



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 27.10.21 at 5.30 pm by video conference using Zoom

Attendance:	Eddie Marley	Chair	Chairperson
Part Meeting	Helen Moore	HM	Vice Chair
	Irene McInnes	IM	Secretary
	Jane Marley	JM	Committee Member
	Davina Boyle	DB	Committee Member
	Ellen McVey	EMcV	Committee Member
	Alastair Firth	AF	Committee Member
	Isabel Brodie	IB	Committee Member
	Victoria Willan	VW	Committee Member
Part Meeting	Gail Sherriff	GSher	Co-optee
Staff/Adviser(s)	Susan McDonald	SMcD	Interim Director
Attendance:	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Ann Dundas	AD	Minute Secretary

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair thanked everyone for their attendance.	
1.	APOLOGIES	
	Apologies were received from P. McCrudden and C. Lowe.	
2.	DECLARATIONS OF INTEREST	
	There were no further declarations of interest to note.	
3.	MINUTES	
3.1	Minutes of Management Committee Meeting (06.10.21)	
	The Management Committee noted the Minutes of the meeting of 06.10.21.	
	The Minute of 06.10.21 was approved on a proposal by AF and seconded by IMcI.	
	AF asked that the Zoom meeting ID and password be put at the top of future Agendas. AD will do this.	AD

4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Meeting Matters Arising Schedule.	
5.	INTERIM DIRECTOR'S REPORT	
	<p>SMcD presented the Interim Director's Report.</p> <p>Options Appraisal</p> <p>SMcD gave a verbal update advising that she has spoken to the SHR regarding the Options Appraisal. SHR have advised that there is "no clock ticking" and would rather see the Options Appraisal done properly. SHR advised that they felt the Association was being very prudent and sensible in the approach they have taken and that the assumptions and sensitivities that Arneil Johnston were asked to add in were completely reasonable.</p> <p>SMcD advised on the 3 options and gave the following updates:</p> <ol style="list-style-type: none"> 1. Nothing changes – SHR is saying that they can see the progress that Reidvale is making and they would happy to allow the association to continue and to retain control. 2. Potential Borrowing – AF had suggested that as this is a specialist area then outside help should be sought. SMcD advised that she has made contact with someone whose area is assisting RSLs with their funding arrangements. SMcD is having an initial discussion on Monday 1st November to see if they can assist in going out to lenders to see if they will lend; how much and on what terms. 3. Senior Management Team - SMcD advised that discussions have taken place and time will be allocated each week to discuss the budget and services to report back to the Mge Cee. <p>SHR MEETING</p> <p>SMcD advised that she had a meeting with the SHR on 26.10.21 and they were very positive specifically about the organisation and the Management Committee. SHR stated that the approach that has been taken in working together in the last 12 months and the progress made was "a breath of fresh air and how RSL's should work with the Regulator". SMcD advised that there is still more work to be done but feels that this feedback hopefully puts us in a good position and gives RHA time to complete anything outstanding.</p>	SMcD

	<p>Internal Auditor Brief</p> <p>SMcD advised that the Internal Auditor Brief went out as a Quick Quote and no questions or clarifications sought have been received. A report will be brought back to the next Mge Cee meeting.</p> <p>The Mge Cee noted the report and after discussion it was agreed that the Senior Management Team and AF would make up the Scoring Exercise panel for the Internal Auditors Tender Brief.</p>	SMcD
6.	GOVERNANCE	
6.1	Annual Assurance Statement and Draft Statement Appendix	
	<p>SMcD presented the Annual Assurance Statement paper and draft Statement appendix.</p> <p>SMcD advised that at her meeting with the SHR they had expressed some concern that RHA was proposing to submit a Statement showing full compliance at this point which they felt would not be acceptable comparing it to where the association was a year ago. SHR appreciated all the work carried out but they want to see that all changes are embedded and sustained and in particular because the Options Appraisal is not completed then the Business Plan might not match with future plans. SHR felt that in particular around the Regulatory Standard 3 – Finances – when there is an Options Appraisal ongoing can RHA say that they are financially viable at this point. SMcD advised that SHR felt by April 2022 when the engagement plans are being reviewed they might take a different view.</p> <p>SMcD presented a revised Annual Assurance Statement showing the changes made from the draft Statement distributed previously. SMcD stated that this is now showing that RHA is not quite compliant but substantially compliant and when the Options Appraisal is complete a new Business Plan will show robust financial projections modelling within it.</p> <p>The Committee were asked to approve the Updated Annual Assurance Statement and agreed to this being signed by the Chair and submitted to the Scottish Housing Regulator prior to 31 October 2021.</p> <p>HM joined the meeting at this point. GSher joined the meeting at this point.</p>	EM/AD

