

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

**Minutes of Management Committee Meeting
held on
Tuesday 24th May 2022
at 5.45pm in the Association's Office**

Present:

Edward Harkins – Chair
Robert McLeary
Maryellen McKeown
Frances Cunningham
Karen McCartney
Natalie Kirk
Gary Gow
Jean Stewart
Karen Kirk

In Attendance:

Elaine Lister – Director
Sophie Campbell – Admin Assistant
Robert McGinlay – FMD (to item 7)

The Chair formally welcomed Karen Kirk to her first meeting.

AGENDA ITEM 1 – APOLOGIES

Apologies noted: Eveline Thompson

Elaine advised that Geraldine Baird 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 Geraldine and thank her for her service.

AGENDA ITEM 2 – DECLARATIONS OF INTERESTS

None were noted.

The Chair proposed taking Agenda Items 5 – 8 next to allow Robert McGinlay, FMD to leave the meeting. This was unanimously approved.

AGENDA ITEM 3 – MANAGEMENT ACCOUNTS

Robert presented the management accounts for Quarter 4 and advised that;

- The Association made a surplus for the period of £866,000 which was a favourable surplus of £243,000 against a budget of £623,00
- There were no negative variance in the current period that gave cause for concern

- All financial covenants had been met
- At the end of the period there remained healthy cash levels of £1.87m

After consideration of the accounts, the Committee approved the Management Accounts for the period up to 31st March 2022 and noted that these would be sent to the lenders in line with the covenants.

AGENDA ITEM 4 – FIVE YEAR FINANCIAL PLANS

Robert explained that the Association was required to submit its Five Year Financial Projections to the Scottish Housing Regulator.

Committee considered the return and approved it for submission.

AGENDA ITEM 5 – LONG TERM FINANCIAL PROJECTIONS

Robert presented the key points of the projections including;

- The main changes since the prior year
- The main assumptions
- Projections
- Main considerations
- Sensitivity analysis

He advised that, based on reasonable assumptions and expectations, the projections show annual surpluses throughout the 30 year period and confirm more than adequate liquidity in order to allow implementation of the Association's financial plans.

He further advised that there were no issues in respect of loan covenant compliance and that the Association continued to operate satisfactorily.

Members thanked Robert for his presentation and approved the 30 year financial projections.

AGENDA ITEM 6 TREASURY MANAGEMENT REPORT

Robert presented the Treasury Management Report for Quarter 4, highlighting that as at 31st March 2022;

- Cash and cash equivalents remain healthy at £1.87m
- Loan balances totalled £9.53m
- All financial covenants have been met in relation to the outstanding borrowings
- The valuations on the Association's stock had improved

Members approved the report and noted that the accounts would be submitted to the lenders.

The Chair thanked Robert for his presentations.

Robert McGinlay left the meeting.

AGENDA ITEM 7- MINUTES OF PREVIOUS MEETING – 19TH APRIL 2022

The minutes of the previous meeting held on 19th April 2022 were noted as a true record.

Proposed : Maryellen McKeown

Seconded : Jean Stewart

Agenda Item 7.1 – Matters Arising

3.1.1 Membership of the Management Committee (previous agenda item 1)

Committee noted.

3.1.2 Landamer Day/Summer Fest (previous agenda item 3.1.4)

Members agreed to the donation of £500 to both events with some of the Landamer donation going to cover the costs of the medals for the fun run.

It was noted that the Association would be invited to the awards ceremony.

3.1.3 Notifiable Events (previous agenda item 3.1.6)

Committee noted that there had been no further correspondence from the Regulator and that, on the portal, both notifications had been “resolved or marked inactive”

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

It was noted that there had been no response from the solicitor yet.

3.1.5 Donations Register (previous agenda item 5.9)

It was agreed that request for donation under £250 should be addressed to the Management Committee but that Elaine would still have delegated authority to approve such requests on the Committee’s behalf.

