

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION	
Minutes of Management Committee Meeting held on TUESDAY 6th APRIL 2021 at 5.30pm via ZOOM	
Present: Robert McLeary – Chair Edward Harkins – Vicechair Geraldine Baird – Secretary Frances Cunningham Mary Ellen Nora Dillon Jean Stewart Karen	In Attendance: Elaine Lister - Director
Leave of Absence: Jean Gow Eveline Thomson	

AGENDA ITEM 1 – APOLOGIES

Apologies noted : Christine McPhail, Gary Gow

AGENDA ITEM 2 – DECLARATIONS OF INTEREST

Geraldine Baird declared that she was a current member of the Management Committee of North View Housing Association.

AGENDA ITEM 3 – MINUTES OF PREVIOUS MEETING: 2nd March 2021

The minutes of the previous meeting held on 2nd March 2021 were noted as a true record.

Proposed : Geraldine Baird

Seconded : Frances Cunningham

Agenda Item 3.1 Matters Arising

3.1.1 Furlough/Employers Retention Scheme (Previous Agenda Item 3.1)

It was noted that one member of staff remained furlough due to the current lockdown restrictions.

Committee approved the member of staff remaining on furlough on the same terms.

3.1.2 EVH Pay Deal (Previous Agenda Item 3.1.4)

Committee noted the results of the ballot of employers and employees and that the 2-year pay deal was approved.

3.1.3 Tenants Survey (Previous Agenda Item 7.0)

Elaine advised that Research Resources had been appointed to carry out the survey which would be carried out by telephone interviews between 5th April - 7th May.

Committee noted the costs for the survey and the proposed timetable for the initial feedback and final report.

AGENDA ITEM 4.0 – MINUTES OF STAFFING SUB-COMMITTEE: 23RD MARCH 2021

The minutes of the meeting of the Staffing Sub-Committee held on 23rd March 2021 were noted as a true record.

Proposed : Geraldine Baird

Seconded : Frances Cunningham

Committee noted the decision to further explore the impact of the proposals on the staff structure as a whole and the proposed plan going forward.

AGENDA ITEM 5.0 – COMMITTEE DIGEST

Agenda Item 5.1 Service Delivery Update

Elaine advised that indications were that restrictions would be easing from the middle of April.

Committee requested that the senior staff develop a strategy for a re-opening of the office and return to full service.

Agenda Item 5.2 SHR Monthly COVID Returns

Elaine presented the return data for February and highlighted that the arrears levels had slightly increased but that this was a typical pattern for the start of the year. The

cash balance had decreased substantially and a full explanation would be given as part of the Management Accounts.

Committee noted the return.

Agenda Item 5.3 SHR Regulation Team

Committee noted that change to the Regulation team for the Association.

Agenda Item 5.4 Scottish Government's 'Housing to 2040'

Elaine advised that the Scottish Government had published its 'Housing to 2040'.

Edward noted that he would have liked to have seen the document making a stronger link between construction, housing and economic policies.

Robert queried the Government's ability to meet the target of 100,000 new affordable homes.

Elaine to forward copies to Committee members on request.

Agenda Item 5.5 Scottish Government's Subsidy Working Group

Committee noted that the working group had been reconvened to consider revised benchmark grant rates.

Agenda Item 5.6 SFHA's Fuel Poverty Briefing

Elaine advised that the briefing was a supplement to SFHA's previously published manifesto and was intended to inform key strategies.

Edward noted it was rather close to the elections to make much difference.

Elaine to forward copies of the briefing to Committee members on request.

Agenda Item 5.7 GWSF Affiliation

Committee noted that the Association had renewed its affiliation with the Glasgow and West of Scotland Forum

Agenda Item 5.8 EVH Annual General Meeting

Edward advised that, as he was on the EVH Board, he would be participating in the AGM.

Committee noted the date and time of the meeting.

AGENDA ITEM 6.0 – SHR ENGAGEMENT PLAN 2021

Elaine advised that the Scottish Housing Regulator was engaging with the Association due to the percentage of Committee members that have served for more than 9 years.

There was a discussion on the difficulties many Associations were experiencing in recruiting new members and the likelihood that there would be a number of Associations that had similar engagement plans.

Members acknowledged that there had to be balance between retaining the experience and knowledge of long-standing members and bringing on new people with different skills and experience.

After discussion, members agreed that the Association had to demonstrate its commitment to recruiting new members and therefore agreed to the proposed action plan presented.

It was noted that the annual appraisals for Committee members were overdue and agreed to them being carried out by an independent body. Members asked that SHARE be contacted as they had carried out previous appraisals.

Committee instructed Elaine to contact SHARE to get costs and timescales for carrying a full appraisal exercise.

AGENDA ITEM 7.0 – DRAFT MANAGEMENT COMMITTEE SUCCESSION & RECRUITMENT POLICY

Members considered the draft policy and the points highlighted for clarification.

After discussion it was agreed that;

- The policy should include a clause on how it will address barriers to joining the Committee
- There should be a **2-year** period between the Chair standing down and being allowed to be re-elected
- The convenors of Sub-Committees should be referred to as **Chair**

- Members should **normally** have at least 2 years' experience before they can stand for election as an office bearer of chair of a sub-committee
- The policy should not included a requirement for always having a member of the Committee being trained to succeed to each of the office bearers' post
- That Sub-Committee chairs should only serve for **5** consecutive years
- Individual members should not normally hold more than one office bearer or Chair role at any one time

With the agreed clauses, Committee approved the draft policy and asked Elaine to forward the policy to the Scottish Housing Regulator.

AGENDA ITEM 8.0 – BUSINESS PLAN REVIEW - STRATEGIC OBJECTIVES

Elaine gave an update on the progress on the strategic objectives in the business plan and highlighted where objectives were not met, delayed or ongoing.

Members discussed the objectives and considered if they were still relevant.

Committee noted the updated action plan and agreed to keeping the same objectives which were assessed as still relevant for the Association.

AGENDA ITEM 9.0 – COMMITTEE SURVEY

Elaine explained the purpose of the draft survey.

Committee agreed for the survey to be issued to members

AGENDA ITEM 10.0 – CORRESPONDENCE

Committee noted the updates and reports received.

AGENDA ITEM 11.0 – ANY OTHER BUSINESS

11.1 Office Let

Elaine advised that there was potential interest in renting one of the office units in the Aspire business but that the interests party was seeking a number of concessions.

Committee members discussed the proposed terms and acknowledged that some of these were fairly standard. However, it was felt that any concession should be dependent on a minimum 3 year lease.

Committee gave Elaine delegated authority to negotiate terms in liaison with DM Hall who was acting on the Association behalf.

11.2 Model Rules

It was agreed to start a review of the current Rules in line with the new model with a target of getting them approved at a Special General Meeting to co-incide with the next AGM.

11.3 Publicity

Elaine advised that an article on the new development at Hamilton Road was to be submitted to the Rutherglen Reformer and housing publications including Scottish Housing News and the SFHA Bulletin.

Committee discussed similar opportunities in the future.

Committee asked for a 'Media Working Group' to be set up that would include staff and Committee.

Robert, Edward and Geraldine volunteered to sit on the working group.

There were no other items raised for discussion.

As there were no other items of business the meeting concluded at 7.05pm.

Signed as a true record of the meeting:

Robert McLeary, Chair