



RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

Minutes of Management Committee Meeting held on

17th DECEMBER 2024

at 5.45pm in the Association's Office at 16 Farmeloa Road

SEDERUNT			
Members Present		In Attendance	
Chair	Frances Cunningham (FC)	Director	Elaine Lister (EL)
Secretary	Robert McLeary (RMcL)	Depute Director	Jim Kerr (JK)
Member	Natalie Kirk (NK)	Corporate Services Manager	Wilma McInerny (WMcI)
Member	James Ross (JR)	Governance Services Officer	Tersa Gallagher (TG)
Member	Karen McCartney (KMcC)	Wbg, Internal Auditor	Scott McCready
Member	Heather Ross (HR)		
Member	Sharon Lynch (SL)		
Member	Adele Fraser (AF)		
Member	Dareen Ward (DW)		
Member	Catrina Miller (CM)		
Apologies		Leave of Absence	
Member	Karen Kirk (KK)	Member	Maryellen McKeown (MMCK)
Member	Karha Hughes (KH)		
Vice-Chair	Gary Gow (GG)		
Absent		Joining Remotely	
		None	

AGENDA ITEM 1.0 – DECLARATIONS OF INTEREST

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AGENDA ITEM 2.0 – NOTIFIABLE EVENTS

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It was noted that there was no formal agenda or reports for this meeting as it was, primarily an training event. However any matters for information, decision or approval would be discussed.

RISK MANAGEMENT TRAINING

The Chair welcomed SMcC from Wbg, the Association's internal auditor who gave a training presentation on Risk Management and Risk appetite, explaining the definition of risk as well as highlighting key points in the Association's Risk Management Policy.

SMcC referred to the Association's Risk Register and recommended adding risk appetite, further actions and timescales.

Members discussed what constituted 'risk appetite' and SMcC gave examples of how the Association would determine its risk appetite. He also covered the benefits of determining risk appetite and the responsibilities of the Management Committee.

Members sought confirmation that the Association's Risk Management Policy and Risk Register reflected the Scottish Housing Regulator's (SHR) risk assessment guidance for social landlords. SMcC confirmed that they did.

On behalf of the Committee, the Chair thanked SMcC for his training presentation.

SMcC left the meeting

BATHROOM RENEWAL CONTRACT TENDER – for decision

The Director presented this report on behalf of The Technical & Asset Management Consultant, to seek delegated authority to appoint a contractor for the tendered bathroom renewal contract. She explained that the tenders were due in on 20 December 2024 and in order for completion of the programme by 31 March 2025, appointing the successful contractor would need to be before the date of the next Committee meeting on 28th January 2025.

Members queried the maximum budget and were informed this was £250,000 and this was part of an approved programme of works that was put on hold due to the pandemic.

A discussion was held around whether the office bearers could provide delegated authority by email, this would require checking our Standing Orders and Scheme of Delegated Authority.

Decision	The Management Committee unanimously approved delegated authority to appoint a contractor to undertake the installation of bathrooms within the previously agreed budget of £250,000.
Action Required: Jim Kerr to check Standing Orders / Scheme of Delegated Authority for future reference	

Redacted

COMMITTEE DIGEST – for information

Committee Portal

The Director advised that TG and JK were working on the Committee portal, populating it with relevant information, updates, training presentations etc. TG advised that a calendar of meetings and training events and EVH and GWSF monthly briefings had already been uploaded. She further advised that full access to the portal would be arranged in the new year and training would be made available for members if required.

Future Papers

TG advised that members will be contacted in the new year to establish preference of receiving papers. It was noted some paper reports can be hard to read due to font size and format.

Staffing Update

The Corporate Services Manger gave an update on some changes within the staff team advising that staff Sandra Wallace, currently a Corporate Services Assistant, has accepted a temporary factoring assistant role for a 6-month period.

To cover this a 6-month temporary contract has been accepted by one of the applicants from the recent recruitment exercise for Corporate Services Assistants and she will commence employment on 13 January 2025.

DATE OF NEXT MEETING

The next meeting of the Management Committee will be held on Tuesday 28th January 2025 at 5.45pm.

As there were no other matters of business, the formal meeting closed at 7.20pm.

I certify that the above minute has been approved as a true and accurate reflection of the proceedings			
Signed by Chairperson			
Name		Date	