

**MINUTE OF THE MEETING OF THE MANAGEMENT COMMITTEE held on Wednesday 27<sup>th</sup> November 2019 in the offices of Reidvale Housing Association, 13 Whitevale Street at 6.00 pm**

**PRESENT**

**Ms Moore  
Mr Marley  
Mrs McGowan  
Mrs Marley  
Mrs McInnes  
Mr McCrudden  
Ms McVey**

**IN ATTENDANCE**

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

**1. APOLOGIES**

Apologies were received from Mrs Dunn, Ms Boyle and Mr Vaz. The Committee agreed to a further 3 leave of absences for Mrs McKelvie.

**2. DECLARATIONS OF INTEREST**

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

The standing declarations of interest for RAPA matters for Mrs Marley was noted.

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

**3. ADOPTION OF THE MINUTES OF 30.10.19**

The Minute of the meeting of 30.10.19 was proposed as a true record by Mrs Marley, seconded by Mrs McInnes and agreed by the Management Committee present.

**4. OUTCOME OF RHA'S GOVERNANCE REVIEW FROM SHR'S PERSPECTIVE – PAUL MILLIGAN, REGULATOR MANAGER AND LAURA GILLESPIE, REGULATION ANALYST**

Helen Moore introduced Paul Milligan and Laura Gillespie from SHR to the Management Committee. Mr Milligan explained the SHR role stating that they are a risk based regulator and acknowledged that on giving his report on Reidvale's Governance Review it could sound as if they are being overly critical as their remit does not provide scope to highlight areas where the Association excels, only where there are shortcomings. Mr Milligan stated that the review was comprehensive but stated that SHR's overall conclusion was not the same as the consultant's and that they felt that RHA are only partially compliant with the standards as follows:

12 compliant

17 partially compliant

7 not compliant.

It was noted that there are 125 recommendations including key strategic issues within the Business Plan.

Mr Milligan stated that it was felt that the Governance Improvement Plan should be broken down into individual sections showing actions/timescales/who is responsible etc for each point and asked the Management Committee to recognise the enormous amount of work which will be required from both staff and Management Committee. It was felt by the SHR that the timescale which Reidvale HA has set themselves is not realistic and it was suggested that the improvement plan should be done over a 12 to 18 month period.

Mr Milligan will put all SHR's findings in writing and has stated that they will be in contact again in January 2020 and bimonthly thereafter to monitor progress. RHA's Engagement Plan will be also be updated to reflect their findings.

## **5. MATTERS ARISING FROM MINUTE OF 30.10.19**

### **5.1 Old Item 16.3 – Vacant Commercial Property 312 Duke Street**

The sub-committee noted that the Association's solicitors are drawing up the lease for the property at 312 Duke Street with a date of entry of 14<sup>th</sup> January 2020.

### **5.2 Old Item 16.4 - Wm Hill Shop – Premises at 472 Duke Street**

The sub-committee noted that the Association's solicitors are currently liaising with the potential purchaser. The Association will move to conclude the sale with a date of entry of mid to late December 2019.

## **6. USE OF SEAL**

The Management Committee noted the use of seal for:

No. 3006 – Share Certificate No. 1543

No. 3007 – Share Certificate No. 1544

## **7. SUB-COMMITTEES**

- a) **Note of the FINANCE SUB-COMMITTEE held on Wednesday 6th November 2019 in 13 Whitevale Street.**

### **Recommendations**

It was recommended that the increased (from 25.1% to 32.4%) service contributions for the Scottish Housing Associations' Pension Scheme (SHAPS) should be split 50:50 between the staff and the Association.

After discussion the Management Committee agreed in principle to the above recommendation. It was noted that the Association will obtain independent advice during 2020/21 regarding our membership of the SHAPS DB pension scheme. The Management Committee noted the précis of business.

**(b) RECOMMENDATIONS AND PRECIS FROM THE COMMUNITY DEVELOPMENT SUB-COMMITTEE held on Wednesday 13<sup>TH</sup> November 2019**

**Recommendations**

There were no recommendations

The Management Committee noted the précis of business.

**(b) RECOMMENDATIONS AND PRECIS FROM THE HOUSING SERVICES SUB-COMMITTEE held on Wednesday 20<sup>TH</sup> November 2019**

**Recommendations**

**1. Conversation 44 Bathgate Street**

The Housing Services Sub-Committee agreed to recommend to the Management Committee that the Association accepts the lowest price tender submitted by McTear Contracts Ltd, which presents the best value for the Association.

After discussion the Management Committee agreed to the above recommendation.

**2. Maintenance Expenditure**

The Housing Services Sub-Committee agreed to recommend to the Management Committee that the Association brings forward £57,126 from last year's underspend in Major Repairs and uses this to increase this year's Maintenance Budget to enable an additional £27,126 to be spent on Fabric Repairs, £20,000 on Electrical Testing and £10,000 on boiler replacements.

After discussion the Management Committee agreed to the above recommendation.

