

Minutes of the Management Committee Meeting of Rutherglen and Cambuslang Housing Association held by Video Conference on Tuesday 7th July 2020

Present

Robert McLeary (Chair)
Frances Cunningham
Karen McCartney
Jean Stewart
Maryellen McKeown
Edward Harkins
Geraldine Baird

In Attendance

Dave Anderson

Item One: Apologies

Apologies noted: Jean Gow, Eveline Thompson, Nora Dillon and Gary Gow

Item Two: Declarations of Interest

There were none.

Item Three: Minutes of Previous Meeting: 9th June 2020

Minutes of Previous meeting held on the 9th June 2020 were noted as true record.

Proposed: Jean Stewart

Seconded: Karen McCartney

Item Four: Matters Arising/Committee Digest

Governance

Committee agreed that housing management and maintenance sub-committees would take place during the last week of July – staff will liaise with members to arrange a suitable date/time for a zoom meeting.

Noted that the directors recruitment panel would be meeting with EVH by zoom on the 13th July.

Community Information

Committee noted that the latest newsletter was excellent and covered services available beyond those offered by the Association.

Annual Accounts

Noted.

Quarterly Management Accounts

Committee agreed that RBS loan should be re-fixed – the director confirmed that this would take effect on 16th September.

Annual General Meeting

Committee noted that this was due to take place on the 15th September. Noted that legislation had been passed allowing 'virtual' AGM's. Committee stated a preference for an AGM in the office as usual but this would depend on government guidelines at that time.

Item Five: SHR Monthly Return

Committee noted that arrears were holding up reasonably well although it was agreed that it was still early days.

Noted that only one member of staff was still furloughed – the concierge of the Business Centre as this was still closed. Both reception staff were now back working to deal with the high volume of calls since the common charges accounts went out to factored owners.

Noted that cash balances were higher than budgeted mainly because we weren't doing planned maintenance contracts/routine repairs.

Committee noted that the return had been made to the Regulator within the stipulated timeframe.

Item Six: ARC Return

Committee noted that the staff absence level was 7.88%, almost double the average figure over previous years. The Director noted that this was as a result of one member of staff having a protracted absence due to tendonitis and one other member of staff due to a bereavement.

Some discussion took place around the relet times and committee agreed that a comment should be inserted in the return with regards to the exceptional delays caused by utilities.

Committee asked for clarification of the former tenant arrears and how this was calculated. The Director clarified the calculation.

Committee noted that our EESSH target may not be met as a result of delays in window and boiler replacement contracts due to Covid-19. It was assumed that this would be acceptable to the Regulator due to the extenuating circumstances.

Committee approved the ARC submission to the Regulator.

Item Seven: Office Reopening/Service Update

Committee discussed the paper that had been circulated. Committee agreed that the Association had to follow Government Guidance on reopening the office and as it stands we are deemed not to be an essential service. Committee noted that clarification had been sought as to whether allocating homes was an essential service and a response had yet to be received. The director noted that staff were looking at safe options for carrying out allocations should the go ahead be given.

Committee reviewed the measures that were being proposed for opening safely to the public and these were approved. No additional measures were suggested.

Item Seven: AOCB

There was no other business

Item Eight: Date of Next Meeting

It was agreed that a meeting would be held early in August after the monthly return statistics to the Regulator were available – most likely to be week commencing 10th August. Staff will also be in touch with committee regarding the resumption of sub-committees in July.