



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 06.10.21 at 5.30 pm by video conference using Zoom

Attendance:	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Irene McInnes	IM	Secretary
	Jane Marley	JM	Committee Member
	Davina Boyle	DB	Committee Member
	Ellen McVey	EMcV	Committee Member
Part Meeting	Paul McCrudden	PMcC	Committee Member
	Alastair Firth	AF	Committee Member
	Isabel Brodie	IB	Committee Member
	Victoria Willan	VW	Committee Member
	Catherine Lowe	CL	Co-optee
	Gail Sherriff	GSher	Co-optee
Staff/Adviser(s)	Susan McDonald	SMcD	Interim Director
Attendance:	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager

NO.	ITEM	ACTION
	ELECTION OF CHAIRPERSON, OFFICE BEARERS and CO-OPTees	
	<p>In accordance with the Rules of the Association, at the first meeting of the Management Committee following the Annual General Meeting (AGM), the Management Committee will appoint its Chairperson.</p> <p>As all current Office Bearers indicated their willingness to stand and there were no other nominations the Management Committee elected :</p> <p>Eddie Marley as Chair Helen Moore as Vice-Chair Irene McInnes as secretary.</p> <p>E Marley took over as Chairperson for the remainder of the meeting.</p>	

	Mr Marley proposed the re-appointment of GSherr and CL as co-optees. The Management Committee approved the re-appointment of GSherr and CL. EM advised that PMcC would be joining the meeting later.	
	WELCOME AND ORDER OF BUSINESS	
	EM welcomed the 2 new committee members, Victoria Willam and Isabel Brodie. Both VW and IB introduced themselves and gave a brief background. EM then asked the other staff and committee present to introduce themselves.	
1.	APOLOGIES	
	There were no apologies.	
2.	DECLARATIONS OF INTEREST	
	EM declared an interest as a member of the RNC committee. JM declared an interest as a member of the RNC and RAPA committee. DB declared an interest as a member of RAPA committee and declared that she is intending to join the RNC at their next meeting . EMcV declared that she is intending to join the RNC at their next meeting.	
3.	MINUTES	
3.1	Minutes of Management Committee Meeting (25.08.21)	
	The Management Committee noted the Minutes of the meeting of 25.08.21. SMcD advised that Agenda Item 8. Staffing – Confidential – separate minute should also have been distributed for adoption but had been omitted to be sent. SMcD advised that the minute of the 25.08.21 be approved on its own with the confidential minute coming separately for approval. AF asked if the confidential minute could be sent by email and SMcD advised that she would be comfortable with that. The Minute of 25.08.21 was approved on a proposal by DB and seconded by JM.	SMcD
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Meeting Matters Arising Schedule.	

<p>5.</p>	<p>INTERIM DIRECTOR'S REPORT</p> <p>SMcD presented the Interim Director's Report.</p> <p>JM advised that there is a lot of discontent amongst residents with the office not being opened. SMcD advised that this is mainly around available office space and amount of staff and architects are being brought in to look at improving this situation. GS advised that her office has fitted mechanical ventilation which was not too expensive. SMcD explained that staff are now being encouraged to have in person meetings, either in the office or in the tenants' homes. EM asked if this new information can be placed on the website and SMcD advised that this would be done.</p> <p>CL commented that the valuations for the non-residential assets would be useful for insurance renewals. PMcC joined the meeting at this point.</p> <p>The Management Committee noted the contents of the report.</p>	<p>SMcD/AD</p>
<p>6.1</p>	<p>Annual Assurance Evidence Bank and Appendix – Part 2 – First Draft</p>	
	<p>SMcD presented the paper and advised that Part 2 of the Evidence Bank was now complete. The one area that is still marked red is the Equalities section. The reason for this is that the guidance has just been published.</p> <p>IMcl, EM and CL agreed that they would attend the final review of the evidence bank on 11.10.2 and bring a recommendation for the Annual Assurance Statement for submission by 31.10.21.</p>	
<p>6.2</p>	<p>ARC Performance Report and Appendix – Final Draft</p>	
	<p>SMcD presented the ARC Performance Report and Final Draft appendix.</p> <p>CL asked if RHA have their own targets and SMcD advised that is our KPI's. SMcD advised that these will be added in the relevant sections of the final report.</p> <p>GSher asked if this would be put on the website and SMcD advised that it would.</p> <p>The Committee approved the final content of the report which will now be printed and distributed to tenants and other service users by 31.10.21.</p>	<p>SMcD</p> <p>SMcD/AD</p>

