

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

**Minutes of Management Committee Meeting
held on
Tuesday 21st June 2022
at 5.30pm in the Association's Office**

Present:

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

In Attendance:

Elaine Lister - Director
Jade McGowan

AGENDA ITEM 1 – APOLOGIES

Apologies noted: Karen McCartney

AGENDA ITEM 2 – DECLARATION OF INTEREST

None were noted

AGENDA ITEM 3 – MINUTES OF PREVIOUS MEETING – Tuesday 24th May 2022

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

Proposed: Jean Stewart

Seconded: Frances Cunningham

Agenda Item 3.1 – Matters Arising

3.1.1 – Rule 44.3 (previous agenda item 1.0)

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

3.1.2 Notifiable Events (previous agenda item 3.1.3)

Committee noted the response from the Scottish Housing Regulator and that Elaine had uploaded the information requested.

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

Committee noted this would be forwarded to solicitor for comment

3.1.4 Flexible Working Application (previous agenda item 3.1.9)

Members noted the meeting with McMahon Employment Law.

It was agreed that developing the Association's approach to hybrid working and flexible working applications would be dealt with at the Staffing Sub-Committee

3.1.5 Lease of Unit 4 (previous agenda item 9.3)

Committee noted.

3.1.6 Recruitment (previous agenda item 9.4)

Members of the Staffing Sub-Committee agreed to meet on Tuesday 28th June

3.1.7 Staff Uniforms (previous agenda item 9.6)

Committee approved the proposed changes to the Uniforms Policy

AGENDA ITEM 4.0 – MINUTES OF PREVIOUS SUB-COMMITTEE MEETINGS

4.1 Minutes of Maintenance Sub-Committee Meeting – 7th June 2022

Members discussed the process and timescales for approving minutes of sub-committees.

It was agreed that minutes of sub-committee would be presented to the management Committee as drafts to allow discussion, comments and recommendations to be fed back to the Sub-Committee. The minutes would however be approved at the next meeting of the relevant sub-committee.

AGENDA ITEM 5.0 – COMMITTEE DIGEST

5.1 Committee Training Register May – June

It was noted that Edward and Robert had attended the SFHA Annual Conference and found the event worthwhile.

Edward circulated a report on the workshops etc

5.2 Staff Attendance 2021/2022

Committee noted.

5.3 Committee Attendance Feb – May 2022

Committee noted

5.4 Schedule of Reports May & June 2022

Committee noted

5.5 Retail Unit at 38 Hamilton Road

Elaine explained that the unit had been vacant for some time. Additionally, the shop next door was due to become vacant as the business had shut down.

The members considered the options of;

- Conversion to residential use – it was noted that this had been looked at a number of years ago but that, due to changes in planning regulations, etc it was not considered feasible at this time
- Advertising for rent – Little interest shown
- Selling on the open market – estimated valuations and costs for selling 38 Hamilton Road show a potential income of around £25K

After discussion, it was agreed that both units should be sold on the open market.

ITEM 6.0 – DRAFT POLICIES

Members considered the draft Whistleblowing and the Entitlements, Payments & Benefits Policies.

It was noted that both policies were based on SFHA's models, good practice and comparison with policies of other RSLs. Elaine explained that there were some clauses within the Entitlements, Payments and Benefits Policy that were discretionary that members agree to could include for clarification.

After discussion members agreed to allow;

- An advancement of salary with permission of the Director and limited to once a year
- Employment of someone closely connected to a member of staff with permission of the Director and Chair for posts above Grade 7 and permission of the Director of Grade 7 and below
- Previous members of staff to join the Management Committee after 12 months from date their employment ends with the Association
- Attendance by staff and/or Committee members at events to mark awards, achievements or other significant milestones relevant to the Association's business, costs limited to £500 inclusive of travel and accommodation
- Gifts from tenants and external sources so long as they are declared, are not cash, and the value does not exceed £50. Anything above that value should be raffled off.

AGENDA ITEM 7.0 – TENANT ENGAGEMENT WORKING PARTY

Edward noted that the wording should be that the three objectives identified should be the next stage in the process rather than would be in recognition that the situation was fluid.

Committee noted the Working Group's report

AGENDA ITEM 8.0 – CORRESPONDENCE

8.1 EVH Conference

Being held on 8th & 9th September at the Hilton Hotel, Glasgow

Committee to advise Elaine if they wish to attend.

AGENDA ITEM 9.0 – ANY OTHER BUSINESS

Robert advised that the Association had been mentioned in the Landemer Day programme.

AGENDA ITEM 10.0 – DATE OF NEXT MEETING

It was noted that there were no meetings in July, so the next meeting would be on 23rd August 2022.

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