

**RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION**

**Minutes of Management Committee Meeting  
held on  
Tuesday 10<sup>th</sup> August at 5.30pm via ZOOM**

**Present:**

Robert McLeary – Chair  
Edward Harkins – Vicechair  
Geraldine Baird (from Agenda Item 6.0)  
Frances Cunningham  
Jean Stewart  
Christine McPhail  
Nora Dillon

**In Attendance:**

Elaine Lister - Director  
Howard Dales - FMD

**Leave of Absence:**

Jean Gow  
Eveline Thomson

**AGENDA ITEM 1 – APOLOGIES**

Apologies noted : Geraldine Baird – Secretary  
Maryellen McKeown  
Karen McCartney  
Gary Gow

**AGENDA ITEM 2 – DECLARATIONS OF INTEREST**

No declaration of interest were submitted.

**AGENDA ITEM 3 – MINUTES OF PREVIOUS MEETING : 15<sup>th</sup> June 2021**

The minutes of the previous meeting held on 15<sup>th</sup> June 2021 were noted as a true record.

Proposed : Frances Cunningham

Seconded : Jean Stewart

**Agenda Item 3.1 Matters Arising**

**3.1.1 Furlough/Employees Retention Scheme (Previous Agenda Item 3.1.1)**

Committee noted that the member of staff previously on furlough had returned to working 3 days a week, remaining on furlough for the other 2 days.

### **3.1.2 Potential Development** (Previous Agenda Item 7.2)

Elaine provided an update on the potential development of the site at New Road, Halfway, noting that the costs per unit were coming in above the current benchmark. She also advised that the initial timescales had slipped and would be reviewed.

Edward noted that costs for new build and maintenance projects were increasing across many industries.

Members noted the update and agreed that a Development Sub-Committee was not required at this stage.

### **3.1.3 Financial Projections** (Previous Agenda Item 8.0)

Committee noted that the Five Year Financial Plan had been submitted to the Scottish Housing Regulator by the deadline.

### **3.1.4 Media Working Group** (Previous Agenda Item 12.3)

It was noted that the first meeting of the Media Working Group had been held to agree the format and content of the next newsletter.

### **3.1.5 Cleaning Services at Caledonian Centre** (Previous Agenda Item 12.4)

Committee noted that insurance cover for the cleaners at the centre had been arranged.

## **AGENDA ITEM 4 – MINUTES OF PREVIOUS MEETING : 13<sup>th</sup> July 2021**

The minutes of the previous meeting held on 15<sup>th</sup> June 2021 were noted as a true record.

Proposed : Edward Harkins

Seconded : Christine McPhail

### **Agenda Item 3.1 Matters Arising**

There were no matters arising.

## **AGENDA ITEM 5 – COMMITTEE DIGEST**

### **5.1 Meeting with the Scottish Housing Regulator (SHR)**

Elaine advised that she had met with the Association's new Regulation Manager, Joyce Stewart, via zoom, primarily as way of introduction. There had also been a brief discussion on the Regulator's engagement with the Association.

Committee noted the discussion and the response from the SHR.

### **5.2 Service Delivery**

Elaine advised that, in line with Scottish Government guidelines at that time, staff were still working from home but were coming in as required and that the office remained closed to the public.

There was a discussion on the possibility of getting staff back to office working and the move towards 'blended working' that was being implemented by some Associations. It was acknowledged that the Committee would need to consider the options and make some difficult decisions.

Committee noted and agreed to consider options for office working and opening in line with guidelines at a later date.

### **5.3 FMD Services**

Committee noted that the current financial adviser from FMD was leaving the company.

### **5.4 Quarterly COVID-19 Returns**

Elaine presented the highlights of the first quarterly COVID-19 return to the Scottish Housing Regulator.

It was noted that there had not been any dramatic increase in arrears levels but that this may be impacted when the additional £20 per week paid as part of Universal Credit during the pandemic stopped.

Committee noted the return.

## 5.5 HOUSING 2040

Committee noted the briefing papers produced by the SFHA covering the key commitments made by the Scottish Government in its blueprint for housing to 2040.

### **AGENDA ITEM 6 – COMMITTEE APPRAISAL REPORT RECOMMENDATION**

Geraldine Baird joined the meeting

Elaine explained that the final appraisal report had included some recommendations and gave an update on the actions/proposed actions taken to date to address these.

There was a discussion on the merit of some of the recommendations and the value of the appraisal exercise, with some concerns raised as to the validity of some of the questions.

