



Rutherglen & Cambuslang Housing Association



Management Board Recruitment Pack

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Scottish
Public
Services
Ombudsman



Welcome

Thank you for expressing an interest in getting involved with at Rutherglen & Cambuslang Housing Association (RCHA). We hope this information pack will be of use to you and you can find out more about us on our website at www.randcha.co.uk

The Association recognises the vital role of the voluntary members of the Management Board in the ongoing success of the Association. Current long-term projections demonstrate that the Association is viable as an independent Registered Social Landlord over the next 30 years and beyond. However, this is dependent on the Association's ability to recruit and retain an effective Governing Body.

While the Association values the wealth of experience and skills of its current Board members, it also acknowledges the benefits, fresh perspectives and varied skills new members bring to the Board and the organisation.

Additionally, as the business needs and plans of the Association develop and new objectives and challenges are identified, the skills, knowledge and experience needed to lead the business may change.

Skills gaps were previously identified in a succession planning report carried out late in 2024. Following a recruitment drive we were able to recruit new members who were able to demonstrate the skill sets required. However, there are still some gaps, and our focus is to concentrate on these and find committed board members. We are in particular, looking for people with experience in the following areas;

- Factoring and management of complex debt cases
- From a Legal background
- Integrated asset management strategy development knowledge to meet latest regulatory guidance.
- Strategic financial planning with robust stock condition data
- Management and supervision of the senior officer including objective setting and performance management
- Regulated procurement knowledge
- Management of a viable community facility



Why become a Board Member?

There are many benefits of serving on our Governing Body, both for you, the Association and the wider community.

Benefits for you

- 🏠 Gain confidence, build a sense of achievement, improve your self-esteem and have a new sense of purpose.
- 🏠 Develop your understanding, skills and knowledge, add to your CV, and potentially open new career paths.
- 🏠 Be involved in a stimulating and mutually supportive environment where your views are heard.
- 🏠 Meet new people, develop friendships, and socialise with others with a shared commitment.
- 🏠 Attend social & networking events, as well as training courses, to build up your skills.
- 🏠 Open up opportunities to apply to serve on important national/regional bodies in the housing sector.
- 🏠 Become a part of one of the most important and effective movements for physical and social improvement that has

happened in Scotland over the last 45 years.

- 🏠 Get personal satisfaction from giving something back to the local community whilst making a real difference.
- 🏠 Broaden your horizons and have fun along the way!

Benefits for the Wider Community

- 🏠 You'll help to raise awareness of the Association's work both within the local community and beyond.
- 🏠 The time and energy you commit to the Association will directly contribute to its work in improving the quality of life for tenants and the wider community.
- 🏠 You can help to ensure good quality housing and services.
- 🏠 As a voluntary board member you'll join hundreds of local people and other volunteers who play such a crucial role in taking forward the work of community controlled housing associations in Scotland.



About Us

Our Vision: Providing a home, not just a house

Our Mission Statement: To deliver high quality affordable housing and services with care and expertise which empowers our customers and meets their needs.

Our Values:

- Fairness – We are committed to treating everyone fairly and equally and to respect and celebrate our differences
- Make a difference through excellence – In all our activities we will strive to achieve a positive impact for our service users and our communities
- Putting customers first – We will endeavour to always put our customers first by delivering responsive high-quality services that focus on individual and collective needs
- Professionalism – Staff and Board will conduct themselves professionally at all times and seek to deliver services to the highest professional standards
- Recognition – We will seek ways to demonstrate appreciation for the contribution and commitment of all our people

A snapshot of our history

We were first registered in 1980 which sees us celebrate our 45th year in the sector.



1980

Registered with the Housing Corporation as Rutherglen Housing Association



1982

First rehabilitation project of tenemental stock – 700 more properties improved over next 15 years



1996

Stock transfer of 254 houses in the Circuit Estate in Cambuslang



1997

265 properties transferred from Scottish Homes



1998

Joined South Lanarkshire Council in The New Housing Partnership



1998-2006

Overall investment of £25m in modernising existing properties & developing 145 new houses

We currently own 873 homes and provide a factoring service to 932 properties, and our stock is spread across the Rutherglen & Cambuslang area.

Our Governing Body

Our rules allow us to have a Board membership of 15.

