

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

**Minutes of Management Committee Meeting
held on
Tuesday 23rd January 2024
at 5.45pm in the Association's Office**

Present:

Robert McLeary
Frances Cunningham
Natalie Kirk
Karen Kirk

In Attendance:

Elaine Lister – Director
Jim Kerr – Assistant Director
Angela Spence – Ideal Outcomes

AGENDA ITEM 1.0 – APOLOGIES

Apologies were received from Karen McCartney, James Ross and Gary Gow

Frances Cunningham agreed to Chair the meeting

AGENDA ITEM 2.0 – DECLARATIONS OF INTEREST

Natalie Kirk declared an interest in agenda item 7.1 as she was a member of the Community Committee for the Caledonian Centre.

AGENDA ITEM 3.0 – NOTIFIABLE EVENT

Elaine advised that Edward had not been in touch to withdraw his resignation from the Management Committee. Although the guidance did not explicitly require this to be submitted as a Notifiable Event as Edward had not resigned for non-personal reasons, it was agreed that a submission would be made to the Scottish Housing Regulator.

Elaine will submit a Notifiable Event via the landlord's portal

AGENDA ITEM 4.0 – ANNUAL ASSURANCE STATEMENT REVIEW & ACTION PLAN

Frances welcomed Angela Spence from Ideal Outcomes.

Angela recapped on the commission she had undertaken for the Association and confirmed that she had now considered the Association's supporting evidence for each of the standards and regulatory requirements. She gave an overview of the regulatory standards and expectations and the requirement for the Management

Committee members to make a collective annual statement that they, as the governing body, are assured of the Association's compliance, or not as the case may be, with each of the standards. Where members were not assured, the statement should highlight this and outline the work being carried out to meet full compliance. She also explained that it was not sufficient to simply state that the Association was compliant as this had to be clearly evidenced and that the evidence and supporting documents should be easily accessible, up-to-date and relevant.

It was noted that the work she had carried out had not been a full governance review but had concentrated on what evidence was available to support the Association's assertion of compliance. From her work, an action plan had been developed in liaison with the Director and Assistant Director that was intended to strengthen and improve the supporting evidence and give additional assurance to Committee members. The action plan would be monitored with actions completed highlighted and then removed so that members could see what progress was being made.

Going forward, Angela advised that it would be critical for the evidence bank to be maintained and kept up to date and recommended that consideration be given to identifying a member of staff to 'take ownership' of the evidence bank to ensure that it was updated with new policies, documents, links etc.

Angela highlighted that additional action points had been added to the action plan to further strengthen the assurance relating to tenant health and safety and procurement. It was noted that work was being done to collate all the relevant documents within the property files for ease of reference and reporting to Committee. This could be demonstrated to members as part of ongoing reporting on compliance. It was also noted that work had already been carried out with regards procurement of repairs services and that an action plan for further improvements to the procurement processes was being developed by Dougie Gold as part of the overall review of the asset management function. Angela recommended that the wider asset management improvement action plan should be reviewed quarterly.

Angela referred to the regulatory standard 4 and recommended that a more formal structure was put in place for the appraisal and ongoing support and engagement with the Director. Angela also referred to the guidance 4.4 which related to group structures and recommended that members considered how the level of assurance could be strengthened further.

With reference to standard 6, she noted that the Committee appraisals had been carried out by EVH but had not included final learning and development plan for individual members or the Committee collectively. She recommended that plans for each Committee members and the Committee as a whole be developed and implemented.

Robert commented that the responsibilities of Committee members seemed to be much more onerous and demanding than they had been previously. Angela noted that the wording and focus had been firmly placed on the governing body to ensure

good governance. She noted that members of the Management Committee would have access to the evidence bank and should consider how they wished to access and use the information to get the level of assurance they required.

Angela further advised that a new regulatory framework was due to be published by the Scottish Housing Regulator and that this would require the senior team and the Management Committee to review if and how the Association complied with any new requirements.

On behalf of the Senior team and the Management Committee, Frances thanked Angela for the work she had carried out, her report and her attendance.

Angela Spence left the meeting

AGENDA ITEM 5.0 – MINUTES OF PREVIOUS MEETING : 9th January 2024

The minutes of the previous meeting held on 9th January 2024 were noted as a true record.

Proposed: Robert McLeary

Seconded: Natalie Kirk

Agenda Item 5.1 - Matters Arising

5.1.1 Aspire Lets

Members noted that the arrears for one of the business centre units as reported had been reduced but not fully cleared as agreed. It was noted that, in the absence of an agreement to clear the balance, legal action would be instigated.

5.1.2 Committee Appraisal Report

Members noted that the learning and development plans for the Committee and individual members were being drawn up to take into account the training requirements highlighted in the Assurance Action Plan.

5.1.3 EVH Membership Renewal

It was noted that the Association's membership of EVH had been renewed as agreed by members.

5.1.4 Data Protection Officer Services

Members were advised that Information Law Solutions had been retained for a further 2 years to provide data protection and GDPR services as agreed by members at the last meeting.

5.1.5 Scottish Federation of Housing Associations (SFHA) Affiliation

It was noted that the Association's affiliation with SFHA had been renewed for a further year.

5.1.6 Repairs & Maintenance & Void Framework

Frances asked if smaller companies that had not previously been involved in a procurement framework had been offered training in order to ensure they were able to participate in the process.

