at 5.30pm