

Rutherglen & Cambuslang Housing Association

Minutes of Management Board Meeting

Held on 16 December 2025 at 5:45pm in the Associations Offices, 16 Farmeloan Road, Rutherglen, G73 1DL & Hybrid via Zoom

1. Welcome, Sedorant & Apologies

Present

Frances Cunningham	Chairperson
Gary Gow	Vice Chairperson (via zoom)
James Ross	Secretary
Karen McCartney	Board Member
Heather Ross	Board Member
Darren Ward	Board Member
Alex Russell-Rutherford	Board Member
Iain Smith	Board Member
Catrina Miller	Board Member
Sharon Lynch	Board Member

In Attendance

Angela Spence	Chief Executive Officer
Mandy Hamilton	Maintenance Manager
Jim Falconer	Factoring Consultant (item 6 only)
James Clark	Lead Factoring Officer (item 6 only)
Teresa Gallagher	GCSO/Minute Secretary

Apologies: Natalie Kirk, Karen Kirk, Tony Cordell

Absent: None

Leave of Absence: Adele Fraser

The Chair welcomed everyone to the meeting.

2. Declaration of Interest

2.1. None

3. Notifiable Events

3.1. The Chief Executive Officer (CEO) explained there had been no new notifiable events since the last report in August 2025.

4. Minutes of Previous Meeting 18 November 2025

4.1. The CEO explained one amendment was required at item 7 that informed approval of delegated authority to the CEO & Finance Agent to invest liquid funds.

The resolution was proposed by James Ross and seconded by Frances Cunningham.

Decision: *The Management Board approved the minute of 18 November 2025 as a true and accurate reflection of the meeting.*

4.2. Decisions Tracker

4.2.1. The Chief Executive Officer (CEO) presented the decisions tracker and informed updates were highlighted in yellow. Members queried the finance review and were informed this would be covered at the strategy day in January 2026. Members also queried the progress of email addresses for board members. The CEO explained these were imminent.

5. Minutes of Previous Sub-Committees

5.1. One amendment was required within the Operations sub-committee minute, the Decant Policy was recommended for approval to the Management Board. There were no matters arising from the previous Operations Sub-Committee meeting held on 28 October 2025.

The resolution was proposed by Alex Russell-Rutherford and seconded by Heather Ross.

Decision: *The Management Board approved the minute of the Operations Sub-Committee meeting held on 28 October 2025*

5.2. There were no matters arising from the previous Aspire Community Development Company Limited meeting held on 18 November 2025.

The resolution was proposed by Iain Smith and seconded by Frances Cunningham.

Decision: *The Management Board noted the minute of the ACDCL meeting held on 18 November 2025.*

[Jim Falconer and James Clark joined the meeting at 7pm.]

6. Confidential Redacted

[Jim Falconer and James Clark left the meeting at 7:20pm.]

7. Asset Management Strategy Action Plan

7.1. The CEO presented this report on behalf of the Asset Management Consultant Dougie Gould and explained the purpose of this report was to pull key actions of the Asset Management Strategy together into an action plan. Members discussed new build opportunities and the CEO informed this topic would be covered at the strategy planning day in January 2026.

Decision: *The Management Board approved the Asset Management Strategy Action Plan which will be reviewed quarterly at the operations sub-committee.*

8. CX Feedback - Repairs

8.1. The Maintenance Manager presented this report to provide information gathered from surveys using CX Feedback and took members through the appendices highlighting the results and feedback. Any instances of dissatisfaction are actioned and recorded on the complaints register. A discussion was held around contractors showing ID and we were able to establish which contractor had failed to show ID and addressed this.

Decision: *The Management Board noted the content of the CX feedback report.*

9. CEO Update

9.1. The CEO provided an update from TC Young in relation to a question posed at the October Board meeting on whether the Association should have a separate factoring subsidiary due to its income being above £80,000 to comply with corporation tax. To conclude the CEO explained that a subsidiary for factoring is not required to meet the Association's legal requirements.

9.2. Redacted.

Decision: *The Management Board;*

- i) *Noted a subsidiary for factoring is not required to meet the Associations legal requirements; and;*
- ii) *Noted the position for ACDCL income from the rental and service charge elements of the lease for the Caledonian Centre with South Lanarkshire Council. The ACDCL Board will be kept up to date with progress of this.*

10. Policy Reviews

- 10.1.** The CEO presented the Grievance Policy on behalf of the Corporate Services Manager. This policy has been introduced for the purposes of providing staff with clear step by step guidance for the process of raising a grievance. Members noted the addition of the ACAS code of practice on discipline and grievance procedure attached as an appendix.
- 10.2.** The Governance & Corporate Services Officer (GCSO) presented the Entitlements, Payments and Benefits policy. Both the GCSO and the CEO went through the added amendments of the previous policy and agreed these additions as detailed within the table on the covering report should be deleted and to keep within the remit of the SFHA model policy. The only addition was for gifts that come into the Association to be raffled off to staff with donations going to charity.

Decision: The Management Board;

- i) *Approved the Grievance Policy and the reviewed Entitlements, Payments and Benefits Policy, with the addition of “donation will be made and items raffled off” and the EPB Guidance & association forms with deletions/amendments.*

11. Staff Health & Safety Update

- 11.1.** There were no updates for this meeting.

Decision: The Management Board noted no updates were provided for this meeting.

12. Correspondence

- 12.1.** The CEO presented the SHARE fact sheet on Scottish Housing Regulators HR's Risk Focus for 2025/26 and explained we are confident that we have

all those risks on our radar. More work requires to be carried out on the SHQs failures. Redacted

13.AOCB

13.1. The CEO explained a deposit was made with Santander for 3 months of £0.5million which will earn the association £3,300. Both the CEO and the Finance Agent are looking at Government Bonds which have a higher rate of return. The Treasury Management Policy would require amendments if we decide to proceed with this approach.

The meeting ended at 6:40 pm

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

Signed (Chair) Date.....