

**RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION**

**Minutes of Management Committee Meeting  
held on  
Tuesday 22<sup>ND</sup> March 2022  
at 5.30pm in the Association's Office**

**Present:**

Edward Harkins – Chair  
Robert McLeary  
Frances Cunningham  
Karen McCartney  
Maryellen McKeown

**In Attendance:**

Elaine Lister - Director  
Jade McGowan

**AGENDA ITEM 1 – APOLOGIES**

Apologies noted: Christine McPhail  
Jean Stewart  
Gary Gow  
Geraldine Baird  
Natalie Kirk

**AGENDA ITEM 2 – DECLARATIONS OF INTERESTS**

None noted.

**AGENDA ITEM 3 – MINUTES OF PREVIOUS MEETINGG – 15<sup>th</sup> February 2022**

The minutes of the previous meeting held on 15<sup>th</sup> February 2022 were noted as a true record.

Proposed : Robert McLeary

Seconded : Frances Cunningham

**Agenda Item 3.1 – Matters Arising**

**3.1.1 Office Opening/Working Hours**

Committee noted that;

- The office will be open to the public from 9am-4.30pm Mon-Fri – 9am-3.30pm Fri. from Monday 4<sup>th</sup> April
- Visitors will be encouraged to book appointments and follow the safety protocols in place
- Phones no longer go off at 4pm and are open until close of business
- The new working hours/opening hours will be reviewed after 6 months.

### **3.1.2 Working Arrangement**

Members noted the arrangements for a phased return to full time office working

### **3.1.3 Salary Increase**

Committee members noted no salary increase has as yet been agreed between EVH and Unite the Union

### **3.1.4 Rental of Aspire unit (previous agenda item 5.7)**

Committee noted that the potential rental Unit 4 had unfortunately fallen through as the company has opted to continue to work from home but that there were other interested parties.

### **3.1.5 Committee training (previous agenda item 5.8)**

The committee discussed potential options for training on the use of laptops/tablets. It was suggested training could take place after management meetings or have a dedicated day and time for training to be given.

### **3.1.6 Rent increase (previous agenda item 7.0)**

All rent increase letters were issued to tenants before the 28<sup>th</sup> February giving the tenants the required 28 days notices period. The new rent increase will be effective from March 28<sup>th</sup> 2022.

## **AGENDA ITEM 4 – MINUTES OF SUB-COMMITTEE MEETINGS**

The minutes of the Housing Management Sub Committee Meeting held on 22<sup>nd</sup> February 2022 were noted as a true record.

Proposed : Frances Cunningham

Seconded : Mary Ellen McKeown

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

### **5.1 Media Working Group – 1<sup>st</sup> March 2022**

Edward advised that the meeting had been really useful and was pleased that staff had been well prepared with a number of good ideas. He suggested that there should be a Chair and working agenda for the group.

Members commented that the most recent newsletter was greatly improved as it was more relevant and personal for tenants and had less advertisements.

Members agreed with Edward's suggestions. Robert agreed to be the Chair of the Media Working Group.

## **5.2 Flexible Working Application**

Elaine advised that an application had been submitted under the Flexible Working Policy that met the criteria.

Members approved the application with the recommendation that it be reviewed after six months and annually thereafter.

## **5.3 Landamer Day**

Elaine advised that Landamer Day was being held this summer after a 2 year break. The Association had previously supported the event and had received a proposal that this year it sponsored the publication of the programmes.

Members confirmed that a similar event, Summer Fest, was held in Cambuslang and stressed that any sponsorship offered to the Landamer Committee should also be made to Summer Fest.

Members discussed the level and options for sponsoring events and agreed to make a contribution up to £500 to each event and instructed Elaine to contact both planning Committees to discuss how this should be made.

## **5.4 Complaints Analysis November 22 – February 22**

Elaine presented the report but advised that, in future reports, more information on the outcomes, nature of complaints etc would be given. She further advised that staff had been given training on what constituted a complaint and would be getting further training on logging and monitoring complaints on the system.

The Committee noted that reports on complaints would be given quarterly.

## **5.5 Schedule of Reports**

The committee noted the schedule of reports detailed over 3 months from January 2022-March 2022 and noted the reports outstanding.

## **5.6 Homes for Ukrainian Refugees Scheme**

Elaine explained that the Scottish Government had recently launched a scheme to assist families fleeing the war in Ukraine get accommodation and financial support. At the moment the scheme was based on named families being sponsored to come to Scotland who would then have 'leave to stay' for up to 3 years and the right to claim welfare benefits.

She also explained the Government was looking to local authorities to be 'super sponsors' and to work with social landlords to identify suitable accommodation.

