

**Minute of meeting of River Clyde Homes' Board  
held in hybrid format in River Clyde Homes' office and via Microsoft  
Teams on Tuesday 20<sup>th</sup> May 2025 at 5.30pm**

	<b>Name</b>	<b>Designation</b>
<b>Present</b>	Gillian McLees (GMcL) Elizabeth Taylor (ET) Graeme Brooks (GB) (from agenda item 2) Graham Wallace (GW) Tony Barrie (TB) Francesca Brennan (FB) Ellis Barilli (EB)* Charles Thompson (CT)	Board Member (Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member
<b>Apologies</b>	John Quinn (JQ) Heike Noack (HN) Vera Karaba (VK) Stephen Black (SB)	Board Member Board Member Board Member Board Member
<b>Others in Attendance</b>	Richard Turnock (RT) Aileen Metcalfe (AM) (from item 2) Stevie McLachlan (SMcL) Andrew Kubski (AK) Gemma Rickman (GR) (observer) Simon Stone (SS) (observer) Siobhan O'Kane (SO)  (* represents online attendance)	CEO Director of Group Services Director of Housing Services Director of Property Services Scottish Housing Regulator Scottish Housing Regulator Minute Taker
<b>1. Sederunt, welcome introduction and apologies</b>		
1.1 Sederunt as outlined above.		
<b>1a. Supplementary Board Report – Amendment to Facility Agreement (Confidential Item)</b>		
Contained in the Confidential Minute.		
<b>2. Declarations of Interest</b>		
[AM and GB joined the meeting]		
2.1 The Board noted the declaration of interest made by ET regarding her position on the subsidiary company Board. GR noted that she had previously worked alongside TB.		
<b>3.1 Confidential Minute of meeting held on 6th March 2025</b>		
3.1.1 The Board noted that matters arising from this minute would be considered out with the presence of those with a conflict of interest upon conclusion of item 8 if required.		

**The Board:**

- **Approved the minutes as a true record.**

**3.2 Draft Minute and Confidential Minute of meeting held on 25th March 2025**

**The Board:**

- **Approved the minutes as a true record.**

**3.3 Draft Minute of Board only discussion of meeting held on 4th February 2025**

3.3.1 The Board noted that matters arising from this minute would be considered out with the presence of officers upon conclusion of item 8 if required.

**The Board:**

- **Approved the minutes as a true record.**

**3.4 Action Tracker**

**Board:**

Action 1 – the Board confirmed that this action had been completed and could be removed from the tracker.

Action 2 – the Board confirmed that this action had been completed and could be removed from the tracker.

Action 3 – the Board noted that this action would be considered during agenda item 6.3.

**Audit & Risk Committee:**

The Board was advised that the action on the tracker will be discussed during the Mid Year Strategy Event in June 2025.

**SLOC:**

The Board was advised that actions have been completed within the timescales identified.

**4.1 Minutes of A&R Committee Meeting on 4th March 2025**

**The Board:**

- **Noted the minutes.**

**4.2 Minutes of SLOC Meeting on 28th January 2025**

**The Board:**

- **Noted the minutes.**

#### **4.3 Minutes of R&N Committee on 17th March 2025 (Confidential Item)**

##### **The Board:**

- **Noted the minutes.**

#### **4.4 Minutes of HFS Board meetings held on 12th November 2024 and 28th January 2025**

4.4.1 The Board was advised that there is an error in the papers as the meeting date for the HFS Board was 12<sup>th</sup> November and not 11<sup>th</sup> November as noted.

##### **The Board:**

- **Noted the minutes.**

#### **5.1 Health and Safety Update (Confidential Item)**

5.1.1 This report was presented, and the Board was directed to the statistics that are included at appendix 2. It was noted that this picture is consistently improving and that this information is presented at the Board Champions meetings. A discussion took place in relation to the functionality of the new reporting system and also the work being undertaken to encourage increased reporting amongst the staff.

#### **6.1 Regulatory Returns:**

- **Annual Return on the Charter**
- **Loan Portfolio**

##### **Annual Return on the Charter:**

6.1.1 This report was supplemented by a presentation. The Board was reminded that the measures are regularly reviewed and discussed at the SLOC meetings.

