

**RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION**

**Minutes of Management Committee Meeting  
held on  
Tuesday 20<sup>th</sup> December 2022  
at 6.30pm in the Association's Office**

**Present:**

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

**In Attendance:**

Elaine Lister  
Jim Kerr  
Wilma McInerney

**AGENDA ITEM 1 – APOLOGIES**

Apologies noted: Karen McCartney, Karen Kirk, Evelin Thompson, Jean Stewart

Due to health issues, Jean Stewart had requested a leave of absence. This was approved.

**AGENDA ITEM 2 – DECLARATIONS OF INTEREST**

Elaine Lister, Jim Kerr, Wilma McInerney and Frances Cunningham declared an interest in Agenda Item 5.4.3 – Pay Award 2023.

**Chairs Opening Remarks:**

The Chair welcomed back Elaine Lister and advised the members that, during her absence, the association's business had been covered by the senior staff team and the Office Bearers.

He stated that he was starting the meeting on the assumption that members had read the papers.

**AGENDA ITEM 3 – MINUTES OF PREVIOUS MEETING – 25<sup>TH</sup> October 2022**

Agenda item 5.3 - It was noted that that it would be the Director that would sign the contract with Information Law Solutions not the Data protection Officer.

With that amendment the minutes of the previous meeting held on 23<sup>rd</sup> August 2022 were noted as a true record.

Proposed: Frances Cunningham

Seconded: Maryellen McKeown

**Agenda Item 3.1 – Matters Arising**

**4.0 – Election of Officer Bearers**

It was noted that clarity on the start date of the Chair's tenure had to be confirmed.

## **AGENDA ITEM 4 – MINUTES OF PREVIOUS SUB-COMMITTEE MEETINGS**

### **4.1 Draft Minutes of Maintenance Sub-Committee – 25<sup>th</sup> October 2022**

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

### **4.2 Draft Minutes of Finance Sub-Committee – 15<sup>th</sup> November 2022**

Agenda Item 4 – Edward asked for clarification on what properties the contractor would not be asked to attend. Elaine confirmed that it was both the tenant's and her son's as she was always in attendance when contractors were there.

Edward asked that this be made clearer in the minute.

Agenda Item 6 – Edward felt the wording regarding not filling the Asset Manager's post was slightly misleading and asked for the last sentence to be reworded.

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

### **4.3 Draft Minutes of Housing Management Sub-Committee – 6<sup>th</sup> December 2022**

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

## **AGENDA ITEM 5 – COMMITTEE DIGEST**

### **5.1 Committee Training Register September – December**

Committee noted the attendance of the office bearers at The HR & Governance Conference and their feedback

### **5.2 Tenant Satisfaction Survey 2023**

Members discussed the importance of the survey to help identify tenants' priorities and possible areas of service improvement.

Robert noted that, from discussions at conferences etc, he was getting the impression that many organisations were experiencing a drop in satisfaction levels and this reflects a general discontent nationwide.

Members discussed the draft survey and agreed that it was comprehensive and that no further questions were required.

### **5.3 Committee & Senior Staff Business Planning Day**

The date for the Planning Day was agreed as Saturday 11<sup>th</sup> February and members approved Risk Management for the agenda. Members also requested, if possible, that Angela Spence facilitated the day as they felt they had a good rapport with her and she had made last year's day productive and interesting.

## 5.4 Staffing Update

### 5.4.1 Director' Absence

Members noted that the Director's long term absence had been submitted to the Regulator as it was a notifiable event and planned programme for her phased return to work.

### 5.4.2 Finance Department

Members noted the proposals for covering the day-to-day tasks within the finance department and agreed to these being further investigated by the Director and Office Bearers.

### 5.4.3 Pay Award 2023

Wilma explained that the payments of £150 in January, February and March were not part of the wage negotiations but had been agreed separately by EVH and the union in response to the cost of living crisis.

Members noted the terms of the agreed pay deal for 2023/24.

### 5.4.4 Public Holiday for Coronation

Committee noted that Monday 8<sup>th</sup> May 2023 was a public holiday for the coronation.

### 5.5.5 EVH Membership Renewal

Members approved renewing the Association's membership of EVH for 2023.

### 5.5.6 Scottish Federation of Housing Association's (SFHA) Affiliation Renewal

Members approved renewing the Association's affiliation with SFHA but requested that, at some point, a value for money exercise was carried out.

### 5.5.7 Development at New Road

Elaine gave an update on the progress with the project but advised that no final decision on progressing with development would be taken until the funding has been approved, the cost of the private finance required has been established and a full risk assessment exercise has been carried out.

Edward commented that the Association may well have to consider its 'risk appetite' in light of rising costs and, potentially, capped or frozen rent increases.

Committee noted.

### 5.5.8 Calendar of Meeting 2023

Committee noted.

## **AGENDA ITEM 6 – RENT INCREASE 2023 CONSULTATION**

Members discussed the potential implications for the Association if the Scottish Government extends the freeze on rent increases or sets a cap for increases for the coming financial year. It was noted that the impact would not just be on the Association's income for 2023/24 but would have a knock-on effect.

Members also discussed the proposals in the budget to set the increase at 5% and the consequent need to cut back on the planned maintenance programme for the year. It was noted that the work postponed would need to be caught up on over the course of the next couple of years. Although this was not ideal, members felt it was a prudent approach.

It was noted that the consultation exercise had allowed for 3 options for the rent increase and corresponding impact on the planned maintenance programme.

Elaine advised that the response rate had been the highest the Association had had and it was felt that this reflected tenants' concerns over the rising costs of living.

Members noted that it was intended to carry out another consultation exercise after the Government's announcement but felt that, unless anything changes such as a capped increase of less than 5%, another consultation may well cause confusion. Members also felt that an increase of more than 5% would be unsustainable for tenants in the current economic climate.

Members agreed to review the position once the Scottish Government had announced its intentions regarding next year's increase.

## **AGENDA ITEM 7 – ENGAGEMENT WORKING GROUP**

Jim gave members a verbal update on the work of the group and advised that, due to circumstances, progress with the action plan had been slow. However, the group would be reconvening and reviewing the plan over the next few weeks.

Jim also advised that he was hoping to meet with Healthy & Happy to discuss potential options for collaborative working. Edward asked that he be included in the meeting.

Edward commented that the members may have to look into getting external guidance and support in order to deliver its objectives as this was new territory for the Association.

Committee noted.

## **AGENDA ITEM 8 – CORRESPONDENCE**

Members noted the correspondence received.

It was agreed that attendees at the SHARE Annual Conference would be Karen Kirk, Natalie Kirk, Robert McLeary, Edward Harkins, Karen McCartney and Mary Ellen McKeown.

It was further agreed that Robert, Edward, Maryellen and Karen McCartney would attend the EVH Annual Conference.

Wilma was asked to contact members not at the meeting to confirm if they wished to attend either of the conferences.

## **AGENDA ITEM 9 – AOCB**

9.1 Robert advised that he was speaking to Clyde Gateway regarding the site of the Police station across from the office carpark.

9.2 Jim advised that the delivery of the Winter newsletter and 2023 calendars had been delayed due to the postal strikes.

9.3 Gary Gow advised that a great many fuel pre-payment vouchers had not been redeemed and asked if the association could publicise these to tenants and encourage them to claim. It was agreed this would be out on the website.

## **AGENDA ITEM 10 – DATE OF NEXT MEETING**

The next scheduled meeting of the Management Committee is Tuesday 24<sup>th</sup> January 2023 at 5.45pm.

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