Members agreed that, in principal, they would wish the Association to participate in the scheme but did discuss potential issues that had to be clarified, particularly any potential risks to the Association. The preference of members would be for South Lanarkshire Council to lead and administrate the scheme.

After a full discussion, members felt it would be prudent to wait on further information and guidance on the scheme, how it would work for associations and the financial commitments that would be involved.

### **AGENDA ITEM 6.0 – Notifiable events**

Elaine gave members an update on the submission of the Notifiable Events regarding the length of the Chair's tenure and the omission of clause from the Rules approved at the Special General Meeting.

She confirmed that she had sought legal advice on both issues which she had included in the submission of the notifiable event. She further advised that the Regulator had responded looking for further information.

The members noted that the legal advice confirmed that the Rules stood as they had been issued prior to the SGM and it was that version that had been approved by the membership. If the omitted clause was to be included, this would require calling another SGM.

In line with discussions at the previous meeting of the Management Committee, it was confirmed that members wished the Rules to remain as they were i.e. without clause 43.1.12.

Members discussed the reasons behind the Chair's tenure exceeding the 5 years as allowed under the Rules and agreed that this had been due to a combination of administrative error and miscommunication. They unanimously agreed that they were confident that there had no intent to deceive members or to deliberately breach the Rules.

Elaine advised that, as part of the Notifiable Event, she had confirmed;

- The breach had been a genuine administrative error
- That members were all well aware of the Rule limiting the Chair's tenure to 5 years
- That the current Chair had intended to step down this year at the end of what was believed to be, his 5 years
- That, as soon as the breach had been identified, the Chair had stepped down immediately
- That minutes and previous decisions had been checked and that no significant decisions had been made under the Chair's delegated authority

She further advised that the Regulator was seeking further information on what had happened that she would submit as soon as possible.

Members agreed that the Association had responded appropriately and thanked the Robert for his service and the support and guidance he had given to members during his period as Chair. Elaine also thanked him for the advice and support he had given her since she started.

Robert confirmed that he was staying on as a Committee member and proposed Edward as the Chair which was seconded by Frances. The members present unanimously voted for Edward to be Chair until the next AGM. Edward accepted the position and requested that Robert be elected as Vice-Chair so that he could continue to act as his 'mentor'.

Elaine advised that the Regulator was seeking further information on the background to the breach as well as an update of the decisions made by the Committee at this meeting. Edward suggested that, to demonstrate the Association's commitment to good governance, the Regulator should be informed that he had recently completed the SFHA governance course.

Elaine confirmed that she would submit the additional information as soon as she could and update members accordingly.

### **AGENDA ITEM 7.0 – Strategic Planning Day**

Members discussed the format and content of the Planning Day and agreed that, not only had the day been useful but had also been interesting and enjoyable. It was suggested that a 'follow-up' day could be arranged later on in the year.

Members noted the outcomes from the Planning Day. It was noted that under Opportunities, it should read 'Exploring Mid-Market Rents' as opposed to 'providing'.

**It was noted that the meeting was nearing the 2 hour limit as allowed under the Standing Orders. Members present agreed to suspend the Standing Orders until all business was completed.**

### **AGENDA ITEM 8.0 – Draft Notifiable Event Policy**

After discussion on the key points and clauses of the draft policy, members approved adopting the Policy.

## **AGENDA ITEM 9.0 – Draft of Membership of Management Committee policy**

Elaine explained the background to the proposed policy and presented the key points for consideration by members.

After discussion members instructed Elaine to get legal advice on the options for;

- Setting a time limit for when ex-employees can be nominated for election to the Management Committee
- Limiting the number of Committee Members from the same household/family
- Setting a period of time before a previous Chair can be re-elected as Chair
- Setting a period of time before an ex-member of the Management Committee can re-join

## **AGENDA ITEM 10.0 – Correspondence**

### **10.1 Scottish Housing Regulator – Engagement Plan 2022**

Members noted the draft Engagement Plan for 22/23 and that the Association was assessed as being Compliant.

Elaine was instructed to notify the Regulator that the Committee had agreed to the Plan.

### **10.2 Glasgow & West of Scotland Forum – Scottish Government’s Consultation on Proposed Legislation on Homelessness : key implications**

Members noted.

### **10.3 SHARE Chair’s Retreat**

Edward noted his interest in attending. Elaine to arrange booking.

## **AGENDA ITEM 11.0 – AOCB**

None noted.

## **AGENDA ITEM 12.0 – Date of next meeting**

The next meeting of the Management Committee meeting will be held on 19<sup>th</sup> April 2022.

**As there were no other items of business the meeting closed at 8.15pm.**