6.1.2 The presentation focussed on a number of key indicators including rent and service charges; lets; adaptations; SHQS; repairs; complaints; and court actions. With regards to days to let, it was acknowledged that RCH performance is not aligned to the sector average, however assurance was given that improved performance in this area continues to be a priority and is scrutinised at SLOC. It was noted that homelessness performance has improved due to good partnership working having achieved 25% of lets given to homeless households in 2024/25 and that the target for 2025/26 is 30%.

6.1.3 In relation to rent arrears, the Board was advised that RCH performs above sector average and that this is due to our promotion of a strong rent culture across the business. Adaptations were then discussed, and it was noted that measures are higher in these areas as the grant funding award was not received until later in the year therefore delaying when works could be instructed. However, assurance was given that the budget is in place to commence works more quickly in 2025/26.

[FB joined the meeting]

6.1.4 The Board was advised that management is maintaining a close focus on complaints performance as a significant amount of work has been undertaken to improve performance in this area. With regards to evictions, the Board was advised that this is sought as a last resort, however, our above sector average performance is an indication of the robust case preparation in place at RCH.

6.1.5 A discussion then took place in relation to the role of Community Wardens from an RCH perspective. Confirmation was given that RCH contribute to funding these roles and that we consider this to be good value for money as their evidence is invaluable in our ASB eviction process.

6.1.6 The Chair sought feedback on the ARC process from a Board perspective and there were no comments or suggestions to change the process.

6.1.7 A further discussion took place in relation to the average days to re-let properties, and it was noted that if long term voids are removed from the calculation, the figure is improved. The Board was reminded of the funding received from Scottish Government to bring longer term empty properties back into the letting pool for key Government letting initiatives. The Board highlighted that this measure receives a lot of attention at the SLOC meetings and that it reflects the challenges within Inverclyde.

#### **Loan Portfolio:**

6.1.8 The Board was advised that the Loan Portfolio return also requires to be submitted and it was reminded that this provides the SHR with an understanding of the lending position across the sector. Assurance was given that RCH populates this throughout the year with updates, however, an annual submission is required. The Board was then directed to the end of March draw down figure and also the valuation of housing stock.

#### **The Board:**

- **Noted the Financial Year 2024/25 ARC performance.**
- **Approved the submission of the following Regulatory Returns:**
  - **Annual Return on the Charter (ARC) return at appendix 2 – submission date 31<sup>st</sup> May 2025**
  - **Loan Portfolio at appendix 3 – submission date 31<sup>st</sup> May 2025**
- **Approved that the submission of the above return, delegated to the RCH Group Services Director, to take place in advance of the required deadline.**

### **6.2 Asset Management Strategy (Confidential Item)**

6.2.1 This report was presented to Board and was supplemented with a presentation which focussed on the purpose, objectives, strategy themes, investment and area performance.

### **6.3 Governance Matters (Confidential Item)**

6.3.1 This report was presented and the Board was provided with updates in relation to open Notifiable Events; Property Factor Housing and Property Chamber First Tier Tribunal cases; confirmation that progress with the SHR Engagement Plan requirements will be reported at all Board meetings; confirmation that the appraisal process for Board members has commenced; consideration of delegation of authority to Committee for tenancy allocation considerations; and amendment of bank signatories.

## **7.1 CEO Update (Confidential Item)**

7.2.1 The Board was provided with an update on a number of activities in relation to staff matters, regulatory matters and key stakeholder activity.

## **8. AOB**

8.1 The Board was advised that the HFS Board had recently undertaken a stock tour which focussed on HFS related considerations including void properties, grounds maintenance and repairs. It was noted that the HFS Board intend to undertake a further stock tour and would encourage RCH Board members to join if possible.

8.2 The Board was also reminded of the upcoming RCH Group Mid Year Strategy Event.

## **Date of next meetings**

Date of next RCH Group Board meeting: 19<sup>th</sup> August 2025

Date of next HFS Board meeting: 29<sup>th</sup> July 2025

Date of next Committee meetings:

A&R meeting – 22<sup>nd</sup> July 2025

SLOC meeting – 5<sup>th</sup> August 2025