

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE held on  
Wednesday 30 October 2019 in the offices of Reidvale Housing Association, 13  
Whitevale Street at 6.00 pm**

**PRESENT**

**Ms Moore  
Mr Marley  
Mr Vaz  
Mrs Marley  
Mrs McGowan  
Ms Boyle  
Mrs McInnes  
Mrs Dunn  
Mr McCrudden**

**IN ATTENDANCE**

**Jim McAlpine (Director)  
Linda Scott (Depute Director)  
Terry McKenna (Maintenance Manager)  
Jacqui Anderson (Housing Manager)  
Ann Dundas (Minute Secretary)**

**OBSERVER**

**Ms Moore introduced Olwyn Gaffney from SHARE who would be observing the Management Committee meeting for the purposes of carrying out Committee Appraisals. Olwyn would also be making a presentation on the committee appraisal procedure.**

**1. APOLOGIES**

Apologies were received from Ms McVey. The leave of absence was noted for Mrs McKelvie.

**2. DECLARATIONS OF INTEREST**

The standing declarations of interest for Reidvale Neighbourhood Centre matters for Mr Marley, Mrs Marley and Mrs Dunn were noted.

The standing declarations of interest for RAPA matters for Mrs Marley and Ms Boyle were noted.

The standing declaration of interest for GWSF for Ms Moore was noted.

**3. ADOPTION OF THE MINUTES OF 25.09.19**

The Minute of the meeting of 25.09.19 was proposed as a true record by Mrs McGowan, seconded by Ms Boyle and agreed by the Management Committee present.

#### **4. MATTERS ARISING FROM MINUTE OF 25.09.19**

##### **4.1 Previous Item 9 – Notifiable Event**

The Management Committee noted that the Association had received notification on 8<sup>th</sup> October 2019 via the Regulator's online portal that it had all the necessary information from the Association regarding the notifiable event and it considered the event form "closed".

#### **5. USE OF SEAL**

The Management Committee noted the use of seal for:

No: 3002 – Share Certificate No. 1539

No: 3003 – Share Certificate No. 1540

No. 3004 – Share Certificate No. 1541

No. 3005 – Share Certificate No. 1542

#### **6. SUB-COMMITTEES**

##### **a) Recommendations and Precis from the Community Development Sub-Committee held on 02.10.19**

###### **Recommendations**

There were no recommendations.

###### **Precis of Business**

The Management Committee noted the précis of business.

##### **b) Recommendations from the Housing Services (23.10.19)**

The Housing Services sub-committee recommended:

###### **1. Out of Hours Emergency Repairs**

that the Association accept the proposal from Rodgers and Johnston.

After discussion the Management Committee agreed this recommendation.

###### **2. Backcourt and Streetscape Maintenance**

that the Management Committee agree to appoint Idverde UK to the contract based on the quality/cost assessment.

After discussion the Management Committee agreed this recommendation.

### **3. Cyclical Painterwork 2019/2024:**

that the Management Committee appoint Bell Group to the contract based on the quality/cost assessment process.

After discussion the Management Committee agreed this recommendation.

## **7. GOVERNANCE REVIEW**

### **a) Governance Improvement Plan**

The Management Committee noted the Governance Improvement Plan and noted that all tasks are due to be completed by June 2020 in order to be fully compliant with the regulatory standards. It was acknowledged that these tasks need to be tackled with full input from all committee members. It was agreed to extend the completion time for 3.1 – Develop a Governing Body Effectiveness Policy, until February 2020.

The Management Committee agreed to keep the format for this item and agreed that this item should be kept on the agenda.

### **b) Committee Member Appraisals**

Jim McAlpine explained that the committee appraisals carried out by RHA previously have not been robust enough and from the recent Governance Review carried out it has been agreed that SHARE will carry out full independent committee appraisals. Jim McAlpine then introduced Olwyn Gaffney from SHARE who gave a full presentation on the committee members' appraisal process that she will be carrying out. These appraisals will be carried out with all sections covered from the SHR Framework with specific recognition of the 9 year rule due to the length of service of most members on the RHA committee.

