



Agenda Item 3.2 Minutes

Reidvale Housing Association Management Committee meeting held on 15.12.21 at 5.30 pm by video conference using Zoom

Attendance:			
Part Meeting	Helen Moore	HM	Vice Chair (Chaired meeting)
	Paul McCrudden	PMcC	Committee Member
	Jane Marley	JM	Committee Member
	Ellen McVey	EMcV	Committee Member
	Isabel Brodie	IB	Committee Member
	Victoria Willan	VW	Committee Member
	Gail Sherriff	GSher	Co-optee
	Catherine Lowe	CL	C0-optee
Staff/Adviser(s)	Jill Cronin	JD	Interim Director
Attendance:	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	[s.38(1)(b)]	[s.38(1)(b)]	Chiene and Tait

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair thanked everyone for their attendance.	
1.	APOLOGIES	
	Apologies were received from A Firth.	
2.	DECLARATIONS OF INTEREST	
	There were no further declarations of interest to note.	
	Minutes of Management Committee Meeting (06.10.21)	
	As this was an additional meeting of Committee there were no minutes or matters arising for consideration. These will be presented to the scheduled meeting in January.	JC
3	Budget Planning	
3.1	Draft Budget 2022/23	
	The first draft of the 2022/23 budget was presented by [s.38(1)(b)] of Chiene and Tait.	

	<p>The following points for clarification were raised for the second draft to be presented in January:</p> <ul style="list-style-type: none"> • Breakdown of what is included in the community development budget • Warden costs for sheltered housing and whether these are covered in full by service charges • Insurance costs – is there a reason for increase beyond national rise in prices • Students awards – how have these been accounted for • Decrease in staff and committee training budget – costs to be clarified <p>It was agreed that answers to these specific points would be brought to January Management Committee.</p> <p>Management Committee noted the report.</p>	<p>JC / [s.38(1)(b)]</p>
<p>3.2</p>	<p>Rent Increase Consultation</p>	
	<p>Jacqui Anderson presented the report on the proposed rent increase for tenant consultation. She noted that as of 15th December, CPI had risen to 5.1% which was more than the proposed increase recommended in the report.</p> <p>After discussion it was agreed that tenants should be consulted on a proposed increase of 6% which would provide Management Committee with scope to reduce the increase once tenant feedback has been received. It was acknowledged that, because of the proposed rent increases by other Housing Associations, Reidvale HA rents would remain some of the lowest in Scotland.</p> <p>Management Committee also made the point that it was important to progress development of a tenants panel or tenants association.</p> <p>The rent consultation itself will commence early January and the materials will be produced before Christmas. Given the timing it was agreed that materials would be circulated to Helen Moore, Jane Marley and Ellen McVey for approval.</p>	<p>JC / JA</p>
<p>3.3</p>	<p>Gutter Cleaning Tender return</p>	
	<p>Terry McKenna presented the paper outlining the tender process for the renewal of the gutter cleaning contract. The recommended company is the current contractor and provides a good level of service as well as the most competitive quote.</p>	

	<p>Management Committee was also reassured that there are up to date H&S certificates and risk assessments for this company.</p> <p>Management Committee agreed to the appointment of Advanced Height Services Ltd.</p>	TMcK
	Staff left the meeting at this point	
4	Interim Director's Report	
	<p>Jill Cronin presented the Interim Director's report. Management Committee noted the contents of the report and agreed:</p> <ul style="list-style-type: none"> • [s.38(1)(b)] • The proposal to continue with RBS Mentor as external HR advisor for a further 12 months • The proposal for staff to revert to working from home in line with revised guidelines whilst retaining the current level of service for repairs and allocations. <p>Management Committee noted that:</p> <ul style="list-style-type: none"> • The Scottish Housing Regulator will attend the Management Committee meeting in February 2022 	JC
4.1	Organisational Review	
	<p>Jill Cronin presented the paper on the appointment of a company to carry out the organisational review. Only one proposal was received, with other companies indicating that they could not meet timescales. The proposal received was from Gravitare HR who have demonstrated that they are able to meet the brief and provide high level personnel to complete the work. It is estimated that the work will amount to 23 days and be completed by mid February 2022.</p> <p>Management Committee agreed to appoint Gravitare HR to carry out the Organisational Review.</p>	JC
5.	ANY OTHER COMPETENT BUSINESS	
	<p>a) Donation from UpKeep One of the companies RHA works with has offered a donation of £100 to a local community group of our choice. It was agreed to request that this donation is made to RAPA for the children's Christmas party</p> <p>b) Jill Cronin requested that Management Committee agrees to the removal of Davina Boyle as a Lloyds authorised signatory (following her resignation) and the addition of Jill Cronin, Interim Director; Jacqui Anderson, Housing Manager; and Jenny Little, Finance Officer. This was agreed on the basis that proper checks and balances are</p>	<p>JA</p> <p>JC</p>

	<p>in place to ensure there are no single approvals. It was also noted that a review of Financial Regulations was required in the New Year to update arrangements to meet regulatory requirements and remove some of the burden from Management Committee.</p> <p>c) There is a legal requirement to appoint a secretary to the Management Committee whilst the current secretary is on leave of absence. It was agreed that the Interim Director should be appointed to this role.</p>	JC
	The meeting finished at 6.50 pm.	
6.	DATE OF NEXT MEETING(S)	
	Management Committee 26/01/2022 Finance and Audit Sub-Committee – February date TBC	