6.3	<p>Shareholder Memberships</p> <p>SMcD presented the Shareholder Membership paper with the 3 new members for approval.</p> <p>The Management Committee approved the 3 new shareholder memberships.</p> <p>A full report will be brought to the next Management Committee meeting.</p>	
7.	STRATEGY	
7.1	Working Group – Updates	
	<p>SMcD presented the Working Group Updates paper.</p> <p>Asset Management Working Group GSherr asked TMcK if he had seen the completed survey sheets. TMcK confirmed that he had and asked if GSherr would like to see them. GSherr said this was not necessary. TMcK advised that there is another company working alongside who will give feedback on EESSH results based on EESSH2 which will give RHA some guidance based on their results. This will be reported back at a later date. GSherr asked that we make sure JMP are programming the works properly as it was felt that access will be the issue and that everything they need to deal with is dealt with in the one visit.</p> <p>IMcI asked that an article be placed on the website. TMcK advised that this will be done.</p> <p>SMcD advised we would try to co-ordinate the finalised survey to be brought along with the valuations for the non residential assets at the November Mge Cee to co-ordinate an approach.</p> <p>AF asked that the quality should be looked at in the initial samples to see that there is a consistency with each surveyor.</p> <p>Rent Affordability Working Group JA advised that the Rent Affordability Consultation is being worked on to be issued to all residents by 24.10.21. The findings will be brought back to Mge Cee. The Rent Setting Policy is also being worked on.</p> <p>The Management Committee: noted the progress being made by the working groups. considered the terms of the draft Digital Strategy. approved the winding up of the Digital Strategy Working Group approved the setting up of a Tenant Participation Working Group.</p>	<p>TMcK</p> <p>TMcK/AD</p> <p>TMcK</p> <p>TMcK</p> <p>JA</p>

	<p>A draft brief for the Tenant Participation Working Group will be brought to the next Mge Cee.</p> <p>AF commented that the TPWG should be made up with residents outwith the committee. SMcD advised that this working group will only be to work on Tenant Participation in the first instance to see how the tenants could be engaged to work in the group. Volunteers will be sought from the committee and staff and they will then look at how to engage volunteers from residents.</p>	SMcD
8.	FINANCE	
8.1	Internal Auditor Tender and Appendix Draft Internal Auditor Brief	
	<p>SMcD presented the Internal Audit Tender and Draft Internal Auditor Brief appendix.</p> <p>GSherr asked if it was through Quick Quote due to the value. SMcD advised that was her intention.</p> <p>GSherr suggested that at 2.5 of the Brief should include the final date for queries and correspondence.</p> <p>After discussion EM asked for a show of hands to vote on whether the tenders should be weighted more on quality than price. This was agreed unanimously.</p> <p>EM than asked if it should be 70/30 or 60/40 for quality and price. There was 6 votes for the 70/30 and 4 votes for the 60/40. It was then agreed to approve the 70/30.</p> <p>GSherr asked that a Quality Management questionnaire should also be issued with the tender. GSherr asked if there was a scoring matrix and SMcD advised that there was. GSherr asked if the providers are given details of how they are going to be scored ie. between 0 and 5 or 0 and 10. GSherr will send an example to SMcD.</p> <p>AF asked if an example of an audit report had been asked for to see if their report would be something we would understand and benefit from and SMcD said that she would include this.</p> <p>After discussion the Management Committee:</p> <p>approved the terms of the attached brief. agreed the timescale for the procurement process.</p>	<p>SMcD</p> <p>SMcD SMcD</p>

