

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

**Minutes of Management Committee Meeting
held on
Tuesday 23rd August 2022
at 5.45pm in the Association's Office**

Present:

Edward Harkins – Chair
Robert McLeary
Frances Cunningham
Maryellen McKeown
Natalie Kirk
Karen Kirk

In Attendance:

Elaine Lister - Director

AGENDA ITEM 1 – APOLOGIES

Apologies noted: Karen McCartney

Elaine advised that requests for leave of absence had been submitted by Jean Stewart due to ill health and Eveline Thomson due to family bereavement.

Members approved both requests and asked that flowers and a card be sent to both Jean and Eveline.

AGENDA ITEM 2 – DECLARATION OF INTEREST

None were noted

AGENDA ITEM 3 – MINUTES OF PREVIOUS MEETING – Tuesday 21st June 2022

The minutes of the previous meeting held on 21st June 2022 were noted as a true record.

Proposed : Frances Cunningham
Seconded : Robert McLeary

Agenda Item 3.1 – Matters Arising

3.1.1 – Rule 44.3 (previous agenda item 1.0)

Committee noted

3.1.2 – Notifiable Events (previous agenda item 3.1.2)

Committee noted

3.1.3 – Flexible Working Applications (previous agenda item 3.1.4)

Committee noted a meeting with McMahon Employment Law had been arranged for Friday 9th September.

3.1.4 – Retail Unit at 38 Hamilton Road (previous agenda item 5.5)

Committee noted

AGENDA ITEM 4.0 – DRAFT MINUTES OF PREVIOUS SUB-COMMITTEE MEETINGS

4.1 – Minutes of Housing Sub-Committee Meeting – 5th July 2022

Members noted the draft minutes pending approval at the next sub-committee meeting.

AGENDA ITEM 5.0 – COMMITTEE DIGEST

5.1 Committee Training Register – May – June

It was noted that no members had attended any training events during the period.

5.2 Schedule of Reports – May & June

Committee noted

5.3 Data Access & FOI Requests 2021/2022

Committee noted

5.4 Property Factors Register Update

Committee noted the decrease in the number of properties factored by the Association.

5.5 Complaints & Learning Outcomes – March – June

Committee noted that all complaints had been responded to within target timescales and the outcomes.

5.6 Compliance with Returns & Submissions

Committee noted that all returns and submissions had been submitted before the deadlines.

AGENDA ITEM 6.0 – AGM 2022

Members noted the arrangements for the Annual General Meeting and the members due to stand down were Edward Harkins, Gary Gow, Mary Ellen McKeown and Karen McCartney. It was also noted that, as co-optees, Karen and Natalie would also require to stand for election.

Members agreed that the covering letter to the membership had to stress that the Association was looking to support community activities and wanted to engage with residents.

Members unanimously;

- Approved recommending Azets as the Association's external auditors
- Endorsed all re-tiring members standing for re-election
- Agreed to a having a social event after the formal business of the AGM. It was further agreed this should include refreshments, a prize draw for 2 x £25 vouchers and bingo with prizes of £75 and £25

AGENDA ITEM 7.0 – DATA PROTECTION OFFICER

Elaine presented the report and explained that the Association was legally required to have a Data Protection Officer. This is currently being covered by the Administration/HR Manager but, with the increase of data protection legislation, this was becoming more complex and onerous.

Additionally, as data access requests can come from staff, it would not be appropriate for the HR Manager to deal with such requests.

Edward noted that data protection was becoming increasingly important to public service providers and, over recent years, had become a specialist area.

Frances noted that, in her professional role with another Housing Association she worked with Really Good Data Protection.

After discussion on the options available and the comparative costs, Mary Ellen proposed appointing Information Law Solutions to provide the Association with DPO services for 12 months. This was seconded by Karen. As there were no other proposals or objections, it was agreed to appoint Information Law Solutions.

AGENDA ITEM 8.0 - WHISTLEBLOWING TRAINING

Elaine gave the training presentation which covered;

- What is whistleblowing
- Why it is important
- Regulatory requirements relating to whistleblowing
- What can be reported and who can whistleblow
- Whistleblowing procedures
- Protection & support for whistleblowers
- Vexatious allegations

AGENDA ITEM 9.0 – CORRESPONDENCE

There were no items of correspondence for distribution.

AGENDA ITEM 10.0 – ANY OTHER BUSINESS

10.1 Factoring Services at Mill Road

Elaine gave a brief outline of the issues with factoring the 2 wholly owned blocks of flats that lead to the recommendation to withdraw the service. Mary Ellen confirmed that this had previously been discussed at the Maintenance Sub-Committee.

Members agreed that the appropriate notices should be served on residents in the 2 blocks advising that the Association would be withdrawing factoring services at the end of the notice period.

10.2 Appraising the Senior Officer Training

Elaine advised that in-house training on appraising the Director could be provided via SHARE.

Edward noted that it would be more cost effective if more Committee members attended. Robert, Frances and Mary Ellen noted interest in attending the training session.

Elaine will arrange a suitable date for the training session.

AGENDA ITEM 11.0 – DATE OF NEXT MEETING

Members agreed that the meeting should be suspended at this point and continued on 6th September 2022 when the annual statement of accounts would be presented by James McBride from Azets.

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

Signed by Chairperson	
Name	Edward Harkins
Date	25 th October 2022