Each committee member was given a copy of the proposed appraisals and asked to give feedback by 13<sup>th</sup> November. Any suggested changes to be made to the appraisals will be taken to the Office Bearers outwith the Management Committee meeting of 27.11.19. The one to one appraisals will be carried out week beginning 14<sup>th</sup> January 2020 with a final report given at the Management Committee on 29.01.19 along with a learning statement and overall training plan.

### **c) Annual Assurance Statement**

Jim McAlpine read the previously distributed draft Annual Assurance Statement to the Management Committee explaining the reasoning behind declaring the one guiding standard where the Association feels it is not compliant and the action plan to rectify this standard. After discussion the Management Committee agreed that Ms Moore, Chairperson should sign the statement and it should be submitted to the SHR on 31.10.19 and also posted on the Association's website.

Jim McAlpine reported that following on from the Governance Review all reports have been submitted to the SHR. Paul Milligan, SHR sent an email to Jim stating that he will attend the November Management Committee meeting to give the outline findings on where they feel RHA are at the moment in respect of governance and how they will engage with the Association moving forwards.

**d) Notifiable Events Policy**

After discussion the Management Committee agreed to adopt the Notifiable Events Policy.

**8. FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION POLICY**

After discussion the Management Committee agreed to adopt the Freedom of Information and Environmental Policy.

It was noted that this policy will be put on the RHA website on the 11.11.19 and notification on this item will be in the December newsletter.

**9. RISK REGISTER**

The Management Committee noted the quarterly risk register. The Management Committee discussed whether this report should be brought to them with only headline risks but after a full discussion it was agreed that they would prefer to see the full report. The format for this report will be evaluated after a full year.

**10. REVIEW OF KEY PERFORMANCE INDICATORS**

The Key Performance Indicator report was noted by the Management Committee.

**11. RESIDENT SATISFACTION SURVEY**

Jim McAlpine reported that the Resident Satisfaction Survey, which had been last carried out in 2016, was due to be redone in November 2019. It was recommended to use Bill Dickson, MIHS, who had carried out the previous survey, and whose company had received high access results. It was noted that the survey would have to start on 9<sup>th</sup> November 2019 due to other commitments by the company. It was noted that the Community Development Sub-Committee are required to sign off all forms of community engagement. However, as there was not another meeting of the CDSC until 13<sup>th</sup> November it was agreed that Mr Marley and Mrs Boyle would be given delegated authority to oversee the questions on the 5<sup>th</sup> November at 3.00 pm. After discussion the Management Committee agreed to appoint Bill Dickson, MIHS to carry out the resident satisfaction survey.

## **12. SCOTTISH HOUSING REGULATOR – LETTER TO AL RSLs – TENANT AND RESIDENT SAFETY**

Jim McAlpine advised that he had received a letter from the SHR addressed to himself and the Chairperson. This letter addressed tenant and resident safety such as the management of asbestos and electrical safety. It also gave information regarding cyber security and how Brexit affects housing association's regulatory requirements.

Jim explained that the Association is addressing all issues and that RHA have also increased their cyber security recently.

## **13. GLASGOW AND WEST OF SCOTLAND FORUM**

Helen Moore reported that she had attended an open meeting on 15.10.19 and the main topic was rent setting. Helen felt that this was an important issue especially in light of the current campaign by Living Rent seeking to avoid 'Universal credit evictions'.

The Management Committee felt that the rent consultation document should be done differently this year, with greater emphasis put on informing our tenants how our rent levels compare with other local housing providers. Jim McAlpine advised that he was working on this and was sure the new information to be provided would show tenants just how good value for money our rents are. This document will be sent out to all residents in December along with the Christmas newsletter.

## **14. RNC**

Mary Dunn reported that one of the caretakers was leaving on Thursday 31.10.19 and a new caretaker was in place, who has been undergoing training.