The Management Board are responsible for setting the strategic objectives that are set out in our 3 year business plan and overseeing performance against these.

The Role

- To contribute to formulating and regularly reviewing RCHA's and our subsidiary, Aspire CDC Ltd.'s values, strategic aims, business objectives and performance standards
- To monitor RCHA's and Aspire CDC Ltd.'s performance
- To be informed about and ensure RCHA's plans take account of the views of tenants and other customers
- To ensure that RCHA operates within and be assured that RCHA is compliant with the relevant legal requirements and regulatory frameworks
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that RCHA is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure RCHA's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
- To act, along with the other members of the governing body, as the employer of RCHA's staff
- To ensure that RCHA is open and accountable to tenants, regulators, funders and partners

Duties & Responsibilities

- Act at all times in the best interests of RCHA
- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the governing body and sub-Boards
- Contribute effectively to discussions and decision making
- Exercise objectivity, care and attention in fulfilling your role
- Take part in ongoing training and other learning opportunities
- Take part in an annual review of the effectiveness of RCHA's governance and of your individual contribution to RCHA's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent RCHA positively and effectively at all times, including in local communities and when attending meetings and other events
- Respect and maintain confidentiality of information

- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff
- Be aware of and comply with our policy on the restrictions on payments and benefits
- Register any relevant interests as soon as they arise and comply with RCHA's policy on managing conflicts of interest

The Association is also a Scottish Charity: this means that Board members are Charity Trustees with legal responsibilities which include:

- Acting in the charity's best interests at all times
- Ensuring that the charity's activities comply with its aims and objectives
- Acting with the same care and diligence that you would in managing your own, or someone else's affairs
- Complying with all relevant legislation
- Ensuring that the charity fulfils its reporting obligations to the Office of the Scottish Charity Regulator (OSCR), including the submission of an annual return and accounts

Code of Conduct & Declaring Interests

On appointment, Governing Body members are required to adhere to and sign up to the Associations Code of Conduct & complete the Declaration of Interests on an annual basis. These are then carried out after every Annual General Meeting.

Annual Appraisals

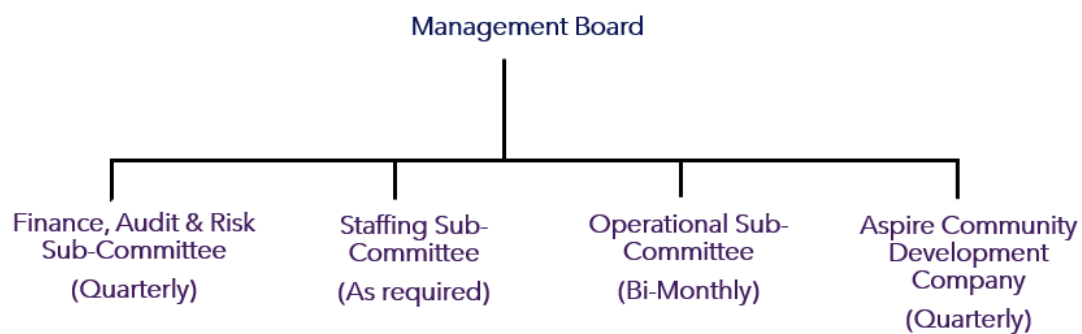
Members will have an annual appraisal carried out by the Chair and the review will inform a learning & development plan for individuals and the Board. The annual appraisal is stipulated in our rules and this exercise helps us to strengthen and develop members and focus on succession planning.



Our Structure

Our group structure consists of our Management Board, 3 sub-committees and our subsidiary. Each Board Member is required to join at least one sub-committee