9.	STAFFING	
9.1	Salary Negotiations Update (verbal)	
	JA and TMcK left the meeting at this point.	
	A separate confidential minute will be prepared	
10.	OPERATIONS	
10.1	Housing Manager's Report	
	JA presented the Housing Manager's Report.	
	The Management Committee noted the contents of this report.	
10.2	Maintenance Manager's Report	
	TMcK presented the Maintenance Manager's report.	
	GSherr asked that full details of the tender returns for the Gas Servicing Contract are brought to the Management Committee. TMcK advised that this will report will be brought once the process has been finalised. SMcD advised that a standard reporting process will be looked at moving forward on procurement processes.	
	The Management Committee noted the contents of this report.	
	CL asked if detailed quarterly reports will still be received. SMcD confirmed that these reports will still be provided.	
10.3	Community Development Update	
	SMcD presented the Community Development paper and Example of Community Development return on investment reporting appendix.	
	SMcD advised that JM, EM and DB will be excluded from part of this paper on the budget/spend for RNC and RAPA due to their direct involvement. Each element will be reviewed individually and everyone will be involved in the Tenant Reward Scheme and School Awards sections. It was noted that where EM is excluded HM will Chair the meeting.	
	SMcD advised that the Options Appraisal has highlighted the need to make efficiencies and one area that has been identified is the Community Development budget in particular withdrawing the Tenant Reward Scheme is one of the recommended efficiencies. Internally the SMT will be looking at all areas to save money.	
	CL pointed out that the TRS over 30 years was just over £2.2m which she felt was a lot of money and GSherr pointed out that the total of £172,489 for the community budget over 30 years was just over £5.5m.	
	PMcC asked why the charge for staff time was £39,700 and SMcD advised that this was for staff time given to other organisations during RHA time.	

SMcD asked if anyone felt strongly that the TRS should be retained. DB advised that she felt that the community would not be happy if this is stopped. EM felt that the reasons for stopping the TRS needs to be explained fully to the tenants. AF stated that he felt the timing was crucial.

IB asked how much of an impact the TRS has on the rent collection. SMcD said this was a valid point but is a bit of an unknown at the moment along with the effect on anti social behaviour. SMcD advised that we pay for a contract with GCC at £17k per annum for an anti social behaviour service and will continue to do so and any impact will be dealt with through GCC.

After it was discussed the Management Committee **agreed** that RHA will no longer continue with the TRS.

SMcD explained the Educational Award average annual spend of £11,450 for awards to local primary and secondary schools and Further Education awards. SMcD asked a 2 part question: 1. Should RHA retain these awards; 2. If so how do we put this out to consultation with the residents.

JM expressed her view that she felt that as the school awards went to the schools and benefited all pupils, not just RHA residents, then she felt that these awards should be stopped and that RHA should only continue with the Further Education awards as they are solely for Reidvale residents.

HM felt that there was a lot of staff time spent on contacting schools re the school awards. SMcD suggested that schools could apply under our proposed Donations Policy in future the same as any other organisation. CL asked how much is paid to the individual for a further education award. SMcD advised that it was £500-750 per year depending on the course. EM felt that there was massive social value to this award. AF asked how long this payment was for to the individual and SMcD advised that depended on how long the course taken was. CL asked whether this was a good use of money or would RHA rather use the money for other community activities.

SMcD advised that we are way out of sync with other organisations and the monies being for spent for community benefits cannot continue and we need to get to more of a point where we are more comparable. GSher commented that she has heard of a Chair's Fund which is not just about educational awards and allows a general fund for the Chair to award and this could be around £5k.

DB asked why Gemap was not shown here and SMcD advised that this has been reclassified in the budget and is no longer considered to be Community Regeneration.

IB asked if there was criteria for the F.E. awards. SMcD advised that there was but this needed to be refreshed. AF asked if people who receive the award should be asked to give back somehow to the area.

SMcD advised that what was being looked at for this meeting was to try and set parameters on what to go out to consultation on. Anything else that follows on ie. criteria; payback; funding, will be part of the strategy but that the budget is priority.

