

Minute of the Management Committee Meeting of Rutherglen and Cambuslang Housing Association held on Tuesday 5<sup>th</sup> November 2019 at 5.30pm in the Association's offices at 16 Farmeloan Road, Rutherglen.

**Present**

Robert McLeary  
Eveline Thompson  
Jean Stewart  
Nora Dillon  
Frances Cunningham  
Edward Harkins  
Gary Gow  
Mary Ellen McKeown

**Present**

Dave Anderson  
Jade McGowan

**Item One – Apologies**

Apologies noted – Geraldine Baird, Christine McPhail, Karen McCartney & Jean Gow. Noted that Jean Gow was given leave of absence due to illness.

**Item two – Declaration of Interest**

None were declared.

**Item Three- Minutes of previous meeting 8<sup>th</sup> October 2019**

Minutes of previous meeting noted as true record.

Proposed: Nora Dillon

Seconded: Mary Ellen McKeown

**Item 4 Matters Arising/Committee Digest**

**Regulatory Framework- Assurance Statement**

Committee noted that the Assurance Statement had been submitted onto the Regulators portal on the 24<sup>th</sup> of October 2019.

**Shop in Hamilton Road**

There has been no update yet with regards to Grow 73 funding bid, but they advised this will be resolved soon. Ongoing.

**Hamilton Road, Cambuslang New Build Development**

Committee noted that work began on site on the 21<sup>st</sup> October 2019 and is scheduled for completion in May 2020.

**Close Noticeboards**

Committee noted that there had been further discussion with Milnbank HA who confirmed the noticeboards are not maintained by residents but by the concierge staff. With regards to

RCHA, we do not employ concierge staff. Therefore, it was agreed by the committee that it wouldn't be feasible for us to have noticeboards displayed. The committee noted that the laminated notices regarding close safety such as door entry signs and close cleaning schedules were used when required.

### **Freedom of Information**

Committee noted that the Associations adoption of the Model Publication Scheme and our Guide to Information had been submitted to the Information Commissioner on the 1<sup>st</sup> November and that this had been acknowledged. It was noted that after consulting with EVH, the Finance and Audit sub-committee had agreed delete some of the HR information.

### **Tenant Satisfaction Survey**

Noted that this will begin mid-November. The Association will be sending cards out to tenants giving them notice and asking them to take part in the survey.

### **Annual Accounts**

Noted that the Associations annual accounts and annual return were submitted to the Financial Conduct Authority on the 30<sup>th</sup> October. The Association is still waiting on confirmation from the OSCR on the format of their return, this is not due until December 31<sup>st</sup>.

### **SHAPS**

Noted that Spence and Partners have been appointed to carry out an independent valuation of the scheme and its impact on RCHA. They will attend the Finance and Audit sub-committee meeting on Tuesday 26<sup>th</sup> November to present their findings. This will be reported to the Management Committee at its December meeting.

## **Item 5 Subcommittee Minutes**

### **Finance and Audit: 22<sup>nd</sup> October 2019**

### **Maintenance: 29<sup>th</sup> October 2019**

Committee Noted both.

## **Item 6 Correspondence**

There was none.

### **Item 7 Freedom of Information Policy**

The Committee discussed the draft Freedom of Information Policy that had been circulated. It was noted that this detailed the internal procedure and policies which link to the Freedom of Information legislation. Committee noted that all staff had been made aware of the procedures when any FOI request are made and of the importance of dealing with these in accordance with the procedures set out in the policy. It was agreed that, because of the Associations size, it was appropriate for the Director to be responsible for the co-ordination of responses. Committee approved the policy and this will be posted on the Associations web site.

### **Item 8 Key Performance Indicators – September 2019**

The committee discussed the results for Quarter 2 to the end of September 2019.

Committee noted that the average time to relet properties was 20.67 days for the quarter which was double the target of 10 days. Some discussion took place regarding the problem with utility companies getting meters/power into void properties which had been a major issue this quarter. It was noted that, when these void days were omitted from the calculation the figure was reduced to 13.9 days which was still above the target. With regards to the loss through utility delays committee agreed that these are out of the Associations control and, without power, the essential void works such as gas safety checks could not be carried out. It was noted that the issue has been taken up with the SFHA/GWSF and they have agreed to raise this with the regulator with regards to the ARC Guidance.

Committee also discussed the issue of staff absence over the period and noted that staff levels were now back to normal although it would take some time to catch up with the backlog.

Noted that, overall, the remaining Key Performance Indicators were reached or below target.

### **Item 9 – Code of Conduct**

Committee noted that the Model Code of Conduct has remained the same for several years and that committee had agreed to adopt it when published. It was noted that it was still a requirement for individuals to sign off the code and those present signed individual declarations. The director will arrange for those not present to sign declarations.

Those committee present also completed the declaration of interest form, the director reminded committee to advise of any changes throughout the year.

### **Item 10 Sub – Committee Membership**

The Committee agreed to the current sub-committee allocations. As there were no new members this year the committee have continued with the same sub-committee membership.

### **Item 11 40<sup>th</sup> Anniversary/ Long Service Awards**

The Committee discussed the upcoming 40<sup>th</sup> Anniversary in 2020 and decided it would be best to have a joint Staff and Committee event rather than a large function as it was mindful of the cost of these. Committee also suggested incorporating additional events throughout the year for example a family bus run on top of the annual pensioners bus run.

With regards to the EVH Long Service awards committee suggested a potential social evening in the office when these could be presented.

### **Item 12 Date of Next Meeting**

Finance and Audit sub-committee; Tuesday 26<sup>th</sup> November 2019

Housing Management sub-committee; Tuesday 26<sup>th</sup> November 2019

Development sub-committee; Tuesday 3<sup>rd</sup> December

Staffing sub-committee; Tuesday 10<sup>th</sup> December

Management Committee; Tuesday 17<sup>th</sup> December

All at 5.30