Members unanimously agreed that there had to be a focus and concerted effort to increase level of engagement with customers and communities.

Members discussed the requirement to plan for succession and agreed to the current Vice-Chair attending the certified Governance Programme being run by SHARE to support him succeeding to the position of Chair next year.

Members noted the update, the presentation on the appraisal outcomes and the final feedback report.

### **AGENDA ITEM 7 – COMMITTEE MEMBERS RECRUITMENT**

Committee acknowledged the importance and benefits of attracting new members onto the Management Committee. After discussion members approved the proposals for publicising the recruitment exercise.

### **AGENDA ITEM 8 – OPTION AMENDMENTS TO THE MODEL RULES**

Elaine explained that the revised Model included a number of optional amendments over and above the core clauses.

Committee considered the optional clauses and agreed;

- To allow the option for appointing members onto the Committee
- Not to allow staff members to become members of the Committee

- To adopt the clause prohibiting certain relations of existing members from joining the Committee
- Not to allow payments to Committee members
- To allow the option of holding virtual AGMs

## **AGENDA ITEM 9 – AGM/SGM 2021**

### **9.1 Date**

Committee agreed to the AGM being Held on Tuesday 21<sup>st</sup> September 2021 at 7pm, with the reconvened meeting held on 28<sup>th</sup> September 2021 if required.

### **9.2 Format & Venue**

Elaine explained that the option for holding a virtual AGM as allowed under the provisions of the Insolvency & Governance Act 2020, expired on 31st March 2021.

After considering the options, members instructed that the AGM was to be held in person in the Association's office with adequate social distancing and safety protocols.

It was also agreed to offer a prize draw for members attending the AGM.

### **9.3 Retiral of Members**

Members acknowledged the need, under the Rules, for a third of the current Committee to stand down. In line with the guidance, these should be the members that had served the longest on the Committee since the date of their last election. Additionally, co-opted members had to stand for election.

In line with the Rules Committee agreed that the members that would stand down would be;

- Robert McLeary
- Eveline Thomson
- Frances Cunningham

Jean Stewart volunteered to stand down to make up the required third.

As a co-optee, Christine McPhail would need to stand for election

### **9.4 Nine Year Rule**

Elaine explained that Committee had to be assured that members with more than 9 years' service who wished to stand for re-election "demonstrated continued effectiveness". This would normally require completing an additional questionnaire. However, this had been covered in the recent appraisal process and SHARE had

provided written confirmation that there was evidence that members had demonstrated continued effectiveness, commitment to their role and objectivity.

It was noted that one member standing down had not been able to participate in the appraisal process.

After discussion members approved the members standing down could stand for re-election if they wished to do so as all had met the requirements

## **9.5 Notice of Meetings, Nominations & Proxies**

Members noted the requirement;

- to give all shareholders at least 14 days' notice of the AGM
- for nominations for election to the Management Committee to be submitted at least 7 days before the AGM
- to provide for shareholders to nominate a proxy if they are unable to attend in person

## **9.6 Special General Meeting**

Committee noted that any amendments to the current Rules would have to be approved at a Special General Meeting and agreed that this would be held immediately after the AGM.

## **AGENDA ITEM 10 – UPDATED CODE OF CONDUCT FOR COMMITTEE MEMBERS**

Elaine explained that the SFHA had produced an updated Code of Conduct for Committee Members and outlined the changes made.

After discussion members agreed to the proposed amendments to the Association's Code of Conduct and noted that Elaine would draft a revised Code and Protocol for dealing with any breaches.

## **AGENDA ITEM 11 – CORRESPONDENCE**

Committee noted items of correspondence from EVH and the Glasgow & West of Scotland Forum.

## **AGENDA ITEM 12 – AOCB**

### **12.1 United Nations Climate Change Conference (COP26)**

Edward noted that the United Nations Climate Change Conference was being held in Glasgow in November and expressed the view that the housing movement in Scotland should be making presentations, given the key role housing will have in reducing emissions in the future.

As no one was aware of any involvement of housing in the conference, it was agreed members would seek further information.

### **12.2 FUTURE COMMITTEE MEETINGS**

Members discussed the possibility of holding physical meetings and agreed to explore the option of 'blended' meeting.

## **AGENDA ITEM 13 – DATE OF NEXT MEETING**

The next meeting of the Management Committee will be held on Tuesday 7<sup>th</sup> September 2021 at 5.30pm via zoom.

**As there were no other items of business, the meeting closed at 7.10pm.**