6.2	Management Committee Appraisals and Appendix 1 – Draft Code of Conduct Appendix 2 – Draft Declaration of Interest	
	<p>SMcD presented the Management Committee Appraisals paper and Draft Code of Conduct and Draft Declarations of Interest appendices.</p> <p>SMcD advised that 3 consultants had been approached to carry out the Management Committee Annual Appraisals. Two of the consultants were not available until 2022 and the other consultant intimated that they would be available this year.</p> <p>The external consultant advised that this exercise would take between 8-10 days based on 12 committee members and SMcD asked whether the co-optees should be appraised. SMcD has checked the SHR guidance and it states continuing governing body members should be appraised annually. SMcD asked that as our co-optees have been on the committee for over a year should they be appraised even on a restricted basis.</p> <p>SMcD advised of the consultants daily rate and advised that there is availability in the Governance Improvement budget and it was felt it was value for money. SHR has indicated that external support is beneficial to get the most from this process. SMcD advised that the amount of days required next year should not be as many as the process will be in place.</p> <p>IMcI felt that the co-optees should also be included in the appraisal process. SMcD will discuss the co-optee appraisals with the consultant.</p> <p>EM asked how many days within the 8/10 days would be taken up in interviews and reporting back. SMcD advised that she will ask for a breakdown. SMcD advised that if this can be carried out in less hours/days then this will be the case.</p> <p>AF asked who would decide on the content for the Appraisal form and who would then own it for future years. SMcD advised that RHA would compose the form and would own it.</p> <p>GSher asked if there was support in house and if not then it was good to use an external consultant. GShier asked if there was only one quote how that stood with the Procurement Policy. SMcD advised that the spend is acceptable within our procurement limits and as we have gone to 3 consultants and 2 do not have availability that therefore puts the 1 person available at the top of the list and knowing the daily rates of the other consultants then their pricing is within the range of the other rates.</p>	<p>SMcD</p> <p>SMcD</p>

	<p>HM asked if at the end of this year's process would there be a full internal support tool kit that can be used in future years. SMcD felt that this would be the case but felt that each year there should be some form of external support. However, if there is a good enough tool kit and also internal support then this could be looked at. HM agreed that support for the Chair was essential in this process.</p> <p>The Management Committee noted the paper and the Committee approved the use of the external consultant for the annual appraisal of Management Committee members.</p> <p>The Management Committee Approved the draft Code of Conduct and Declaration of Interest form to be signed by each Management Committee member at their appraisal.</p>	
6.3	Shareholder Memberships	
	<p>There was no report.</p> <p>The Management Committee noted that there would be a full report brought to the November meeting.</p>	AD
7	STRATEGY	
7.1	Working Group – Updates	
	<p>SMcD presented the Working Group Updates paper.</p> <p>GSherr asked if the stock condition survey was progressing and TMcK advised that it was and would be finished by the end of November.</p> <p>JA advised that the Rent Affordability Consultation had been delivered to all residents and there had been a good response to date with telephone consultants starting on 28.10.21. JA will report back.</p> <p>The Management Committee noted the report.</p>	JA
8.	FINANCE	
	There was no finance report.	
9.	STAFFING	
9.1	Staffing Update (Confidential) and Appendix – Salary Benchmark Report	
	The staff left the meeting for this item.	

