

Rutherglen & Cambuslang Housing Association

Minutes of Management Board Meeting

Held on 19 August 2025 at 5:45pm in the Associations Offices, 16 Farmeloan Road,
Rutherglen, G73 1DL

1. Welcome, Sedurant & Apologies

Present

Frances Cunningham	Chair
James Ross	Secretary
Natalie Kirk	Board Member
Adele Fraser	Board Member
Heather Ross	Board Member
Darren Ward	Board Member
Sharon Lynch	Board Member
Karen McCartney	Board Member
Catrina Miller	Board Member

In Attendance

Angela Spence	Chief Executive Officer
Fettes McDonald	Finance Agent
Jim Kerr	Housing Manager / Depute Director
Teresa Gallagher	GCSO/Minute Secretary
Michael Jarvis	Mast Architects (until item 7)
Chris Howat	Mast Architects (until item 7)
Jim Falconer	Factoring Consultant (item 8 only)

Apologies Gary Gow

Absent None

The Chair welcomed everyone to the meeting and members introduced themselves to Mass Architects.

2. Declaration of Interest

2.1. Adele Fraser, consultant with GWSF

2.2. Natalie Kirk & Sharon Lynch, Item 7, connection with Caledonian Centre. The CEO explained both members could not take part in any decision making in relation to the Caledonian Centre.

2.3. Natalie Kirk, Sharon Lynch and Karen Kirk, Item 14, as tenants whose addresses were on the bathroom renewal programme.

3. Notifiable Events

- 3.1. The Chief Executive Officer (CEO) explained there were 2 notifiable events which had been closed and were in relation to the former CEO's retirement and her own appointment as CEO.

4. Minutes of Previous meeting 17 June 2025

The resolution was proposed by James Ross and seconded by Catrina Miller.

Decision: The Management Board approved the minute of 17 June 2025 as a true record of the meeting.

- 4.1 The CEO explained matters arising were now being entered into a decision tracker which would capture all actions and updates would be presented at each meeting on the progress.

- 4.2 the CEO took members through the tracker and highlighted those actions that had been closed off and the progress of those outstanding.

5. Minutes of Previous Special meeting 2 July 2025

- 5.1. Subject to deleting the duplication of Karen McCartney's name, the minutes of the special meeting held on 2 July were agreed as an accurate reflection of the meeting.

The resolution was proposed by James Ross and seconded by Catrina Miller

Decision: *The Management Board approved the minute of 2 July 2025 as a true record of the meeting.*

6. Minutes of Previous Operations Sub-Committee meeting held on 24 June 2025

- 6.1. The Housing Manager / Depute Director (HM/DD) gave an update on the business presented to the Operations Sub-committee. In particular he highlighted the progress of the sale of land request and at present we are awaiting an evaluation being carried out. Members queried whether permission to sell was being sought but were informed a full report would be presented to the Management Board when we have all information required.

The resolution was proposed by Sharon Lynch and seconded by James Ross

Decision: *The Management Board approved the minute of the Operations Sub-committee meeting held on 24 June 2025 as a true record of the meeting.*

7. Confidential Redacted

[Michael Jarvis and Chirs Howat left the meeting at 6:25pm]

[Jim Falconer joined the meeting at 6:25pm]

8. Confidential - Redacted

[Jim Falconer left the meeting at 6:50pm]

9. Shareholder Applications

9.1. The GCSO presented 4 applications for Association membership, three applications had indicated interest in joining the management Board at the AGM and one member is a new tenant. There were no reasons why any of the applications should be refused.

Decision: *The Management Board approved 4 applications for Association membership from;*

- *Redacted*

10. Board Membership Applications

10.1. The GCSO presented 3 governing body membership applications and sought approval from the Board to approve these applications which were received in our recent round of recruitment.

10.2. Members noted the applicants would be valuable additions to our current membership and if approved, nomination forms were ready to be signed in preparation for their appointment at the Annual General Meeting.

Decision: The Management Board approved Board applications for Association membership from Tony Cordell, Iain Smith and Alex Russell-Rutherford.

11. RCHA & Audited Financial Statements (including ACDC)

11.1. The Finance Agent presented the audited financial statements and explained these had been recommended for approval by the Finance,

Assurance & Risk (FAR) Sub-committee meeting held on 12 August 2025. The Board are required to approve and sign the financial statements. The Auditors reported a clean set of accounts, and no concerns were raised.