Dougie advised that training had been carried out.

Robert noted that he had been made aware that one of the contractors the Association had previously dealt with had decided to retire due, in part, to the changes in procurement.

AGENDA ITEM 6.0 – DRAFT MINUTES OF THE PREVIOUS SUB-COMMITTEE MEETINGS

6.1 Minutes of the Finance, Audit & Risk Sub-Committee – 16th November 2023

Committee noted the draft minutes and that these would be presented for approval at the next meeting of the Finance, Audit & Risk Sub-Committee.

AGENDA ITEM 7.0 – COMMITTEE DIGEST

7.1 Caledonian Centre

It was noted that Natalie Kirk had an interest but as the report was for information only and no decision was required she was not required to leave the meeting.

Elaine advised the meeting that, due to cuts in the funding from South Lanarkshire Council to South Lanarkshire Leisure and Culture, the Association is potentially going to lose the £10,000 grant it currently receives for the Caledonian Centre.

She had attended a meeting with Leisure and Culture and it appeared that the criteria for the grant was that the centre was used for community events by local people on a regular basis. However, the majority of the building was unavailable for public use during the week and the large hall was only available at nights and weekends due to the nursery having dedicated space and over spilling into the large hall during the day,

She advised that, partly as a result of the restrictions of access for community events, the centre was not currently generating sufficient income to cover all the administration and maintenance costs and the loss of the grant would therefore have a significant impact on the future financial viability of the centre.

Members discussed the option of the Council buying the centre for exclusive use of the nursery which the previous Director had been looking at. Although this option was still, potentially, a possibility, members felt it unlikely due to the financial position of the council and the number of new nurseries that had been built in the area which meant there was not the same demand for places.

There was a lengthy discussion regarding the arrangements between the centre and the Association and a recognition that financial support could not be subsidised from rental income. There were also the loan covenants that had to be adhered to as well as the cost implications for maintaining the building which was now about 20-years old and therefore requiring substantial replacement and upgrading of key components.

Members considered other options for the centre and expressed concern about the potential loss of the centre. Although it did not generate much income from hires, the centre was seen as a community asset and local people put a lot of effort into getting funding for events for the community. There was a feeling that the centre helped generate a feeling of community that would be lost.

There were also questions as to what would happen to the nursery if the centre was closed or sold on the market.

Elaine advised that further meetings would need to be held with South Lanarkshire Council to look at what options were available as well as more investigation into what other grants or sources of funding may be available.

It was agreed that Elaine would report back on any further developments and this would remain a priority for the Association.

7.2 Policy Working Group

Elaine advised that there were a number of policies to be considered by the Policy Working Group with a view of recommending them to the full Management Committee for approval and adoption.

It was agreed that Elaine would issue the draft policies to all members for consideration and comment and that members would clarify their availability for a meeting of the Working Group.

7.3 Governance Review Schedule

Committee noted the dates for reviewing governance related policies.

7.4 New Road

Committee noted that South Lanarkshire had been advised that the Association had withdrawn from the development project and that this would be reflected in the Strategic Housing Investment Plan (SHIP) when it was reviewed in October/November.

It was also noted that the Scottish Government had been updated and the project would be withdrawn from the funding allocation.

7.5 Affordable Housing Supply Programme

Members noted the cut in the funding for the Affordable Housing Supply Programme and that this, plus factors such as construction supply chain issues, labour shortages and inflation rates, meant the Scottish Government would be unable to deliver its programme for providing affordable housing across Scotland.

7.6 SFHA Visit

It was agreed that staff could take this forward if appropriate.

7.7 Salary Exchange

Members considered the report and the potential financial savings for both staff and the Association and confirmed that there appeared to be no negative impacts on either parties.

After further consideration, members agreed to the proposal to offer the scheme to staff.

7.8 Director's Appraisal

It was agreed that Robert and Frances would carry out the Director's appraisal with appropriate external support.

7.9 Schedule of Committee Reports

Committee noted the schedule for 2024

7.10 Reidvale HA Transfer of Engagement

Members noted that the transfer of Reidvale HA to Places for People had been rejected by 2/3 of the shareholders at the SGM.

AGENDA ITEM 8.0 – COMMITTEE DISCUSSION

Members had a discussion on a number of topics including;

- Identifying an interim Chair and succession planning for office bearers, members of sub-committees
- Recruitment of new members to the Management Committee
- The format and content of papers and reports for Committee meetings and how these could be presented whilst still ensuring members received the information

needed to make informed decisions and to get the level of assurance they needed with regards compliance etc

- The structure of Committee meetings and how to best allow for training, discussion on ad hoc topics etc
- How to best ensure the senior team was delivering on the expectations and needs of members

It was agreed that the governance structure, reports etc could be the focus of the planned strategic planning day.

Elaine was asked to email all Committee members with regards noting interest in acting as interim Chair until after the next AGM.

AGENDA ITEM 9.0 – CORRESPONDENCE

Members noted the monthly update from EVH and GWSF

AGENDA ITEM 10.0 – AOCB

Elaine explained that the signatories for the Nationwide Bank had to be updated as they currently included Linda McLarneau.

Members approved the change of signatories to remove Linda McLarneau and add James Kerr, Wilma McLnerney, Ronnie Cunningham and Robert McLeary as signatories for the account.

14.0 – DATE OF NEXT MEETING

The next meeting will be held on Tuesday 20th February 2024.

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