

**RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION**

**Minutes of Management Committee Meeting  
held on  
Tuesday 15<sup>th</sup> June at 5.30pm via ZOOM**

**Present:**

Robert McLeary – Chair  
Edward Harkins – Vicechair  
Geraldine Baird – Secretary  
Frances Cunningham  
Jean Stewart  
Mary Ellen McKeown  
Nora Dillon (from agenda item 4)

**In Attendance:**

Elaine Lister - Director  
Howard Dales - FMD

**Leave of Absence:**

Jean Gow  
Eveline Thomson

**AGENDA ITEM 1 – APOLOGIES**

Apologies noted : Christine MacPhail  
Karen McCartney

**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 : 25<sup>TH</sup> JUNE 2021**

The minutes of the previous meeting held on 25<sup>th</sup> June 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 Committee Appraisals

Elaine advised that the majority of completed appraisal questionnaires and had carried out a number of the one-to-one interviews.

Members noted that a number of them had experienced problems opening the questionnaire online as well as some difficulties in completing it. A couple of members felt the interview had not been very productive but Robert commented that he had found his one-to-one very interesting and felt that it had re-enforced why he had joined the Committee.

Committee noted that Julie-Ann from SHARE would attend the next meeting to give a full report and feedback.

### 3.1.3 Annual Return on the Charter (ARC)

Committee noted that the approved ARC was submitted before the deadline.

#### **AGENDA ITEM 4.0 – MINUTES OF HOUSING MANAGEMENT SUB-COMMITTEE MEETING : 1<sup>st</sup> JUNE 2021**

The minutes of the meeting of the Housing Management Sub-Committee held on 1<sup>st</sup> June were noted as a true record.

Proposed : Jean Stewart

Seconded : Mary Ellen McKeown

#### **AGENDA ITEM 5.0 – MINUTES OF MAINTENANCE SUB-COMMITTEE MEETING : 18<sup>th</sup> MAY 2021**

The minutes of the meeting of the Sub-Committee held on 18<sup>th</sup> May were noted as a true record.

Proposed : Mary Ellen McKeown

Seconded : Robert McLeary

There were no matters arising.

#### **AGENDA ITEM 5.0 – MINUTES OF MAINTENANCE SUB-COMMITTEE MEETING : 18<sup>th</sup> MAY 2021**

The minutes of the meeting of the Sub-Committee held on 18<sup>th</sup> May were noted as a true record.

Proposed : Mary Ellen McKeown

Seconded : Robert McLeary

Geraldine queried why the staff structure had been raised at the meeting as it was still being looked at by the Staffing Sub-Committee.

Robert noted that the Association had taken on a student to carry out inspections.

## **AGENDA ITEM 6.0 – MINUTES OF FINANCE & AUDIT SUB-COMMITTEE MEETING : 18<sup>th</sup> MAY 2021**

The minutes of the meeting of the Sub-Committee held on 18<sup>th</sup> May were noted as a true record.

Proposed : Frances Cunningham

Seconded : Robert McLeary

## **AGENDA ITEM 7.0 – COMMITTEE DIGEST**

### **7.1 Funding for Medical Adaptation 2021/2022**

Committee noted that the Association had been offered £22,000 from the Scottish Government to fund medical adaptations for the next financial year and instructed Elaine to accept the offer.

### **7.2 Potential Development**

Elaine updated the Committee on the progress with the potential development at New Road, Halfway, Cambuslang and gave the key points;

- Plans have been submitted for 43 units made up of;
  - 12 x 2apt/2pers flats
  - 12 x 3apt/4pers flats
  - 10 x 3apt/4pers end terraced houses
  - 9 x 4apt/5pers mid-terraced houses
- Provisional site start date – November 2021
- Provisional site completion date – March 2023

Howard noted that previous tenders came in above benchmark but that the Scottish Government seemed to be offering grants above the benchmark to support meeting new house targets.

Edward noted that the Scottish Government had set very high targets for the number of new build housing by the 2040 target. However, costs were uncertain at the moment as contractors were submitting quotes for materials, labour etc that were only being held for a very short period of time.

Elaine acknowledged that indicative costs were coming in above the benchmark and that a full financial assessment would need to be carried out to establish if the project was going to be viable.

