

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

**Minutes of Management Committee Meeting
held on
Tuesday 19th October 2021 at 5.30pm via ZOOM**

Present:

Robert McLeary – Chair
Edward Harkins – Vicechair
Geraldine Baird - Secretary
Frances Cunningham
Jean Stewart
Maryellen McKeown

In Attendance:

Elaine Lister - Director

Leave of Absence:

Jean Gow
Eveline Thomson

AGENDA ITEM 1 – APOLOGIES

Apologies noted : Gary Gow
Karen McCartney
Christine McPhail

AGENDA ITEM 2 – ANNUAL DECLARATIONS

Members noted the requirements to complete and return their individual;

- Eligibility for Membership of the Management Committee
- Acceptance of the Code of Conduct
- Declaration of Interest

AGENDA ITEM 3 – ELECTION OF OFFICE BEARERS

Members noted the members of the Management Committee for 2021/2022.

After nominations and acceptance, the elected office bearers for the next 12 months are;

Chairperson – Robert McLeary
Vice-Chair – Edward Harkins
Secretary – Gerladine Baird

The members of the sub-committees remained the same.

Geraldine confirmed that one of the members currently on a leave of absence would be attending future Committee meetings when they resumed being held in the office.

The Chair advised that he would confirm the position of the other member of the Committee with regards a continued leave of absence.

AGENDA ITEM 4 – DECLARATIONS OF INTEREST

Geraldine Baird declared that she was a current member of the Management Committee of North View Housing Association and the Rutherglen Community Council.

AGENDA ITEM 5 – MINUTES OF PREVIOUS MEETING : 7th September 2021

The minutes of the previous meeting held on 7th September were noted as a true record.

Proposed : Jean Stewart

Seconded : Maryellen McKeown

Agenda Item 5.1 Matters Arising

5.1.1 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.

5.1.2 Committee Recruitment (Previous Agenda Item 3.1.3)

Members discussed the risks highlighted by the Regulator relating to the number of Committee members with more than 9 years' service and acknowledged the importance of getting new members on to the Committee.

After discussion the Committee agreed attracting new members should be made a priority objective for the Association with consideration given to forming a working group that would look at the options and progress a recruitment exercise.

5.1.3 Climate Control Conference (Previous Agenda Item 3.1.4)

Committee noted the reply to a member's enquiry regarding the activities/events on social housing being supported by the Scottish Government at COP26.

5.1.4 Sale of Land (Previous Agenda Item 4.2)

Committee noted that the interested party had not responded to communication from the Association regarding the valuation and legal costs.

5.1.5 Staff Structure Review (Previous Agenda Item 4.3)

Elaine advised that the job descriptions for all the staff had been re-drafted and discussed with the individual members of staff. She further advised that EVH and UNITE the Union had been informed about the review.

Geraldine noted the importance of considering the cost implications against the potential benefits of streamlining processes and improving service delivery.

Committee noted that a full report would be presented to the Staffing Sub-Committee.

5.1.6 Loan Portfolio Returns (Previous Agenda Item 5.0)

Committee noted that the return had been submitted to the Scottish Housing Regulator by the deadline.

5.1.7 External Audit Report (Previous Agenda Item 6.0)

Committee noted that the annual financial accounts had been submitted to the Scottish Housing Regulator by the deadline.

5.1.8 Model Rules (Previous Agenda Item 8.0)

Committee noted that the approved Model Rules would now be submitted to the Financial Conduct Authority for registration.

5.1.9 Code of Conduct (Previous Agenda Item 10.0)

Committee noted that no advice had been given as yet regarding the option of appeal for Committee members.

AGENDA ITEM 6 – MINUTES OF PREVIOUS SUB-COMMITTEE MEETINGS

6.1 Finance Sub-Committee – 17th August 2021

The minutes of the sub-committee meeting held on 17th August were noted as a true record.

Proposed : Frances Cunningham

Seconded : Edward Harkins

6.2 Housing Management Sub-Committee – 31st August 2021

The minutes of the previous meeting held on 31st August were noted as a true record.

Proposed : Jean Stewart

Seconded : Frances Cunningham

6.3 Maintenance Sub-Committee – 28th September 2021

The minutes of the previous meeting held on 28th September were noted as a true record.

Proposed : Maryellen McKeown

Seconded : Robert McLeary

AGENDA ITEM 7 – COMMITTEE DIGEST

7.1 Working Arrangements

Members discussed the proposed timetable for a phased return to full time office working and considered the option of 'blended working'. Although members were happy to look at the practicalities of blended working, concerns were raised about the potential impact on effective delivery of services.

Committee approved the phased return timetable and agreed to revisit the option of blended working once things have settled down and the position is clearer.

7.2 SHR's Quarterly COVID Return

Committee noted the return for Quarter 2.

7.3 Donation Request

Committee approved a donation of £250 to Cambuslang Colts to help with the purchase of strips and ongoing training costs with the request that the Association be given a mention in any publicity.

7.4 Annual Report

Committee noted the publication of the Annual Report on the Association's performance as reported in the ARC for 2020/2021

AGENDA ITEM 8 – REVISED TREASURY MANAGEMENT POLICY

Committee approved the revised policy.

AGENDA ITEM 9 – ANNUAL ASSURANCE STATEMENT

Elaine presented the reviewed self-assessment evidence bank and highlighted some amendments made. She also presented the draft Annual Assurance Statement.

After discussion, members agreed that they were fully assured that the Association was complying with all the Regulatory requirements and that there were no areas of material non-compliance.

Committee approved the draft Annual Assurance Statement for submission.

AGENDA ITEM 10 – CALENDAR OF MEETING 2022

Elaine explained the background to the proposal to move the dates of the Management Committee to the 2nd last Tuesday of the month. Members also considered making the start date of meetings later to better accommodate those that worked.

After discussion Committee members;

- Approved moving Management Committee Meetings to the 2nd last Tuesday of the month
- Agreed to starting Management Committee and sub-committee meetings at 5.45pm
- Noted the proposed calendar of meetings for 2022
- To resume physical meetings in the office with the option to hold 'blended meeting'
- Instructed that papers should be issued one week before the scheduled meeting.

AGENDA ITEM 11 – CORRESPONDENCE

Committee noted receipt of;

- The GWSF note on the meeting with Ministers
- EVH Monthly Bulletin

AGENDA ITEM 12 – AOCB

12.1 Finance Conference

Robert confirmed that he was attending the SFHA Finance Conference on 16th & 17th November.

AGENDA ITEM 13 – DATE OF NEXT MEETING

The next meeting of the Management Committee will be held on Tuesday 23rd November 2021 at 5.45pm in the Association's offices. Elaine will investigate the option of offering a 'blended meeting'.

As there were no other items of business the meeting closed at 7.25pm.