GSher suggested that the community benefits need to be looked at as a result of contracts. CL asked if there were any and SMcD advised that there have been and community benefit is now part of our procurement policy.

GSher asked what the community benefit was from the gas contract and TMcK advised that in the past it has been apprenticeships. GShier suggested that this should be tightened up and should be specific eg. donations to a specific project. TMcK confirmed that this was actually included.

As the meeting was now at 2 hours standing orders were suspended. JM, EM and DB were now asked to leave the meeting due to their declarations of interest for RNC and RAPA.

SMcD asked for a discussion on the Wider Donation Policy/Fund. AF made a suggestion that the education; donations for local charities and donations to other community organisations be put together.

SMcD asked what the Mge Cee felt the level of support should be and whether there should be separate funds or one fund. There was a general discussion around this and whilst it was agreed that this does need review and also agreed that we should maximise the funds available by accessing grants and community benefits within the fund and anyone can apply.

It was agreed that it was appropriate to have discussion with the organisations who might be impacted by the proposed changes and we should also consult with residents to establish what they would want our community spend to be

	<p>PMcC commented that the savings being identified tonight looked relatively healthy and that RHA needs to be careful how this will look to the local area</p> <p>AF asked to see accounts for the other organisations that are supported by RHA. SMcD said that she would ask for these.</p> <p>SMcD advised that in order to make RHA financially viable then savings needs to be made and she felt there was a gap in RHA's activities through accessing additional funding and that this could be a way to balance out how we support the community and where we cannot provide the money we can put community benefits in place to support the projects.</p> <p>GSher agreed that she agreed with IMcI and PMcC that it should be done in a phased manner ensuring that we are not putting RNC and RAPA at risk. CL asked if Community Links, a third sector organisation, could be approached to see about funding for HA's.</p> <p>IMcI felt that this was a much bigger discussion and didn't feel that it was appropriate for RHA to ask for RNC and RAPA's accounts. SMcD advised that RAPA's Manager had shown her their accounts but she would need their permission to share them. SMcD advised that she will have conversations with RNC and RAPA to see what is manageable for both organisations and RHA and will report back. AF stated that it is not unreasonable to ask for accounts if organisations are asking for money. PMcC advised that it is a process of restructuring and transmission and the end goal should be self sustaining models. HM stated that we would be asking them to look at their sustainability long term. SMcD advised that both organisations do employ Fundraisers internally.</p>	
	EM, JM and DB rejoined the meeting at this point.	
10.4	Policy Review – Allocations Appendix – Allocations (First Draft)	
	To be brought back to the meeting on 27.10.21	
10.5	Policy Review – Rechargeable Repairs and Appendix – Rechargeable Repairs	
	To be brought back to the meeting on 27.10.21	
11.	Quarterly Reports – Governance	
	SMcD asked that as the Quarterly reports were for noting then if the committee have any questions they submit them to either JA or TMcK.	

12.	Any Other Competent Business	
12.1	Request for a Donation from 2 Schools	
	St Anne's School has requested a donation of £500 towards gardening equipment. The Management Committee agreed to award this £500.	SMcD/JL
	St Denis' has requested that RHA make a donation towards their P7 school leavers "hoodies". The Management Committee agreed to award £500 to this school.	JL
12.2	Request for a Donation for Charity Night from Resident	
	A request for a donation had been received from a resident who was holding a charity night in honour of her son for a donation for a raffles with the monies raised being donated to Ronald McDonald House. The Management Committee agreed that a £50 voucher should be purchased to be used in a raffle.	JL
	SMcD confirmed that all the donations above were well within budget.	
13.	Date of Next Meeting(s) Management Committee – 27th October Finance and Audit Sub-Committee – 9th November	
	SMcD asked that if it was acceptable to the Chair and committee then the meeting should finish at this point as the meeting was at 2.5hrs. Item 10.4 and 10.5 will be brought to the next meeting. If the committee have any questions on these agenda items they should submit them before the next meeting.	