**8. GOVERNANCE REVIEW**

**a) Governance Improvement Plan**

As per the recommendation from SHR the Governance Improvement Plan will be redone breaking down each point individually to show actions/timescales and who will be responsible. The timescale for completion of all recommendations will now be over a 12 to 18 month period. The Management Committee agreed that all aspects should be looked at fully once the recommendations have been received from the SHR.

**b) Committee Member Appraisals**

Jim McAlpine distributed copies of the Committee Appraisal form from Olwyn Gaffney at SHARE. Ann Dundas advised that it would be preferable to SHARE if they could be completed via survey monkey but if any committee member did not

have access to a computer they would be welcome to use a computer at RHA. The forms must be submitted to SHARE by 10<sup>th</sup> January 2020.

**c) Business Plan 2019/20-2022/23**

Jim McAlpine advised that after further discussions with the SHR the business plan will be expanded to include additional sections. This will require further discussions with committee and staff.

**9. REVIEW OF POLICIES**

**a) Whistleblowing Policy**

Jim McAlpine went through the Whistleblowing Policy (previously distributed) and after discussion it was agreed to adopt the policy.

**b) Risk Management Policy**

Jim McAlpine went through the small changes made to the Risk Management Policy (previously distributed) and after discussion it was agreed to adopt the policy.

**c) Entitlements, Payments and Benefits**

Jim McAlpine explained the changes to the Entitlements, Payments and Benefits Policy (previously distributed). The main change would be to 7.5 arising from the Governance Review it had been recommended that the Association should consider further the permitted use of contractors by staff and committee. It was proposed that a change should be made to this to read that staff and committee do not use contractors from our approved list for any personal work, except at a time of emergency where there is no alternative. After discussion it was agreed to make the changes and adopt the amended policy.

**9. RESIDENT SATISFACTION SURVEY**

Jim McAlpine has spoken to Bill Dickson from MIHS who has advised that more than half the surveys have been carried out but that there is a problem with surveying the owner occupiers. From the surveys carried out 13 names have been identified as being interested in joining a customer panel and 12 names have been identified as being interested in joining the Management Committee. MIHS have permission to pass on the details of the interested parties.

Full results will be available for the January Management Committee meeting.

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

Helen Moore reported that along with herself, Mrs McInnes, Mrs Marley, Mr Marley, Ms McVey, Jim McAlpine, Linda Scott, Jacqui Anderson and Terry McKenna had attended this year's GWSF Conference on 16<sup>th</sup> November 2019. The main speakers were:

Scottish Cabinet Secretary for Communities and Local Government, Aileen Campbell, MSP;

Dr Jim McCormick, Associate Director Scotland, Joseph Rowntree Foundation;

Irene Campbell, Director, Linthouse Housing Association;

Karen McCluskey, Chief Executive, Community Justice Scotland

and Dr Oliver Escobar, Lecturer in Public Policy, University of Edinburgh, Co-Director of 'What Works Scotland'.

Workshops sessions focussed on key issues including: Tackling poverty – how can housing associations make a real impact?; The Scottish Government's consultation on Housing to 2040; Freedom of Information – an introduction for committee/board members; Self-assessment and self-assurance – have we gone overboard?; Social media – how community-based HAs are making it work for them.

All Committee and staff who attended felt that this was a very informative conference covering a lot of important topics.

Mrs McInnes informed the committee that she had been approached by Aileen Campbell, Scottish Cabinet Secretary for Communities and Local Government, who after speaking to Mrs McInnes on the day, has asked that she make contact to meet for a discussion. The Management Committee felt that this would be a very worthwhile meeting to arrange.

## **12. RNC**

Linda Scott reported that RNC are one of four finalists through the Evening Times for the North East Team award. The overall winner will be announced at a dinner in the City Chambers on Friday 6<sup>th</sup> December and the people nominated namely Mary Dunn, Agnes Collins, Bobby Franks and Joe will attend. It was noted that as there are 5 places available on the night it was felt only appropriate that Ian (Chef) should also attend. Linda will advise the committee of the outcome.

Linda Scott reported that the Afternoon Tea with Santa will be held on Saturday 7<sup>th</sup> December, 1-4 pm, and entry is £5 per child with 1 adult. Linda asked all committee if they would be available to volunteer on the day and stated that any help would be greatly appreciated.

Linda reported that the Christmas Lunch menu will start on Tuesday 3<sup>rd</sup> December and will finish on Wednesday 18.12.19.

It was noted that the café is very busy and that the hall bookings for functions is also very busy.

### **13. RAPA**

Mrs Marley reported that RAPA's Halloween parties had been very successful and that the Christmas parties for under 8's and over 8's are arranged for 19<sup>th</sup> December.

Linda Scott reported that Jenny Little (RHA Finance Officer) had presented a RAPA cash flow to 31<sup>st</sup> March 2020 and a 3 year projection 2020-2023.

Outcomes for funding applications submitted at the moment are awaited.

It was also noted that RAPA are still looking for volunteers.

### **14. ANY OTHER BUSINESS**

#### **14.1 Programme of Meetings**

Ann Dundas distributed the programme of meetings for 2020.

The meeting finished at this point and Ms Moore thanked everyone for their attendance throughout 2019.