



# CATHCART & DISTRICT HOUSING ASSOCIATION LTD

## MINUTES OF THE FULL COMMITTEE OF MANAGEMENT MEETING HELD ON TUESDAY 21 JULY 2020 AT 6.30 PM VIA ZOOM CLOUD MEETINGS

### PRESENT:

Committee Member	Attended	Apologies
Marion McMillan (Chair)	✓	
Alastair Penney (Vice Chair) <i>(Leave of Absence)</i>		
Valerie Kyle (Treasurer)	✓	
Bruce Strathearn	✓	
Betty Carter	✓	
Sue Harper	✓	
John Forrest	✓	
Chris Carr	✓	
Michael Doherty	✓	
Bobby Pollock	✓	
Trudi Tokarczyk	✓	
Gamal Haddou	✓	
Patricia Crockett	✓	

### IN ATTENDANCE:

Staff Member	Attended	Apologies
Christine Leitch (Secy)	✓	
Clark Davidson		✓
Lorraine Glasgow	✓	
Morna Smillie		✓
Emma Connelly	✓	

Attendance 92%

Item No.	Issue	Action by
	The Chair welcomed all attendees to the meeting and thanked everyone for their attendance.	
<b>1.0</b>	<b>Apologies &amp; Declarations of Interest</b>	
1.1	No apologies were received.	
1.2	<b>Declaration of Interests</b> – There were no declarations of interest.	
<b>2.0</b>	<b>Model Rules 2020</b>	
2.1	Christine asked the Committee if they all had the chance to read the Model Rules. Christine detailed the reason for this Committee meeting is because the Model Rules are an important document. Christine explained that the rules would be put forward and approved at an SGM, which will be held in tandem with this year's AGM.  SH asked if the rules would have an impact on AP. Christine advised that at the point of lockdown AP requested a leave of absence which was granted so the rules would not affect his position on the Management Committee. Christine noted that in the rules it does not specify the requirement for a Vice Chair and only refers to the Chair and Secretary. Christine then pointed out that the rules do not dictate this structure, and that the positions of Chair and Vice Chair are covered in the Standing Orders.	

	<p>Discussion then took place regarding the Vice Chair position. MM commented that it is a good idea to keep this position and it is ideal for someone to be available to chair a meeting if they were ever required to stand in owing to the Chairperson's absence. SH agreed with this and justified that if anything happened to the Chairperson then it is good having the Vice Chair on hand to cover.</p> <p>GH commented that section 77 refers to having the accounts displayed in the office which is rather old fashioned. GH recommended changing this to the accounts being accessible on the website. In addition, GH pointed out that section 76 refers to the annual return and advised that within the return there is personal details and the Data Protection Act 2018 would likely supersede this.</p> <p>GH asked if the front cover page be tidied up and suggested removing "published by the SFHA". Christine then asked the Committee if they wished to remove this and all members agreed.</p> <p>CC enquired about section 18.1 and asked if the figure really is £200 million. Christine explained that this figure was put into the last set of rules which was a recommendation from BTO. Christine identified that this is an unrealistic number and the Association would not borrow a sum like this. Christine proposed that we could change this figure if the Committee wished. GH suggested that the rules when being written by SFHA covers all sizes of Housing Association's and that the figure was of a generic nature. GH concluded that it is quite academic, and it is just a number to cover the business.</p> <p>Christine reported that the SFHA worked on the rules with TC Young and suggested that we did not need to put this to BTO. The Committee agreed with this.</p> <p><b>2.2 Front Cover for Rules Book</b></p> <p>MM asked the Committee if they all had the chance to look at the front covers and what the general opinion was.</p> <p>SH remarked that she liked the orange/yellow colour and thought this option was quite nice. MM also agreed that she liked this option. SH then explained that there was a bleed with the colour which may be more expensive to print. Christine advised that the Print Brokers have not indicated that one cover will be more expensive than the other.</p> <p>Christine then tried to screen share on Zoom, however, encountered issues and the covers did not load. MM then proposed to postpone this to the next meeting and a front cover could be agreed then. Christine accepted this proposal and said the rule books would not be printed until after they have been approved at the SGM.</p> <p>It was then agreed that the front cover for the rules book would be approved at the next meeting.</p>	
<b>3.0</b>	<b>Discussion of Terms – Committee or Board</b>	
3.1	<p>Discussion then took place on whether the Committee preferred to be called the "Management Committee" or the "Board".</p> <p>SH expressed that she prefers Board as Committee seems old fashioned.</p>	

	<p>JF pointed out that some people may be intimidated going onto a “Board” and the term implies it may be a paid position. VK commented that Board seems more corporate and that she prefers Committee.</p> <p>Christine reported that most Housing Associations are going with Board now. TT explained that a lot of Housing Associations are moving towards using Board, but she understands why this word sounds daunting to people. TT advised that across other sectors Board is the wording now used.</p> <p>VK asked if it is necessary to pick between one or the other. MM agreed with JF’s point and reiterated that when joining it might be intimidating to new members. Christine explained that the two definitions are inter-changeable and there is no real difference with the terms. Christine then informed the Committee that these positions are always a voluntary, non-executive position.</p> <p>GH advised that his organisation has been a Board for ten years now and that members are coming to attend a formal meeting which may be more intimidating than the name.</p> <p>The Management Committee then took a vote.</p> <p>7 members were in favour of Committee. 5 members were in favour of Board.</p> <p>The term Committee has the majority vote.</p> <p>Christine noted that the next time the rules are updated, the Committee could revisit this discussion.</p>	
<b>4.0</b>	<b>Finance</b>	
4.1	<p><b>Bills for Approval and Payment</b></p> <p>Lorraine gave an overview of the bills for approval and advised that the largest item was the Power-lite invoices. Lorraine then gave a breakdown of the repairs carried out.</p> <p>The bills were approved for payment by PC and seconded by VK.</p>	
<b>5.0</b>	<b>Discussion on Return to Offices</b>	
5.1	<p>Christine then asked GH, BS, and TT if they had any updates of when their organisations are planning on returning to offices.</p> <p>TT indicated that she knows of a few Housing Associations and Local Authorities who are planning face to face meetings. At SHN they are preparing to return for September/October.</p> <p>BS advised that he is under the impression his organisation will return at phase 4 and they have given out a questionnaire to all staff to find out what the general feeling is. BS confirmed there is no fixed date yet for a return to work. GH agreed that phase 4 will be most likely and in the first instance his organisation will arrange appointments and will ask tenants to wear masks when they attend the office. VK agreed that tenants should wear masks when attending face to face meetings.</p> <p>CC pointed out that the Government guidance advises to still work from home and that his office is opening on 3<sup>rd</sup> August 2020.</p>	

	<p>Christine then explained that she has ordered gloves, wipes, hand sanitiser, face guards and screens between desks for the office. Christine expressed that working from home has been going well and this has been due to our housing system being accessible from any device, good contact in the work what's app group which also covers the Lone Worker Policy.</p> <p>Discussion then took place regarding home working. Christine advised that she would carry out a survey of staff and that the indication from the Scottish Government was still Home Working being the default.</p>	
<p><b>6.0</b></p>	<p><b>Date of Next Meeting</b> The next Management Committee meeting will be held on <b>18<sup>th</sup> August 2020</b> at <b>6:30pm</b>.</p>	