

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

**Minutes of Management Committee Meeting
held on
Tuesday 23rd November 2021 at 5.30pm Held at the Association**

Present:

Robert McLeary – Chair
Edward Harkins – Vicechair
Frances Cunningham
Jean Stewart (Zoom)
Maryellen McKeown
Karen McCartney
Christine McPhail (Zoom)

In Attendance:

Elaine Lister - Director
Jade McGowan

Leave of Absence:

Jean Gow

AGENDA ITEM 1 – APOLOGIES

Apologies noted: Gary Gow
Nora Dillon
Geraldine Baird
Eveline Thomson

AGENDA ITEM 2 – DECLARATIONS OF INTERESTS

Elaine noted that herself and Jade, as members of staff, declared an interest in Agenda Item 6.0.

AGENDA ITEM 3 – MINUTES OF PREVIOUS MEETING

Edward proposed that the wording in Section 5.12 be amended to emphasis that the preference would be to attract new members that were tenants and local residents.

With this amendment the minutes of previous meeting held on the 19th October 2021 were noted true as record.

Proposed: Frances Cunningham
Seconded : Robert McLeary

Agenda Item 3.1 – Matters Arising

3.1.1 Annual Declarations

It was noted that there were still a few members that still had to return their declarations that Elaine would pursue.

3.1.2 Furlough/Employees Retention Scheme

Members noted that all staff were back working full time.

3.1.3 Model Rules

Committee noted that the Rules had been submitted for registration with the Financial Conduct Authority. Once registered they would be submitted to the SHR and OSCR.

3.1.4 Annual Assurance Statement

Elaine advised that the Regulator had requested an amendment to the Assurance Statement on the Association's approach to the collection of equalities information and how it is adopting a human rights approach to the delivery of services.

Robert reported that he had attended the Finance Conference and that it was clear that Engagement and Equalities were high on the Regulator's agenda.

Edward requested that Elaine provide some information on human rights as it applied to the Association.

Committee noted the amendment made to the Assurance Statement.

AGENDA ITEM 4.0 – MINUTES OF SUB-COMMITTEE MEETINGS

4.1 Minutes of Housing Management Sub-Committee – 2nd November 2021

The minutes of the Sub-Committee meeting held on 2ND November were noted as a true record.

Proposed : Jean Stewart

Seconded : Frances Cunningham

AGENDA ITEM 5.0 – COMMITTEE DIGEST

5.1 Working Arrangements

Elaine advised that staff were now working in line with the agreed plan for a phased return to full time office working in the new year.

Robert reported that many associations were closing their office for one day a week and having staff working from home and were reporting a number of benefits including staff morale and climate change.

Edward noted that there was no empirical evidence of the positive impact such changes were making to the climate change agenda. He expressed concern that once decisions were implemented, they were hard to reverse.

Committee noted the current working arrangements.

5.2 New Membership Application

Committee approved the application for membership and members present signed the share certificate.

5.3 Affordable Housing Investment Benchmarks

Committee noted the new benchmarks,

5.4 Director's Support Meeting

Committee noted that the Chair & Vice Chair would be having regular meetings with the Director to discuss any issues, identify priorities and provide support when needed.

5.5 Members Attendance

Elaine explained the need to monitor attendance at meetings as the Rules state that members that miss four consecutive meetings would automatically be removed from the Management Committee.

Committee noted.

5.6 Calendar Of Meeting 2022

Committee noted that dates and times of meetings in 2022.

5.7 Pay Award 2022

Elaine explained that if October's CPI figure was above 2.5%, a return to negotiations between EVH and Unite the Union on the pay award would be triggered.

Should this occur, EVH would carry out a consultation with employers on a potential agreement for subsequent years.

Committee noted.

5.8 CHAS Donation

Elaine explained that EVH were fundraising for CHAS (Children's Hospice Association Scotland) as part of their Jobs Week.

Members agreed to donate either through advertising for a potential new post or by a direct donation.

Jade McGowan left the meeting

AGENDA ITEM 6.0 – REVIEW OF STAFF STRUCTURE

Elaine presented the report on the proposals to review the current staff structure to meet the objectives set by the Management Committee. She explained that it had been brought directly to the Management Committee as she had been unable to convene a quorate Staffing Sub and was anxious to progress the review and confirm any changes to staff.

Christine expressed concern that the proposals had not been fully discussed and proposed that any decisions should be deferred. Elaine advised that the draft proposals had been presented to the Staffing Sub-Committee and had also been discussed at a previous Management Committee meeting.

Robert noted that the proposals were being presented for discussion by members and commented that he felt the report was extremely thorough and would allow a full discussion. Edward agreed and proposed that the proposals should be discussed and decisions should not be deferred. The other members present agreed to move on with consideration of the proposals.

Elaine presented the proposals and the rationale behind them.

After a lengthy discussion on the proposals and the impact on service delivery, members voted to approve the proposals with the exception of Christine who voted against accepting the proposals at this time.

AGENDA ITEM 7.0 – INTERNAL AUDIT PLAN

Committee noted and approved the Internal Audit Plan for 2022.

AGENDA ITEM 8.0 – WORKING GROUPS

Elaine explained that, in recognition of the importance of recruiting for new Committee members and developing engagement strategies, it was being proposed that an Engagement Working Group be formed to focus on progressing these objectives.

Christine raised concerns that members of the Management Committee would be excluded from the decision-making process.

Edward clarified that any discussion at the working group would only result in proposals that would be presented to the full Management Committee for approval. Other members commented that the Committee received detailed reports that were discussed before any decisions were made. They felt that this ensured good governance and an open and transparent decision-making process.

After discussion, the Committee approved the formation of an Engagement Working Group consisting of the Chair, Vice Chair, Director and Engagement & Communications Manager.

Members gave the working group delegated authority to develop the remit for the working group and the Engagement Strategies.

AGENDA ITEM 9.0 – OFFICE OPENING HOURS

Elaine presented the background to the proposal to change the office opening hours once the office opened again to the public, highlighting the benefits to customers and service delivery.

Members approved the recommendation that Elaine consulted with the staff on the proposed changes.

AGENDA ITEM 10.0 – AWAY DAY

Members confirmed that they wanted an Away Day, pending restrictions and COVID guidance from the Scottish Government.

Members agreed to;

- An Away Day from a Friday to Saturday in February
- The focus of the day being the Business Plan and future strategic objectives
- Having an external consultant facilitate the event
- The management team attending the event

Committee instructed Elaine to progress arranging the Away Day and consulting with the other members on suitable dates.

AGENDA ITEM 11.0 – CORRESPONDENCE

Committee noted the items of correspondence received.

AGENDA ITEM 12.0 – ANY OTHER BUSINESS

12.1 Leave of Absence Request

Committee approved a six month leave of absence for Nora Dillion due to health issues.

12.2 Retirement of Management Committee Member

Robert reported that, due to her health deteriorating, Jean Gow had advised that she would be resigning from the Management Committee.

Committee members instructed that, once confirmed in writing, Elaine would arrange a gift and note of thanks in recognition of Jean's many years of service and commitment to the Association.

12.3 Christmas Office Closure

Members approved closing the office from Friday 24th December 2021 to January 6th January 2022. In keeping with previous years staff would be take annual leave to cover the days that were not public holidays but would be allowed ½ days on 24th and 31st.

AGENDA ITEM 13 – DATE OF NEXT MEETING

Elaine proposed holding the next meeting on Tuesday 21st December in the office and to have a Christmas social event for Committee members and the management team.

Members agreed to having the next meeting in the office on 21st December 2021

As there were no other items of business the meeting closed at 7.40pm.