- 11.2. At the Aspire Community Development Company meeting on 12 August 2025, the directors approved and signed their financial statements and these have been included in the papers for this meeting. Members noted the value of the Caledonian Centre had reduced by £65k following valuation reduction.
- 11.3. The GCSO explained the minutes of the above-mentioned meetings had been drafted up and issued to members on Friday 15 August, slight amendments were since made and these were tabled. Approval was sought for the FAR minutes.
- 11.4. The GCSO, on behalf of the Finance Assistant, sought approval to change the signatories for the Nationwide Loan account.

Signatories to be added:

Angela Spence – Current CEO
Mandy Hamilton - Property Services Manager
Frances Cunningham – Chairperson
James Ross – Secretary

Signatories to be removed:

Elaine Lister/ McPhillimy – Former CEO
Edward Harkins – Former Chairperson
Robert McLeary – Former secretary of Board
Ronald Cunningham – Former Housing Management Manager

Decision: The Management Board;

- I. Approved the Association's Audited Financial Statements.
- II. Noted the ACDCL's subsidiary Audited Financial Statements
- III. Approved the FAR minutes of meeting held on 12 August 2025, proposed by Catrina Miller and seconded by Frances Cunningham.
- IV. Noted the ACDCL minutes of meeting held on 12 August 2025.
- V. It was resolved that the Authorised Signatories in the current mandate, for the account detailed in section 11.4, be changed in accordance with section Authorised Signatories and the current mandate will continue as amended.

12. Business Plan 2025-2026

- 12.1. The CEO presented the final business plan for 2025-2028 and explained at the special board meeting on 2 July, members had covered the majority of the full business plan in detail apart from sections 22 and 24. She highlighted that the covering report set out the major changes from the draft version.
- 12.2. The CEO had met with the Chair to discuss reporting on the delivery plan which would be presented quarterly and the detail of the key performance indicators and targets.
- 12.3. The finalised 1-year budget, 5 year financial projections and the year 1 investment plan had all been incorporated into the business plan.
- 12.4. Staff have been involved in the business plan this year and at a recent staff meeting the CEO covered the delivery plan, KPI's and targets.
- 12.5. The Finance Agent explained the 30-year reserves demonstrates a surplus but as members will be aware things change constantly and we monitor this in our annual budget process.

Decision: *The Management Board approved the 2025-28 Business Plan*

Action: Graphic designer for final copy and issue to SHR and stakeholders

Lead: CEO **Due:** September 2025

Action: Publish Extracts of Executive Summary in our next Newsletter

Lead: GCSO **Due:** November 2025

13.2025/26 Kitchen Programme Approval Report

- 13.1. The CEO presented this report on behalf of the Asset Consultant Douglas Gold to seek approval to go out to tender for the procurement of the Kitchen Programme Renewal Contract.
- 13.2. Members queried whether there would be a choice of kitchens for tenants and were informed there would be some to choose from. It was confirmed the contractor would supply choices and the tenants would choose from these. Flooring provision is currently optional as we need to test the final cost of the installation via a pilot to ensure this is affordable in our financial plan. It was also highlighted that in new build, where flooring was fitted as standard, several tenants removed this to fit their own so we have to be assured this is value for money..
- 13.3. As MCN fit kitchens in our voids at present, they are best placed to complete the "pilot house trial" property to finalise the specification of our kitchen tender..

Decision: *The Management Board approved to tender for the procurement of the kitchen replacement programme for an initial 30 homes during*

2025/26, with a 4 single year extension addition at the sum of Redacted including VAT for year 1.

14. 2025/26 Bathroom Programme Approval Report

- 14.1.** The CEO presented this report on behalf of the Asset Consultant Douglas Gold to seek approval of the recommendation to award the Bathroom Renewal Programme Contract for 2025/26 to MCN (Scotland) Ltd. This contract was procured in 2024 on a rolling plus 1 contract over three years.
- 14.2.** There has been a 3% uplift in the cost since last year but this was reflective of costs across the sector.
- 14.3.** As there was an address list provided with the report, a declaration of interest was made from 3 Board Members.

