



Agenda Item 3.1

Minutes

Reidvale Housing Association Management Committee meeting held on 29.03.23 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Eddie Marley	Chair	Chairperson
	Isobel Brodie	IB	Committee Member
	Jane Marley	JM	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Ellen McVey	EMcV	Committee Member
	Alastair Firth	AF	Committee Member
	Steven Campbell	SC	Casual Member
	Rona Anderson	RA	Co-optee
	Ian McLean	IMcL	Co-optee
	Catherine Lowe	CL	Co-optee
	<div style="background-color: black; color: white; padding: 2px;">Douglas Gold</div> (Third Party Personal Details) Agenda Item 9.3		Gold Consultancy
	<div style="background-color: black; color: white; padding: 2px;">Scott Bradshaw</div> (Third Party Personal Details) Agenda Item 9.3		NBM
Staff/Adviser(s)	Jill Cronin	JC	Interim Director
Attendance:	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Graeme Bruce	GB	Finance Agent
	Ann Dundas	AD	Minute Taker

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting.	
1.	APOLOGIES	
	Apologies were received from Helen Moore.	
2.	DECLARATIONS OF INTEREST	
	The standing declarations of interest were noted.	

	EM and JM declared an interest for Agenda Item 9.6. JM and EMcV declared an interest for Agenda Item 10.1.	
3.	MINUTES	
3.1	Minutes of Management Committee Meeting 22.02.23	
	The Management Committee noted the Minutes of the meeting of 22.02.23. The Minute of 22.02.23 was approved on a proposal by IMcL and seconded by JM.	
3.2	Confidential Minutes from the Meeting of 22.02.23	
	See Confidential Minutes.	
4.	COMMITTEE MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Members Matters Arising Schedule.	
5.	INTERIM DIRECTOR'S REPORT (Confidential)	
	See Confidential Minutes.	
6.	GOVERNANCE	
6.1	Investment Plan	
	<p>TMcK presented the report which set out the proposed investment plan for the next 12 months, based on the requirements set out in the stock condition survey and stonework survey.</p> <p>Committee contested the statement from the report that said "The funding available for investment in 2023/24 in the proposed budget amounts to £750,000. The proposed investment figure contained in the five-year projections for year 2023 – 24 was £958,008 however; there is insufficient funding available to meet this requirement" and suggested that it was more capacity. JC agreed that it was capacity that was the issue and not the budget. Committee felt that the issue was that there may not be enough in the budget and asked that the budget be increased.</p> <p>Committee asked if there was enough staff resource to implement the works and also felt that the procurement would be better done over the summer months. TMcK felt that this was manageable and agreed that procurement should be done over the summer months</p> <p>10. Recommendations</p> <p>10.1 The Management Committee :</p> <p>10.1.1 Noted the contents of this report</p> <p>10.1.2 Approved the investment programme 2023/24.</p>	JC/GB

6.2	<p>Treasury Management Report and Appendix 1 Annual Treasury Management Report Appendix 2 Investment Strategy</p>	
	<p>GB joined the meeting at this point.</p> <p>GB presented the report and appendices.</p> <p>GB reported that the report states that there are surplus funds in 4 accounts and it should read 3 accounts.</p> <p>GB reported that the account that matures on 31.03.23 will be reinvested into another financial institution in terms of the Treasury Management Policy to ensure that it goes into a high vetted bank. GB asked if delegated authority could be given by the Management Committee to the Chair and Interim Director to sign this off as it would need to be reinvested within the next week. The Management Committee agreed to this delegated authority.</p> <p>Committee asked who this account would be invested with and GB advised that it could possibly be Nationwide; Santander, RBS or HBSC who would be within the ratings that are required within the Treasury Management Policy.</p> <p>Committee asked what the rationale is for the amounts that are invested for the different terms, ie what is invested in the short term and long term. GB advised that this was historical and that only £85k could be covered within one institution. In order to invest the funds at this level we would be looking at 16/17 different institutions and this would not be possible. GB advised that up to £250k and £500k could be put into each account that we invest in to spread the risk but still able to get some level of return.</p> <p>Committee felt that the monies should be with different accounts and that £500k on the monthly deposit seemed like a lot of money with little interest being paid and that more should be put within the longer term deposit. GB advised that he will be looking at instant access and fixed term deposits. Committee asked that the budget for this and 5 year plan should be looked at to see when these funds will be required before investing and GB agreed that this is something that would be done.</p>	<p>EM/JC</p> <p>GB</p>