Governance Structure



Our People



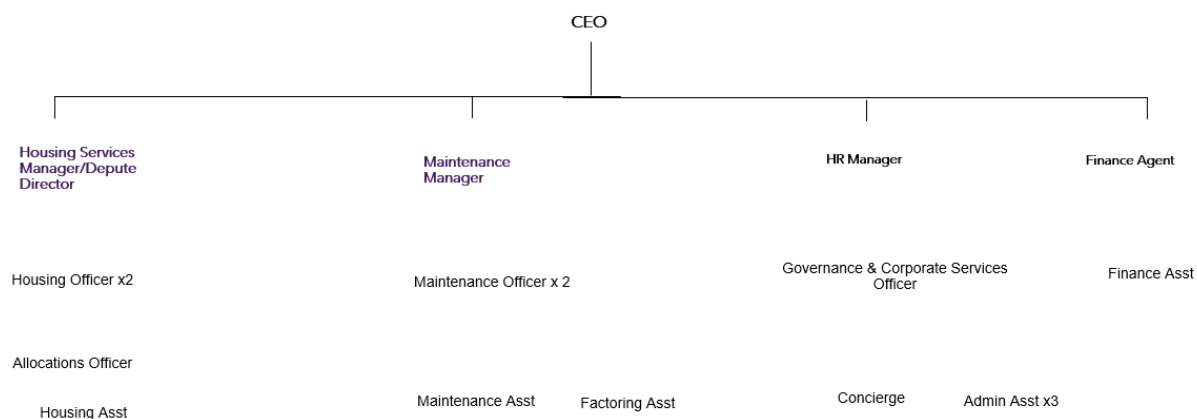
Our current Board Members are:

Frances Cunningham – Chair
Gary Gow – Vice Chair
Karen McCartney
Darren Ward
Heather Ross
James Ross

Sharon Lynch
Natalie Kirk
Karen Kirk
Adele Fraser
Catrina Miller

Staff Structure

We currently have a staff team of 18.



Time Commitment

Management Board meetings are held monthly on a Tuesday apart from July. Meetings start at 5.45pm and can last up to 2 hours. Members also serve on sub-committees which occur bi-monthly. We also have an annual strategy planning event and members are requested to undertake appropriate training.

Time commitment equates up to 80 hours per year, this includes preparation time for meetings.

Board Induction & Training

Each new Board member will receive a full induction programme which include meetings with fellow members and senior staff.

Throughout the year, a range of training and briefing sessions are held to support and improve Board members knowledge and skills and to keep up to date with the latest legislation and regulatory requirements.

All of our Governing Body Members are volunteers and receive no payment for contribution. We have an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with us. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with us. All out of pocket expenses associated with your role as a Board Member will be fully met and promptly reimbursed.



Scottish Housing Regulator (SHR)

We are regulated by the SHR who are the independent regulator of Registered Social Landlord and Local Authority housing services in Scotland. Their statutory objective is to safeguard and promote the interests of current and future tenants, people who are homeless, factored owners and Gypsy/Travellers.

Regulatory Framework

As part of the [SHR Regulatory Framework](#), we are required to submit information about our performance and governance to the SHR on an annual basis. Two key submissions are the Annual Return on the Charter (ARC) and our Annual Assurance Statement. These can be accessed within our [Information Library](#) on our website.

Application Process

To serve on our Board, you must first be a member of the Association. You are required to complete the Shareholder application form (appendix 1) & pay a one-off membership fee of £1.

To be eligible to serve on the Board, you must comply with & sign the eligibility form, and complete and return this with the Board Member Application form (appendices 2&3)

Once your application for Association membership has been approved by the Management Board, we will invite you in to have an informal chat with our Chair & CEO about your interest in joining our Board and what you can bring to RCHA.

Approved applicants wishing to join our Board will either fill a casual vacancy or be co-opted onto the Governing Body until the next AGM, held in September each year, whereby they are required to stand down and confirm they wish to stand for election to the Board.

Please return application forms and the equality monitoring form to our office or by email to teresa.gallagher@randcha.co.uk

Equalities

The Association is committed to equality of opportunities and positively welcomes applications from suitable and eligible candidates from all sections of the community. Please complete appendix 4 – Equalities Monitoring Form as part of your applications. This data is anonymised.





Aspire Business Centre, 16 Farmeloan Road, Rutherglen, G73 1DL

Telephone 0141 647 4917 e-mail: info@randcha.co.uk

Scottish Housing Regulator Registration No. 176.
Registered with the Financial Conduct Authority (2029RS)
Property Factors Registered No. PF000345

Appendix 1 - Shareholder Application Form



Rutherglen & Cambuslang Housing Association

Application for Association Membership

Title _____ Name _____

Date of Birth _____

Address _____

Postcode _____

Contact Number _____ Email address _____

Connection to RCHA (please tick all that apply)

Tenant ☐ Member of tenants household ☐ Factored Owner ☐

Shared Owner ☐ Local Resident ☐ Other (please specify) ☐

Would you be interested in finding out more about joining our Board? Yes ☐ No ☐

If Yes, have you any experience in:

Governance of Social Housing ☐ Tenancy Management ☐ Factoring ☐

Procurement ☐ Strategic Finance ☐ HR or People Management ☐

Asset Management ☐ Community Development/Community Facilities ☐

RCHA are run by a Management Board, made up of volunteers from the Associations membership.