The resolution was proposed by Catrina Miller and seconded by Darren Ward.

Decision: *The Management Board formally approved the recommendation to award the Bathroom Renewal Contract 2025/26 to MCN (Scotland) Ltd at a cost of Redacted including VAT for the installation of 91 bathrooms.*

15. CEO Update

- 15.1.** The CEO presented her report and explained a meeting with our regulation manager Gavin Leask has been arranged for 27 August. He will be accompanied by Paula Thomson and key members of staff have been asked to be available. Both Gavin and Paula will attend our Board Meeting on 21 October 2025.
- 15.2. Redacted**
- 15.3.** A nil return was submitted to South Lanarkshire Council for the call for sites for the SHIP and the CEO had a productive meeting with them in relation to their market purchase scheme. A further report will be presented at the October meeting to progress this.
- 15.4.** The CEO sought approval to apply a budget of £2,500 from the wider role budget to the Associations 45 years celebrations.
- 15.5.** Members noted that the scheduled operations sub-committee meeting was cancelled due to sick leave, they are due to meet again on 28 October where Q1 and Q2 stats will be reported.
- 15.6.** The recruitment of the Lead Factoring Officer was extended by 2 weeks and the CEO asked if a board member could be on the interview panel as per standing orders or agree that from this point and going forward, it was recommended we amend the standing orders to only have a board member on the interview panel for Grade 8 and above.
- 15.7.** The HM/DD gave an update on SLC Homeless letter and members noted there has been no further communication received.

Decision: *Decision: The Management Board*

- I. Approved to allocate a budget of £2,500 from the wider role budget for activities linked to our RCHA 45th anniversary;*
- II. Approved^[AS1] to amend standing orders -Delegated authority actions for the Board and Sub-Committees under staffing matters, to remove role for staffing sub-committee for grade 7 appointments and increase this to grade 8 and above; and;*
- III. Noted the content of this report.*

16. Staff Structure Refresh

16.1. The CEO explained she had held an all staff meeting on 6 August 2025 to explain the rationale behind the structure refresh. Staff have been issued with a questionnaire to identify gaps or duplications in tasks and service delivery. Members noted the timeline for the process as attached as an appendix.

Decision: *The Management Board noted the content of the report and progress to date with the staff structure refresh and the attached Gantt chart highlighting the timeline.*

17. Secretary's Report

17.1. The GCSO presented the secretary's report and explained the appendix provided which sets out the applicable rules and evidence of compliance. Members noted the report must be recorded in the minutes of the Board meeting and state that rules 62-68 have been followed.

Decision: *The Management Board approved the Secretary's annual report and noted that rules 62-68 have been followed.*

18. Code of Conduct Protocol

18.1. The GCSO explained the previous approval of the Governing Body Code of Conduct hadn't explicitly recorded the adoption of the protocol and for good governance it should be recorded in the minute.

Decision: *The Management Board approved adoption of the Code of Conduct breach protocol*

19.I.T. Refresh

- 19.1. The HM/DD presented this report to inform members on progress of the I.T. refresh. All equipment has been delivered and our I.T. support were asked to configure the new laptops.
- 19.2. The server has been installed and the migration of SDM is being processed. We have been informed that our tenant portal will no longer be viable after 31 December 2026, therefore we will proceed with finding an alternative provider. SDM had indicated they are working on a system that will link in with the housing management software.
- 19.3. A report was taken to the FAR meeting on 12 August in relation to changing payment provider from Worldpay to Allpay.

Decision: *The Management Board noted the progress of the I.T. refresh and the requirement to seek out a new tenant portal.*

Action: Research tenant portal provider.

Lead: HM/DD **Due:** Q2 2026

20.AOCB

- 20.1. The CEO explained she will be carrying out a self-assessment on the annual assurance statement toolkit and will present the annual assurance statement to the Board at their meeting in September.
- 20.2. Members were informed we have continuous items of business to cover over the next few months, therefore if the board agreed, the September Board meeting will include the appointment of office bearers and continue on for a normal business meeting.

Decision: *The Management Board noted the Annual Assurance Statement will be presented at the next meeting and the September meeting will appoint office bearers and sub-committee members and deal with additional business.*

The meeting ended at 7:35pm

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed (Chair)

Date.....