	<p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted the Treasury Management Reports.</p>	
6.3	Value for Money Statement Report and Appendix 1 Value for Money Statement	
	<p>GB presented the report and appendix.</p> <p>Committee asked if the the wording in the VFM statement “reasonable estimate” was from the tender process and felt that saying “from the tender process” would be more valuable. JC advised that this wording would be amended.</p> <p>10. Recommendation</p> <p>10.1.1 noted the VFM report</p> <p>10.1.2 approved the VFM statement.</p>	JC/TMcK
6.4.1	Policy Review Report and Appendix 1 Standing Orders	
	<p>JC presented the report and appendix.</p> <p>Committee advised that it had been previously agreed that the role of the Secretary could be the senior officer of the organisation, this should be made clear at 2.8 and 2.13. Committee also asked that where there are appendices they should be marked in bold.</p> <p>Committee asked that it should explicitly say at 5.4 that standing orders should be suspended after 2 hours.</p> <p>Committee asked that minutes should be sent out 7 days prior to the committee meeting in order to give members time to read the papers. Management Committee agreed that this timeline should be looked at. Committee felt that dates for meetings may have to be realigned and JC advised that she will look at this. Committee felt that the problem could be that so many agenda items come to the committee and that policies should be dealt with at sub-committees and that it would then only come to the Management Committee to note. Committee advised that everything comes back through the Management Committee to give assurance and that there is now only a Finance Audit and Risk Sub-Cee. Committee felt that it may be time to review what is done on an ongoing basis.</p>	<p>JC</p> <p>JC</p> <p>JC</p>

	<p>Committee sked that references to Chief Executive and sub-groups and reference to Director of Asset Management be changed.</p> <p>10. Recommendations</p> <p>10.1 Management Committee approved the updated Standing Orders and Scheme of Delegated Authority at appendix 1 subject to the minor changes being made.</p>	<p>JC</p> <p>JC</p>
6.4.2	Policy Review Report and Appendix 1 Financial Regulations and Procedures	
	<p>GB presented the report and Appendix.</p> <p>GB advised that there was no real adjustments to the Financial Regulations and Procedures and Committee thanked GB for showing tracked changes on the documents.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted the revised Financial Regulations and Financial Procedures.</p> <p>10.1.2 approved the revised Financial Regulations and Financial Procedures.</p> <p>10.1.3 noted that these will be due for review in 3 years time or earlier if required.</p>	
7.	STRATEGY	
	There was no Strategy Report.	
8.	FINANCE	
8.1	Budget 23/24 Report and Appendix 1 Final Budget 2023/24; Appendix 2 Investment Programme 2023/24 and Appendix 3 Cash Flow 2023/24	
	<p>GB presented the report and appendices.</p> <p>Committee asked if the close lighting costs advised by GCC had increased. TMcK advised it had increased very slightly but was in budget.</p> <p>Committee asked if the changes to the budget presented to the Finance Audit and Risk Sub-Committee made any significant difference. GB advised that it was more a cash decrease.</p>	

	<p>Committee asked if the Factoring Management Fee is sufficient to cover the costs. GB advised that it was and that staff time had been costed out.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted the Final Budget for the financial year 2023/24.</p> <p>10.1.2 approved the budget for the financial year 2023/24.</p>	
9.	OPERATIONS	
9.1	Housing Managers Report	
	<p>JA presented the report.</p> <p>JA advised that a demonstration on the CCTV can be shown to the Management Committee once it is in operation. Committee asked if staff were monitoring this and JA confirmed that staff were not monitoring it but advised if there was an incident it can be traced and raised. JA advised that there were only 3 members of staff who would have access to the system. Committee asked how long the storage was held and JA advised that it was 31 days and then it is deleted unless the data is requested for a reason.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted the contents of this report.</p>	
9.2	Close Cleaning Contract Extension	
	<p>TMcK presented the report.</p> <p>Committee asked if the proposed 7.9% increase was covered in the budget and TMcK advised that it was.</p> <p>Committee asked how the contractor had been performing and TMcK advised that there were more good comments than bad. JC advised that if there is a complaint the company are very good at quickly resolving any issue.</p> <p>Committee asked if there was any science behind the request for the 7.9% increase and TMcK advised that it was based on the National Living Wage paid to their staff and the increase in their materials. The contractor has advised that he makes no profit and breaks even at 7.9%. Committee felt that continuity of service was important. Committee asked</p>	