10.	OPERATIONS	
10.1	Housing Manager's Report	
	The Management Committee noted the contents of the Housing Manager's Report.	
10.2	Maintenance Manager's Report	
	<p>TMcK presented the Maintenance Report.</p> <p>AF asked that a reforecast of the Maintenance Expenditure report be carried out by GShep and TMcK to show realistically what the spend will be at the end of the year as this is now 2 years where there have been very few major repairs carried out.</p> <p>SMcD advised that she agreed that a reforecast should be carried out and will discuss this with TMcK and report back.</p> <p>The Management Committee noted the Maintenance Manager's report.</p>	<p>GShep/ TMcK</p>
10.3	Bulk Uplift Proposal	
	<p>JA presented the Bulk Uplift Proposal paper and Quote.</p> <p>JA advised if the committee approved this temporary proposal that owner occupiers will be advised of the cost element and will be advised that this is not a free service.</p> <p>GSherr asked if the association has spent money this year on bulk uplift and JA advised that no money has been spent in this year. GSherr asked that if the proposal was to 31st March 2022 had the total cost been quantified. It was advised that for 5 months the cost would be £29k. JA advised that this proposal was to the 31st March 2022.</p> <p>EM asked if this service could be carried out monthly as opposed to fortnightly and would it be the same cost. JA will approach the contractor and ask regarding a monthly service and report back on costings.</p> <p>EM asked that residents be encouraged to dispose of their own bulk but if they were using the RHA service they be advised when they would be required to put their bulk out. JA advised that this will be done.</p> <p>EMcV asked if this could include graffiti in the Reidvale/Whitevale St Lane and JA advised that it would not but advised that it did include a clean up in the backcourt areas. JA confirmed that this was purely a backcourt area service and GCC will be held accountable for fly tipping in the area.</p>	<p>JA</p> <p>JA</p>

	The Management Committee approved the quote from Upkeep for the initial removal and fortnightly removal visits or revised quote for a monthly uplift until a bulk removal contract is procured.	
10.4	Community Development Update	
	<p>SMcD presented the Community Development Update paper.</p> <p>GSherr asked why the cost was so low for the café vouchers if they are issued to all residents. ED advised that not all residents use the voucher but it is issued in the hope that it would encourage residents to use the café. GSherr felt that issuing RNC café vouchers should be reviewed with this possibly being the last year that these are distributed.</p> <p>GSherr felt that the further education awards should also be reviewed for any new applications next year.</p> <p>EM advised that other avenues for funding could be explored moving forward.</p> <p>The Management Committee: noted the proposals for a food pantry and that further updates will be provided once valuations are obtained. approved the award of £500 to Alexandra Parade Primary School. approved the 2 new applications for Further Education Awards. considered and approved issuing £10 vouchers to all residents for use in the RNC café which will be issued in the RHA December newsletter.</p>	
10.5	Overview of Anti Social Behaviour 01.04.21 to 30.09.21	
	The Management Committee noted the contents of the Overview of Anti Social Behaviour 01.04.21 to 30.09.21 report.	
10.6	Freedom of Information and Environmental Information Regulation Update	
	The Management Committee noted the contents of the Freedom of Information and Environmental Information Regulation Update report.	
10.7	Analysis of Complaints Received 01.07.21-30.09.21	
	The Management Committee noted the contents of the Analysis of Complaints Received 01.07.21-30.09.21 report.	

10.8	Policy Review Update and Appendix 1 – Allocations Appendix 2 – Rechargeable Repairs	
	EM asked the committee if they have any questions on the policies that they send them in an email and they can be answered. If no questions or comments policies could be approved via e-mail on basis that everyone has had time to review and consider these.	
11.	QUARTERLY REPORTS – KPI's	
	The Management Committee noted the content of the Quarterly Reports – KPI's report.	
12.	ANY OTHER COMPETENT BUSINESS	
	There were no items of competent business for discussion.	
	The meeting finished at this point 8.10 pm.	
13.	DATE OF NEXT MEETING(S)	
	Management Committee – 24th November Finance and Audit Sub-Committee – 9th November	