Committee noted that this would be included in the review of the website content.

3.1.6 Induction of New Committee Members (previous agenda item 5.10)

It was noted that this would now include Karen.

3.1.7 Staffing Update (previous agenda item 5.11)

Committee noted that the temporary Maintenance Officer has started.

3.1.8 Committee Training (previous agenda item 6.0)

Committee noted the Entitlements, payments, Benefits & Declarations of Interest training being held on 31st May 2022

3.1.9 Flexible Working Application (previous agenda item 7.0)

Edward noted that the inclusion of Committee Members on the Working Group could be seen as a 'consultation' and proposed that further advice was sought. Robert supported this approach and advised that EVH may also give some advice on the rules and regulations.

Committee agreed that Elaine would contact McMahon Employment Law.

3.1.10 Staff Code of Conduct (previous agenda item 8.0)

It was noted that this had been issued to staff.

AGENDA ITEM 8 – MINUTES OF PREVIOUS SUB-COMMITTEE MEETINGS

8.1 Minutes of Housing Management Sub-Committee Meeting – 26th April 2022

The minutes of the Housing Management Sub Committee Meeting held on 26th April 2022 were noted as a true record.

Proposed : Jean Stewart

Seconded : Eveline Thompson

AGENDA ITEM 9 – COMMITTEE DIGEST

9.1 SHR Covid Return – Quarter 4

Committee noted the return data and that this quarterly return was no longer required to be submitted.

9.2 Tenant Satisfaction Survey

Committee agreed to a joint procurement exercise.

9.3 Lease of Unit 4

Committee noted the unit was now let.

9.4 Recruitment

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

9.5 Committee Training Register

Members noted Edward's feedback from the Chair's Retreat.

9.6 Staff Uniforms

Edward raised concerns about the compliance with equalities and, specifically religious and cultural clothing. After discussion it was agreed that Elaine would include a clause stating that the Association would respect religious and cultural clothing and accessories but that they should normally be in keeping with the uniform e.g. in colour.

Committee noted the draft policy and agreed;

- The members of the Management Team should be covered by the terms of the policy
- Use of other suppliers would be allowed under certain circumstances
- To increase the allowance to £600 over an 18-month period, pro-rata for new staff etc

AGENDA ITEM 10.0 – ANNUAL RETURN ON THE CHARTER (ARC)

Committee noted the data and approved the ARC for submission.

AGENDA ITEM 11.0 – MEMBERSHIP OF SUB-COMMITTEES & ASPIRE BOARD

The membership of the Sub-Committees was agreed as noted:

Finance, Audit & Risk Sub – Gary Gow (Chair), Robert McLeary, Edward Harkins, Frances Cunningham

Staffing & Health & Safety Sub – Robert McLeary (Chair), Frances Cunningham, Edward Harkins, Karen McCartney

Development Sub – Edward Harkins (Chair), Robert McLeary, Gary Gow

The membership of the Housing Management and Maintenance Sub-Committees remain the same.

The Membership of the **Aspire Board** was agreed as, Robert McLeary (Chair), MaryEllen McKeown, Edward Harkins

It was noted that the Association's Secretary was no longer on the Committee and, as this position is required under the Rules, Edward proposed Robert McLeary. This was unanimously approved and it was agreed to consider the position of a Vice-Chair, which is not a requirement under the Rules, after the AGM.

AGENDA ITEM 12.0 – ENGAGEMENT WORKING GROUP REPORT

Committee noted the report.

AGENDA ITEM 13.0 CORRESPONDENCE

Committee noted the monthly updates from EVH and Glasgow & West of Scotland Forum.

AGENDA ITEM 14 – ANY OTHER BUSINESS

None

AGENDA ITEM 15.0 – DATE OF NEXT MEETING

The next meeting of the Management Committee will be held on Tuesday 21st June 2022

As there were no other items of business the meeting closed at 7.30pm