	<p>that the contractor should be approached to see if there was any negotiation to this % to possibly 7%.</p> <p>(Commercially Sensitive/Confidential)</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 approved the 1 year extension to the close cleaning contract.</p> <p>10.1.2 approved the 9% (Commercially Sensitive/Confidential) increase to the cost for the final year's extension but that TMcK should approach the contractor to negotiate a decrease in this % if possible.</p>	<p>TMcK</p> <p>TMcK</p>
<p>9.3</p>	<p>Joint Procurement Repairs and Maintenance Framework Tender Report and Appendix 1 – Tender Report</p>	
	<p>The consultant from Gold Consultancy presented the report.</p> <p>The consultant stated that the recommendation was that RHA and MPHA invite the list of contractors provided in Appendix 1 to be part of the Repairs and Maintenance, OOH and Void Framework. The consultant asked that it be noted that this was not an offer of works or any value of works, and that it was only an invitation to be part of the framework and does not guarantee any works or any value of works to any of the contractors offered a place on the framework.</p> <p>Committee asked if the contractors prices would the same for the duration of the framework or would there be uplifts. The consultant from NBM advised that the prices were fixed for the first 2 years of the framework and this is a 4 year framework and then index linked for years 3 and 4. Committee asked why Lot 10 –Fencing, did not have a contractor against it and the consultant advised that this would be run through the multi trade lot. The consultant advised that one of the issues that is being encountered with contracts such as this one is fluctuations in the market and advised that the method this job has been tendered means that there is ability to assist contractors with meeting the current rates they are encountering. The consultant advised that the labour rates reported are very much what has been seen of these types of contracts over the last few years and has not seen much fluctuations even although the cost of living has risen.</p>	

	<p>Committee enquired why one particular contractor is rated number 1 on a couple of lots and asked if references were considered as part of the quality assessment. The consultant advised that references were part of the selection criteria and had to provide 2 similar contracts of similar scope and nature.</p> <p>Committee asked in term of the outcome, it was reported that it was hoped that this would deliver economies of scale and asked was there a way to compare the prices that have been submitted by the suppliers against what Reidvale HA is currently paying to give an idea of how much of an uplift we are actually seeing.</p> <p>Committee asked how the transition would be managed from the current contractors to the new framework contractors. TMcK advised that there was a 10 day stand still period but it will not be implemented until mid-April. TMcK advised that there were only 2/3 current contractors that had not applied and they are aware of the new contractor framework. Committee asked if the out of hours contractor was different and TMcK advised that it was and that a notice period will be given.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 approved the new contractor framework for the period of 2 years plus 1 plus 1.</p> <p>The Chair thanked the consultants and they both then left the meeting at this point.</p>	
<p>9.4</p>	<p>Policy Review Report and Appendices: 1. Risk Management Policy; 2. Treasury Management Policy; 3. CCTV Policy; 4. Write Off Former Tenant Balances Policy</p>	
	<p>1. Risk Management Policy</p> <p>JC presented appendix 1.</p>	
	<p>2. Treasury Management Policy</p> <p>GB presented the policy.</p>	
	<p>3. CCTV Policy</p> <p>JA presented the policy.</p>	

	<p>JA advised that there is also a Procedure Note and a Good Practice Guide to support this policy.</p> <p>Committee asked if all evidence would be signed out and recorded and JA advised that this is the process. JA advised that the system will be locked and only 3 members of staff will have access with the authority of a second person from the 3. Committee asked if the system could be viewed in real time and JA advised that this was the case.</p> <p>Committee asked why GCC Anti-Social Behaviour Team was not stated in the policy as we could share information with them. JA advised that this should be added.</p> <p>Committee asked who the staff were that had access to the system and JA advised that it was herself, Jill Cronin and Terry McKenna. (Confidential)</p>	JA
	<p>4. Updated Write Off Former Tenant Balances Policy</p> <p>JC presented the policy.</p>	
	<p>10. Recommendations</p> <p>10.1 Management Committee approved the updated Risk Management Policy at appendix 1.</p> <p>10.2 Management Committee approved the new Treasury Management Policy at appendix 2.</p> <p>10.3 Management Committee approved the new CCTV policy at appendix 3.</p> <p>10.4 Management Committee approved the updated Write Off Former Tenant Balances policy.</p>	
9.5	<p>Eviction Report</p>	
	<p>JA presented the report.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 approved serving the 14 day charge and the enforcement of the Decree for Eviction at the earliest opportunity.</p>	JA

9.6	Sensitive Allocation	
	<p>JM and EM left the meeting for this item.</p> <p>The Chair asked AF if he would take the position of Chair for this item. AF agreed.</p> <p>Committee asked what the connection was and JA confirmed the relationship. JC advised that EM and JM had no knowledge that a member of their family had made an application for housing.</p> <p>Committee asked if all checks had been made on how many people had been by-passed to get to this offer and JA confirmed that there was a full report showing how the decision had been made to make this offer.</p> <p>10. Recommendations</p> <p>10.1 The Management Committee</p> <p>10.1.1 approved the offer of a tenancy to an applicant closely related to a member of the Management Committee.</p>	
10.	ANY OTHER BUSINESS	
10.1	RNC Report (Confidential)	
	See Confidential Minutes.	
11.	DATE OF NEXT MEETING(S)	
	Finance Audit and Risk – 16th May Management Committee – 31st May	