Are you a member or tenant any other Housing Association or organisation whose interests may conflict with those of RCHA? Yes ☐ No ☐

If yes please give details

Declarations

By ticking this box ☐ , you are confirming that:

- ✓ You are over 16 years of age
- ✓ If successful, you consent to your name, as recorded in the register of members, being made available to members of the public on request
- ✓ You wish to become a member of RCHA and agree to abide by its rules on membership
- ✓ You understand that your membership will be cancelled if you;
 - *Fail to attend 5 Annual General Meetings in a row without submitting apologies or nominating a proxy to attend and vote on your behalf*
 - *Change address but do not notify the Association*
 - *Become an employee of the Association*
 - *Resign by giving written notice to the Secretary*
 - *Are expelled in accordance with the Associations Rules*

Signed

Date

For office use only

Date application received

£1 fee received

Receipt No

Proof of residence checked

Date Submitted to Board

Application approved

Date

Signature of Board Member

Shareholder Number

Application not approved

Date

Signature of Board Member

Reason for refusal

£1 Share refunded (if application not approved)

Date

Appendix 2 – Eligibility Declaration

Eligibility to Serve on the Governing Body

The Association's Rules state that you will **not be** eligible to be a Board Member and cannot be appointed or elected if any of the following applies;

- You are an undischarged bankrupt under the Bankruptcy (Scotland) Act 1993
- You have been granted a trust deed which has not been discharged
- You are in a current Debt Payment Plan under the Debt Arrangement Scheme
- You have been convicted of an offence involving dishonesty which is not spent under the Rehabilitation of Offenders Act 1974
- You have been convicted of an offence under the Charities and Trustees Investment (Scotland) Act 2005
- You are involved in any legal proceedings in a Court of Law by or against the Association
- You will be unable to attend the Board Meetings for a period of 12 months (e.g. due to a medical condition, being away from home)
- You have been removed from the board of another registered social landlord within the previous 5 years
- You have resigned from the Management Board in the previous 5 years due to Board members considering a resolution for your removal in terms of Rule 44.5
- You have been removed from the Board under Rules 44.4 or 44.5 within the previous 5 years
- You have been removed, disqualified or suspended from a position of management or control of another charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustees Investment (Scotland) Act 2005
- You have been removed from the office of charity trustee or trustee for a charity due to misconduct in the administration of the charity for which you were responsible
- A disqualification order or undertaking has been made against you under the appropriate Act which relates to the power of the court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company
- Your nomination for election to the Board has been rejected in accordance with Rule 43.0

I can confirm that none of the above is applicable.

I undertake to notify the Association immediately if any of the above becomes applicable.

Name

Signed

Date

Appendix 3 – Application for Governing Body Membership

Application form to serve on the Governing Body of Rutherglen & Cambuslang HA

Name _____ Date of Birth _____

Address _____

Postcode _____

Contact Number _____ Email Address _____

Are you a shareholding member of RCHA currently? Yes ☐ No ☐

Are you a tenant or factored owner of RCHA? Yes ☐ No ☐

Are you related to an employee or a Governing Body member of RCHA? Yes ☐ No ☐

If yes, please provide details.

Are you involved with any business that provides services or are contracted to RCHA?
Yes ☐ No ☐

If yes, please provide details.

Are you employed? Yes ☐ No ☐ If yes please give details of your employer and job role.

Why are you interested in joining our Board?

Do you have any experience in the following areas? If so please elaborate.

Social Housing

Communities

Business

I confirm that;

I have applied for membership of the Association and paid £1;

I have read the Board Members Role Description; and;

I have read & signed the eligibility criteria and that I am eligible to stand for election.

