

Minute of the Management Committee Meeting of Rutherglen and Cambuslang Housing Association held on Tuesday 13<sup>th</sup> August at 5.30pm in the Association's offices at 16 Farmeloan Road, Rutherglen.

**Present**

Robert McLeary  
Eveline Thompson  
Jean Stewart  
Frances Cunningham  
Edward Harkins  
Mary Ellen McKeown  
Christine McPhail  
Geraldine Baird  
Nora Dillon  
Jean Gow

**Present**

Dave Anderson  
Jade McGowan

**Item One – Apologies**

Apologies noted – Karen McCartney and Gary Gow

**Item two – Declaration of Interest**

None were declared

**Item Three- Minutes of Previous Meeting: 18<sup>th</sup> June 2019**

Minute of previous meeting held on the 18<sup>th</sup> June 2019 was noted as true record.

Proposed: Jean Stewart

Seconded: Frances Cunningham

**Item Four- Matters Arising/Committee Digest**

**Regulatory Framework**

Noted- On the agenda

**Shop in Hamilton Road**

Grow 73 has acknowledged interest in renting the shop on Hamilton Road. Grow 73 may not afford to pay the full rent and have applied for funding to cover the cost. The Committee were in favour to give a potential discretionary rate depending on the outcome of their funding application. Committee noted that Grow 73 are a charity will be exempt from Council Tax.

**Fire Safety – Installation of smoke alarms in social housing:**

Committee noted that the Association had applied for a loan for the balance of the work that we still have to do. Dave reported that we are carrying on with the work in any event as we are doing it in tandem with our electrical inspections to save on costs.

## **EESH2 After 2020**

Committee Noted

## **Loan portfolio/Five Year Financial Projections**

Noted

## **Tenant Satisfaction Survey**

Noted – On the Agenda

## **Close Noticeboards**

The committee discussed the use of noticeboard in the communal close area. Committee noted there are 71 Noticeboards in total that the association owns/maintains. The committee queried if noticeboards are practical to use in all communal areas to display information regarding the Association and Community news. Committee suggested having a trial run with in a several closes to see if tenant become more engaged in the use of the noticeboards. It was agreed to find out where these existed elsewhere to establish the success of these.

## **Other issues**

### **Hamilton Road, Cambuslang New Development**

Noted that the loan documentation with the bank, Solicitors and TC Young is being finalised and should be complete in the coming weeks. This will be discussed at the upcoming finance sub-committee meeting. Committee agreed to delegate responsibility to the sub-committee to sign off the loan should the documentation be available for that meeting on the basis that the principle had already been agreed by the management committee.

### **Annual Audit of Financial Statements**

Committee noted that the auditors had given a clean audit report and Scott Moncrieff will be at the next Management Committee meeting on Tuesday 3<sup>rd</sup> September to present to accounts for the Committee to approve.

### **Internal audit**

Committee noted one small recommendation that was discussed during the June Housing Management sub-committee meeting.

### **Item 5 – Sub Committee Minutes:**

#### **Housing Management sub-committee meeting 25<sup>th</sup> June:**

Committee noted

### **Item 6 – Committee Correspondence**

None

### **Item 7 - New Regulatory Framework - Assurance Statement**

Dave reported that the paper that had been circulated was a summary of the self-assessment that had been carried out over the previous three meetings by the committee. It outlined the evidence that the committee had agreed that the Association had to meet the Regulatory Standards and any gaps that the committee felt were relevant. It was agreed that consideration of a draft of our Assurance Statement would take place at the September meeting and that committee should review the self-assessment report in preparation for this.

### **Item 8 – KPI'S**

Committee reviewed the KPI report for the quarter to June 2019. It was noted that, in comparison to last year's KPI's, this year's targets on average for non-emergency repairs and right first time have improved. The Committee queried the wording for the targets for emergency repairs i.e. was it to complete or make safe. Dave clarified that it was to attend and make safe e.g. a broken window would be boarded up and replacement glass ordered to be fitted at a later date.

Committee also queried the target times for repairs especially emergency repairs as these were always comfortably met. Dave reported that these were regarded as 'industry norms'. Committee agreed that there was a balance between setting unrealistic targets but we could reduce these if it was felt appropriate. Dave agreed to look into this with the maintenance section.

### **Item 9 – Freedom of information – Model Publication**

Committee discussed the impact of Freedom of Information Act which will apply to RSL's from the 11<sup>th</sup> November 2019. Committee noted that this only applies to our social rent function not factoring or Aspire. Committee reviewed the Guide to Information that had been circulated and queried whether staff information such as wages, expenses, salary grade should be published as a matter of course. Dave noted that this amount of detail didn't seem

to apply to other public bodies e.g Local Authorities and the Scottish Housing Regulator. Dave agreed to clarify with the SFHA/GWSF if these were mandatory. Committee noted that the SFHA and GWSF are currently working on templates for responses to requests etc., these will be available in October.

### **Item 10 - Tenant Satisfaction Survey**

Committee discussed the content of the Tenant Satisfaction Survey and agreed to keep the questions on fuel poverty. Committee also agreed to include questions on the following topics;

- Use of the new website- are tenants aware of the website, if so, is it useful?
- Committee membership questions that could encourage tenants to join the committee
- Are tenants happy with the level of information they receive on our performance and how it is reported?

Dave agreed to feed this back to Research Resource. Noted that the surveys will take place in November.

### **Item 11 AGM**

Committee noted and agreed the format of the AGM. It was agreed to send a separate letter to shareholders who had joined during the past year thanking them for taking out a share and encouraging them to attend.

### **Item 12 AOCB**

**New shares** (Redacted for data protection purposes)

The following shares were considered and approved by committee.

[REDACTED]

### **CamGlen Radio**

CamGlen Radio had contacted the Association regarding making a radio programme about the history of the Association and asking if committee members would provide some

interviews – these would be short snippets of their experience. Agreed that any committee interested should contact Dave to arrange a suitable time.

**Item 13 - Dates of Next Meetings**

13 <sup>th</sup> August	Management Committee
20 <sup>th</sup> August	Finance sub-committee
27 <sup>th</sup> August	Maintenance sub-committee
3 <sup>rd</sup> September	Management Committee
18 <sup>th</sup> September	AGM
24 <sup>th</sup> September	Housing Management Sub-committee
1 <sup>st</sup> October	Management Committee