

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

**Minutes of Management Committee Meeting
held on
Tuesday 19th April 2022
at 5.45pm in the Association's Office**

Present:

Edward Harkins – Chair
Robert McLeary
Maryellen McKeown
Natalie Kirk
Gary Gow
Jean Stewart
Eveline Thomson

In Attendance:

Elaine Lister - Director
Sophie Campbell
Hollie Beattie

The Chair formally welcomed Natalie Kirk to her first meeting.

Elaine introduced Sophie, Administration Assistant who was attending as Minute Taker for the first time and Hollie Beattie who had recently started with the Association as Administration Assistant.

AGENDA ITEM 1 – APOLOGIES

Apologies noted: Christine McPhail
Geraldine Baird
Frances Cunningham
Karen McCartney

Elaine advised that Christine McPhail had missed 4 consecutive Management Committee meetings and, in line with Rule 44.3, this meant that she ceased to be a member of the Committee.

It was agreed that, on behalf of the Committee, Elaine would write to advise Christine and thank her for her service.

Eveline Thomson advised that she was no longer on Leave of Absence.

AGENDA ITEM 2 – DECLARATIONS OF INTERESTS

Elaine noted that the staff present had to declare an interest in Agenda Item 3.1.3 – Salary Increase.

Natalie Kirk declared an interest in Agenda Item 5.1 – application to Join the Management Committee.

AGENDA ITEM 3 – MINUTES OF PREVIOUS MEETINGG – 22nd March 2022

The minutes of the previous meeting held on 22nd March 2022 were noted as a true record.

Proposed : Maryellen McKeown

Seconded : Robert McLeary

Agenda Item 3.1 – Matters Arising

3.1.1 Office Opening/Working Hours (previous agenda item 3.1.1)

Committee noted that;

- The office opened to the public on Monday 4th April from 9am-4.30pm Mon-Fri – 9am- 3.30pm Fri.
- The office is opened all day to the public now as opposed to closing for an hour each day between 1pm-2pm.
- Visitors are encouraged to book appointments and follow the safety protocols in place
- The new working hours/opening hours will be reviewed after 6 months.

3.1.2 Working Arrangement (previous agenda item 3.1.2)

Members noted that all staff are now back working in the office full time.

3.1.3 Salary Increase (previous agenda item 3.1.3)

Members noted that, following an email to all members of the Management Committee, 5 committee members responded and agreed on the increase and one committee member abstained due to a conflict of interest. Accordingly Elaine had contacted EVH accepting the proposed increase on behalf of the Association..

3.1.4 Landamer Day (previous agenda item 5.3)

It was noted that this is ongoing.

3.1.5 Homes for Ukrainian Refugees Scheme (previous agenda item 5.6)

Elaine advised that Local Authorities were acting as ‘super sponsors’ and would have a co-ordinating role, matching individuals/families with suitable housing. The Association had provided information on available/potentially available properties but had received no requests from South Lanarkshire Council to date.

Robert noted that he had hoped the private sector would pick up much of the demand, but this had not seemed to have been the case so far.

Edward requested that the £50 prize draw that he had won at the AGM but asked to be held, was now donated to the Ukrainian Refugees Appeal Fund.

Committee noted the update.

3.1.6 Notifiable Events (previous agenda item 5.7)

It was noted that this is ongoing.

3.1.7 Membership of the Management Committee Policy (previous agenda item 9.0)

It was noted that this is ongoing.

3.1.8 Engagement Plan (previous agenda item 10.1)

It was noted that Elaine had advised the regulator that the draft plan had been approved by the Management Committee.

AGENDA ITEM 4 – MINUTES OF SUB-COMMITTEE MEETINGS

4.1 Minutes of Maintenance Sub-Committee Meeting – 29th March 2022

The minutes of the Maintenance Sub Committee Meeting held on 29th March 2022 were noted as a true record.

Proposed : Gary Gow

Seconded : Mary Ellen McKeown

AGENDA ITEM 5 – COMMITTEE DIGEST

5.1 Application to Join Management Committee

Natalie Kirk declared her interest as Karen was relative and agreed that she would not participate in any discussion or vote on this item.

After consideration members approved the application from Karen Kirk to join the Management Committee as a co-optee until the next AGM when she could stand for election.

Elaine confirmed that she would contact Karen on the Committee's behalf.

5.2 FMD Rates

Members noted the average increase of 4.1% to the rates and agreed to continue to buy in the financial support from FMD.