Mary reported that 5 successful fundraising events have been held in 2019, raising a total of £4653. It was noted that this lets funders see that the RNC is making an effort to raise money for themselves and would therefore, hopefully, be more likely to make awards. A special thanks was mentioned for Bobby Franks, a volunteer in the RNC, for his enormous help and effort in organising and running the aforementioned events.

Mary reported that herself, Agnes, Bobby and Joe (all RNC volunteers) have been shortlisted for the Evening Times Community Champion Award and Mary will give an update at the next Management Committee.

## **15. RAPA**

Mrs Marley reported that 378 children had attended RAPA over the October week. The food programme is running well, however, it was noted that although there is money for food there is no funding to pay for a staff member to make the food and this is something that is being looked into.

RAPA will again be running their Halloween parties for 8 and under and 8 and over on the 31.10.19.

Mrs Marley reported that the BBC Children in Need have asked why RAPA can't allow children in for free but it was noted that an extra £15k funding would be required in order to allow this.

## **16. ANY OTHER BUSINESS**

### **16.1 Local Lettings Plan**

Jacqui Anderson reported that from 2020/21 under Glasgow City Council's Local Lettings Plan (LLP) they will be asking for between 23% and 50% of association's turnover in stock via homeless referrals. The percentage for all associations in the East Centre Local Lettings Community, including Reidvale, is 50%. A meeting is scheduled to be held with local HA's directors and housing managers on Friday, 1<sup>st</sup> November to discuss this matter. It was noted that Jacqui Anderson and Jim McAlpine will be attending.

### **16.2 SHARE Conference**

Jim McAlpine reported that the SHARE Conference booking form for March 2020 has been received. Jim asked anyone who was interested to express their interest but asked everyone to note that depending on numbers attendance might need to be restricted.

### **16.3 Vacant Commercial Property 312 Duke Street**

Linda Scott reported that we have a vacant commercial premise at 312 Duke Street which has in the past been used by Market Gallery and as a Vintage Clothes Shop at no rent. The property was let about 12 years ago to Geeza Break at a commercial rent.

We are looking to relet these premises and have been looking for tenants for some time. We were contacted recently regarding the premises and we have been liaising with Tip Top Estate Agency who are looking to rent on Duke Street. It was noted that Tip Top Estate Agency is well established and known in the area.

We have negotiated a 10 year lease with a rent review break in year 5.

### **Recommendation**

It is recommended that we agree to this lease with a start date as soon as the lease can be drawn up.

After discussion the Management Committee agreed to the granting of this lease.

#### **16.4 Wm Hill Shop Premises at 472 Duke Street**

Linda Scott reported that Wm Hill had notified us that it was closing its premises at 472 Duke Street, Glasgow due to falling business in general, not necessarily at this property. They have a lease which is up until June 2022. They closed the property at the end of September 2019 although the rent is continuing to be paid quarterly in advance.

On 14<sup>th</sup> October we were contacted by a firm of property consultants who advised that they had a client who would be interested in buying the premises. After discussion with them when we advised that we may be interested in this proposal we received an offer to purchase with the current lease in place.

This amount represents 9.22 years of passing rent.

We requested a valuation from the valuer who valued the property when the rent was reviewed in 2011 and he has indicated that he feels that this is a fair and reasonable offer but will provide a detailed written valuation as soon as possible.

#### **Recommendation**

As we are unsure if we would be able to find a new tenant particularly at the passing rent it is recommended that we should sell this property at the offer price.

After discussion the Management Committee agreed to sell the premises at the price offered with the current lease in place. Completion of sale will be dependent on formal confirmation that the offer matches or exceeds market value.

#### **16.5 Whitehill Secondary School**

Mrs McInnes reported that herself and Mr Marley had met with pupils from Whitehill Secondary School in the RHA offices and gave a presentation on the Reidvale area throughout the years. The pupils were working on a project on the history of the area. Mrs McInnes and Mr Marley have since received a thank you card from the pupils and also an invite on the 2<sup>nd</sup> December to see their presentation on the history of the area. Mrs McInnes will report back at a future meeting.

**The meeting finished at this point and Ms Moore thanked Olwyn Gaffney for her presentation and thanked everyone present for their attendance.**