

MINUTE OF THE MEETING OF THE MANAGEMENT COMMITTEE MEETING held on Wednesday 26th February 2020 in the offices of Reidvale Housing Association, 13 Whitevale Street at 6.00 pm

PRESENT

**Ms Moore
Mr Marley
Mrs McGowan
Mrs Marley
Ms Boyle**

IN ATTENDANCE

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

1. APOLOGIES

A leave of absence was requested for Mrs Dunn due to personal reasons. The Management Committee accepted this request.

The leave of absence for Mrs McKelvie and Mr Vaz were noted.

Apologies were received from Mrs McInnes, Ms McVey and Mr McCrudden.

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 and Ms Boyle were noted.

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

3. ADOPTION OF THE MINUTES OF 29.01.20

The Minute of the meeting of 29.01.20 was proposed as a true record by Ms Boyle, seconded by Mrs McGowan and agreed by the Management Committee present.

4. MATTERS ARISING FROM MINUTE OF 29.01.20

4.1 Previous Item 4.3 – Wm Hill Commercial Premises, 472 Duke Street

The Management Committee noted that it is a requirement under the Scottish Housing Regulator's Notifiable Events statutory guidance that RSLs must notify them of "disposals by way of sale or excambion of untenanted social and non social housing dwellings, land or other (including non-residential) assets over £120,000".

As the sale of the premises has now been concluded, effective from 27th February 2020, details of the sale with supporting documentation was posted on the

Regulator's Portal on 13th February and the Association received a response on 17th February advising that matters were now concluded.

4.2 Previous Item 16.4 – Tablets/Laptops for Committee Members

The Management Committee noted that the Association's IT providers have been contacted to provide options for the Association to progress this item. This would allow committee members to access committee information securely and reduce the amount of paper reports.

Jacqui Anderson informed the Management Committee that the IT providers were offering to come to a meeting to give a 10/15 minute overview of how this would work and after discussion it was agreed to invite them to the March Management Committee meeting.

4.3 44 Bathgate Street

Ms Moore asked if there was an update on 44 Bathgate Street and Jim McAlpine advised that Jim Bauld has drafted letters to the two tenants concerned and these will be emailed on either 26/27th February.

4.4 8 Annbank Street

Ms Moore asked if there was an update for 8 Annbank Street and Terry McKenna advised that works to identify if there is a burst pipe at the property have been instructed and the results will be received by Monday 2nd March. Environmental Services will be updated on Tuesday 3rd March of any findings.

5. USE OF SEAL

In the absence of Mrs McInnes (Secretary), Mrs Marley read out the use of seal.

The Management Committee noted and approved the use of seal for:

No: 3009 – Share Certificate No. 1545

6. PRESENTATION OF BUDGET 2020/21

A detailed presentation of the Budget for 2020/21 detailing the Management Expenses, Housing Account, Non Housing Account, Balance Sheet and Cashflow was given by Gerry Shepherd.

7. SUB-COMMITTEES

a) Recommendations and Precis from the Finance and General Purposes Sub-Committee held on Wednesday 12th February 2020

Recommendations

1. It was recommended that the Association adopt the Budget for 2020/2021 as presented.

The Management Committee agreed to approve the Budget for 2020/21.

2. It was recommended that the Finance and General Purposes Sub-Committee change its name to the Finance and Audit Sub-Committee.

The Management Committee agreed to approve the above recommendation.

3. It was recommended that the External Audit be put out to tender.

The Management Committee agreed to approve the above recommendation.

4. It was recommended that RHA adopt the revised Treasury Management Policy as presented.

The Management Committee agreed to adopt the Treasury Management Policy.

5. It was recommended that the RDA (Reidvale Development Agency) be terminated and removed from the list of dormant companies held at Companies House.

The Management Committee agreed to approve the above recommendation.

The Management Committee noted the précis of business.

Gerry Shepherd left the meeting at this point.

b) Recommendations and Precis of Business from the Community Development Sub-Committee meeting held on 05.02.20

There were no recommendations.

The Management Committee noted the précis of business.

It was noted that the date of the next meeting would be changed to Wednesday 1st April 2020 at 6.00 pm. If a meeting is required before then Linda Scott will contact the sub-committee.

c) Recommendations and Precis of Business from the Housing Services Sub-Committee held on Wednesday 19th February 2020

Recommendations

1. It was recommended that the Association accepts the lowest tender from Lochlie Construction for the replacement of the consumer unit contract.

The Management Committee agreed to accept this recommendation.

2. It was recommended that the Association accepts the lowest tender received from Lochlie Construction to carry out the periodic electrical testing at 179 properties.