5.3 Citizen's Advice Surgeries

Committee noted the CAB surgeries are starting in the office again on 10th & 11th May and will be continuing every Tuesday and Wednesday.

5.4 SHARE Affiliation

Committee agreed to continue the affiliation with SHARE.

5.7 Entitlements, Benefits and Payments Register

Members noted that the policy and procedures were under review and agreed to training on the these and the Declarations of Interest.

5.8 Fraud Register 21/22

It was noted that there had been no reported incidents of fraud in the last year.

5.9 Donations Register 21/22

Elaine advised that future reports on annual donations made by the Association would be more detailed.

Edward asked that it be noted that applications should be directed to the Committee, even if below the £250 threshold for delegated authority to the Director, and should be made by the requesting body directed, not through Committee members.

Elaine confirmed that organisations that Committee members were part of were not excluded from requesting a donation from the Association but would need to declare an interest and not participate in any discussion or vote.

Robert stated that information on the donations made should be publicised via the website and newsletter. Elaine advised that this had already been instructed as part of the review of the website's content.

Robert noted that having a map of where the Association's stock would be help to identifying where organisations requesting donations were in relation to the stock.

Members noted that a total of £1,000 had been donated to 4 local charities/organisations in the last financial year.

Elaine will investigate getting a suitable map of where the stock is.

5.10 Induction of New Committee Members

Committee advised that the 2 new members would have a programme of induction over the next few weeks.

5.11 Staffing Update

Elaine gave an update in the changes to the staffing compliment and advised that;

- The new Administration Assistant had been appointed
- A temporary Maintenance Officer was being recruited to cover the vacant post pending a review of the needs of the department going forward
- A temporary Administration Assistant would be recruited after the summer to cover the coming maternity leave

Members discussed the structure of the Maintenance department to ensure that it was adequately staffed and able to manage the workload. Edward proposed that an external review of the department and the Asset Management Strategy would help inform future succession planning.

Members noted the report and agreed to investigate appointing an external consultant to carry out a review of the needs of the department in the future.

5.12 Schedule of Report – April 2022

Committee noted the schedule of reports for April and noted the reports outstanding.

AGENDA ITEM 6.0 – COMMITTEE LEARNING & DEVELOPMENT PLAN

Committee approved the proposed plan and agreed to have training sessions held separately from scheduled meetings of the Management Committee as this would make meeting overly long.

Members further agreed to having a training session on Entitlements, Benefits & Payments and Declaration of Interests on Tuesday 31st May 2022. It was noted that staff would also have the training that afternoon and agreed to the office closing early that day.

After discussion it was agreed that there would be a standing item on the agenda for members to report back on any training they had attended. This would inform the Committee Training Register which would be reported on annually.

Agenda Item 7.0 – Flexible Working Application/Hybrid Working

Due to the confidential nature of this agenda item, the minute of the discussion has been redacted.

AGENDA ITEM 8.0 – STAFF CODE OF CONDUCT

Members noted the key changes in the revised model and approved the draft for issuing to members of staff.

AGENDA ITEM 9.0 – CORRESPONDENCE

9.1 EVH AGM

Members noted that the event was being held on Friday 29th April 2022 in the Grand central Hotel and via Zoom.

Robert advised that, as the Association’s representative, he would be attending.

9.2 Glasgow & West of Scotland Forum

Members noted the publication of the forum’s responses to the Scottish Government’s consultations on;

1. Proposed new homelessness prevention duties for Has
2. Proposed Rented Sector Strategy

Elaine to send copies to members as requested.

9.3 SFHA Annual Conference

Members noted the event would be taking place on Tuesday 14th & Wednesday 15th June 2022 in the Radisson Blu Hotel, Glasgow.

Edward and Robert requested that they are booked on to attend both days.

AGENDA ITEM 10.0 – AOCB

10.1 Partnership with Glasgow Caledonian University

Edward advised that he had a contact within Glasgow Caledonian University and had been discussing the possibility of developing a partnership to work with students and post-graduates under the mission “Common Good”

Elaine advised that John McNulty also contacted a few Universities to potentially find a student who could help with surveys to cover the vacancy in the Maintenance department.

AGENDA ITEM 12.0 – Date of next meeting

The next meeting of the Management Committee will be held on Tuesday 24th May 2022.

As there were no other items of business the meeting closed at 7.35pm