Signature

Date

Appendix 4 Equalities Monitoring Form

Rutherglen & Cambuslang Housing Association

Governing Body Equality Monitoring Form

Information for those completing the form

Why are we asking for equality information?

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations.

What do we do with equality information?

We use equality information for a range of purposes, including to help us to:

- protect and promote your rights and interests;
- promote equality objectives across our services;
- identify and address our customers' needs, and improve our services; and
- identify and eliminate any form of discrimination.

Do you need to answer every question?

By answering as many questions as possible you will help us meet your needs better, but we provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

We may ask for some information in other forms where this is required by law.

How do we process your equality information?

We process equality information strictly in line with data protection law, including by:

- processing your equality data confidentially;
- restricting access only to relevant staff members;
- retaining equality information only as long as necessary;
- sharing data only as lawfully permitted; and
- destroying data securely.

Who do we gather equality information about?

We gather equality information from:

- people who apply for a home;
- tenants;
- people who apply for a job with us;
- our employees;
- governing body members

Age

Please tick the band for your age:	16–24	<input type="checkbox"/>	25–34	<input type="checkbox"/>
	35–44	<input type="checkbox"/>	45–54	<input type="checkbox"/>
	55–65	<input type="checkbox"/>	65+	<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>		

Belief or religion

Please tick the box which best describes your belief or religion from the list below?

Buddhism:				<input type="checkbox"/>
Christianity				<input type="checkbox"/>
Catholic:	<input type="checkbox"/>	Protestant:	<input type="checkbox"/>	Other:
Hinduism:				<input type="checkbox"/>
Islam:				<input type="checkbox"/>
Judaism:				<input type="checkbox"/>
Sikhism:				<input type="checkbox"/>
Other religion (please state what this is):		<input type="checkbox"/>		
No specific belief in religion (for example, atheism or agnosticism):				<input type="checkbox"/>
Other belief (for example, humanism):				<input type="checkbox"/>
Prefer not to say				<input type="checkbox"/>

Disability

Are you a disabled person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please tick the box which category you would use from the following list:

Autoimmune: (for example, multiple sclerosis, HIV, Crohn's/ulcerative colitis)	<input type="checkbox"/>
Learning difficulties: (for example, Down's Syndrome)	<input type="checkbox"/>
Mental health issue: (for example, depression, bi-polar)	<input type="checkbox"/>
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia)	<input type="checkbox"/>
Physical impairment: (for example, wheelchair-user, cerebral palsy)	<input type="checkbox"/>
Sensory impairment – hearing impairment	<input type="checkbox"/>
Sensory impairment – visual impairment	<input type="checkbox"/>

Other: If none of the categories above apply to you, please specify the nature of your impairment.	
Prefer not to say	

Ethnicity

Please tick the box that best describes your particular ethnic group:

African

African, African Scottish or African British:	
Other African background (please specify):	

Asian, Scottish Asian or British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British:	
Indian, Indian Scottish or Indian British:	
Pakistani, Pakistani Scottish or Pakistani British:	
Chinese, Chinese Scottish or Chinese British:	
Other Asian background (please specify):	

White

English	
Gypsy Traveller	
Irish	
Polish	
Roma	
Scottish	
Welsh	
Other British	
Other group (please specify your ethnic group)	
Prefer not to say	

Black or Caribbean

Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other Caribbean or Black background (please specify)	

Mixed groups

Mixed or multiple ethnic group (please specify)	
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Sex

What is your sex?	Female		Male	
Prefer not to say				

Is your present gender the same as the one assigned at birth?

Yes	
No	
Prefer not to say	

Sexual orientation

What is your sexual orientation?

Bisexual	
Gay man	
Heterosexual/straight	
Lesbian/ gay woman	
Other	
Prefer not to say	

Socio Economic

Did you attend university	Yes		No	
Did you receive free school meals	Yes		No	
Prefer not to say				

Marriage and civil partnership

Are you presently in a civil partnership?	Yes		No	
Are you presently married?	Yes		No	
Prefer not to say				

Caring Responsibilities

Primary carer of a child /children under 18	Yes		No	
Primary carer of a disabled child/children	Yes		No	
Primary carer of disabled adult (18 and above)	Yes		No	
Primary carer of an older person (65+)	Yes		No	
Secondary carer	Yes		No	
None	Yes		No	
Prefer not to say				