Committee approved appointing a Development Agent to support the process and the negotiations on levels of funding.

### **7.3 New Cabinet & Ministerial Appointments**

Committee noted that Shona Robinson had been appointed as the Cabinet Secretary for Social Justice, Housing & Local Government.

### **AGENDA ITEM 8.0 – FINANCIAL PROJECTIONS**

Howard presented the projections, noting that these were a 'snapshot in time' as changes over time to the assumptions made need to be factored in (e.g. new developments, higher inflation rates etc). Purpose of long term financial planning was to ensure that the Association had sufficient cash resources over the years or if additional funding will be required to meet commitments and/or objectives.

He highlighted key factors in the financial projections including;

- £1.9m in the bank as at 31/3/21, primarily due to no planned maintenance works being carried out in the year but that this money would considerably be reduced by the plans to carry out the works in this financial year
- Cash balances over the first 3 years but thereafter steadily increased
- Planned maintenance costs over the 30 years have increased due to a number of factors including increased prices of materials, increased demands within the sector and new legislative standards
- The levels of debt fall quickly as many loans are due to be paid off as more payments are going towards paying off the loan rather than the interest
- All loan covenants are met with no anticipated need for additional borrowing
- Management costs are slightly above the peer average but this might be impacted by the proposed review of the staff structure
- Projections assume no further new build developments
- Assumption is that rents will increase by CPI +1% until year 4 then CPI only thereafter
- The period for paying off the pension deficit had been extended by 1 year

It was noted that the Treasury Management report had proposed moving some of the loans to fixed and Howard confirmed that this was to take advantage of the current low interest rates.

Robert noted that the pension fund deficit was variable as it depended on the performance of the stock markets. Howard advised that the changes to the actuarial assumption made last year had been favourable for many RSLs but that there seemed to have been a reversal of these assumptions this year.

Committee members discussed the impact of the projections and acknowledged the need to closely monitor spending and cut back if required to protect the Association's long-term financial viability and security.

Howard advised that, pending approval, the first 5 year projections would be submitted to the Regulator as part of its risk assessment process.

Committee approved the long-term projections and instructed the submission of the Five Year Financial Plan to the Scottish Housing Regulator.

### **AGENDA ITEM 9.0 – MODEL RULES**

Elaine gave the background to the report and highlighted the changes made in the revised model, noting where these made a material change to the Association's current Rules.

She advised that that there were some optional amendments that members may wish to consider and that these would be presented at the next meeting.

It was acknowledged that legal advice was required to comply with the guidance and regulatory requirements as well as for the protection of the Committee.

Committee considered the key additions/deletions in the revised Model and provisionally approved the recommended changes, pending legal advice.

### **AGENDA ITEM 10.0 – COVID SNAPSHOT SURVEY**

Members noted the detailed report and the paper presented by the Vice-Chair and agreed that they both should be deferred to a future meeting to allow full discussion and action planning.

Members asked Elaine to arrange for Lorna Shaw from Research Resources to give a presentation on the full report.

### **AGENDA ITEM 11.0 – CORRESPONDENCE**

Members noted the items of correspondence that had been received and the dates of the consultation events on the revision of the Scottish Social Housing Charter.

### **AGENDA ITEM 12.0 – ANY OTHER BUSINESS**

#### **12.1 Kitchen Replacements**

Nora advised that she had had very positive feedback from tenants on the recent replacement of kitchens.

## **12.2 FMD Financial Services**

Committee approved the renewal of the terms of agreement for the provision of financial services from FMD.

## **12.3 Media Working Group**

Elaine advised that Jim Kerr would be calling the first meeting of the working group in order to progress the next newsletter.

## **12.4 Cleaning Services at Caledonian Centre**

Elaine outlined the issues with regarding insurance cover and members considered the legal position.

After discussion, Committee agreed to give Elaine delegated authority to examine the options available and to take steps required to ensure the Association was adequately covered.

Members also instructed that Elaine ensured that the living wage rate was getting paid to the cleaners.

## **13.0 DATE OF NEXT MEETING**

The next meeting of the Management Committee would be Tuesday 13<sup>th</sup> July 2021 and the agenda would be the presentations on the report on the COVID Snapshot Survey and the Committee Annual Appraisals.