The Management Committee agreed to accept this recommendation.

8. GOVERNANCE REVIEW

8.1 Appraisals

The Management Committee noted that all 1-2-1 interviews have now been completed. Olwyn Gaffney will present a full report at the Management Committee meeting on 25th March 2020. Individual Learning Statements will be produced for each committee member as well as an overall Learning and Development Plan.

In house training will be held on Monday 30th March 2020 on “Appraising the Senior Officer”. This course is specifically for Office Bearers but it is felt that it would be useful for all committee to attend. This training has been arranged through SHARE and Heather Ballantyne will be the trainer.

8.2 Governance Improvements

The Management Committee noted that the prospective co-optee identified by the Regulator was no longer able to attend tonight’s meeting. Jim McAlpine reported that he had received an email from the prospective co-optee stating that unfortunately she would be unable to commit to this role as she did not feel that she could give the time that RHA deserved and therefore would not be attending the meeting. This email was also sent to Paul Milligan at SHR.

Jim McAlpine suggested that the Association may have to advertise for co-optees and after discussion the Management Committee agreed that Jim should investigate this avenue and Jim agreed that he would put a package in place. It was agreed that the Office Bearers could approve moving this item forward if required.

Jacqui Anderson will contact individual residents who, through the residents satisfaction survey, have indicated that they may be interested in joining the committee.

Jim McAlpine reported that Karen Anderson, Indigo House Group, had requested a Brief setting out exactly what RHA was looking for in order to produce a formal Proposal which takes account of all aspects of the Regulator’s recommended best practice, including risk assessment and asset management and also additional support with the Association’s Governance Improvement Plan. Jim McAlpine sent a

Brief and a Proposal was received on 26th February 2020 which provides for 36 full days of consultancy support for our Governance Improvement Project.

After a full discussion the Management Committee agreed in principle to approve the appointment of Indigo House Group (a full copy of the Proposal is to be sent out to all members). The Management Committee asked that it be made clear that there was a ceiling on the cost given.

The Office Bearers and Jim McAlpine will meet at the beginning of March with Karen Anderson and the Office Bearers have delegated authority to make decisions to take this forward.

9. GWSF

Ms Moore reported that David Bookbinder has finished the first draft of the Housing to 2040 document.

Ms Moore reported that the next open meeting will be held in March 2020.

10. RNC

Linda Scott reported that interviews had been held on 26.02.20 for the vacant position of Caretaker.

Linda advised the Committee that the decisions on the GCC Community Grant (formerly integrated fund) will be made in October 2020. The funding through this scheme, which is being received at the moment, will be extended to October 2020 but GCC have made it clear that this is no indication that the new funding will be guaranteed for the future from the Community Grant.

Linda also advised that money has been received for the food programme.

Mrs Marley reported that the following events are being arranged:

Coffee morning – Saturday 4th April
Craft Fair – 27th June
Halloween Disco – Saturday 31st October
Tea With Santa (date to be arranged)
Psychic night (date to be arranged)

11. RAPA

Mrs Marley advised the Committee that the decisions on the GCC Community Grant (formerly integrated fund) will be made in October 2020. The funding through this scheme, which is being received at the moment, will be extended to October 2020 but GCC have made it clear that this is no indication that the new funding will be guaranteed for the future from the Community Grant.

Mrs Marley reported that £1750 has been received for the food programme.

12. ANY OTHER BUSINESS

12.1 GWSF Affiliation Fee

Jim McAlpine informed the Management Committee that the request to reaffiliate to GWSF has been received. The cost has increased by 2% to £3743.

After discussion the Management Committee agreed to reaffiliate to GWSF.

12.2 SFHA Affiliation Fee

Jim McAlpine informed the Management Committee that a request to affiliate to SFHA at a cost of £9361 has been received.

After discussion the Management Committee agreed that they should not affiliate to SHFA.

12.3 Homeless Meeting

Jacqui Anderson advised the Management Committee that Jim Kearns, Glasgow Health & Social Care Partnership, has been visiting various housing associations discussing their requirement for 50% of HA's vacant properties. Mr Kearns has suggested that he could attend an RHA Management Committee meeting. After discussion it was agreed that Mr Kearns could be invited to attend the April meeting.

12.4 Foodbanks

Jacqui Anderson asked the Management Committee if they wished the Association to be involved with the issuing of foodbank tokens and food boxes. After a full discussion the Management Committee decided that it was not appropriate for the Association to become directly involved in the issuing of foodbank tokens and boxes. The Management Committee did agree, however, that up to date information should be available on nearby foodbanks and this should be displayed in the Association's reception.

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