



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 02.02.22 at 5.30 pm by video conference using Zoom

Attendance:	Alastair Firth	Chair	Chairperson
	Helen Moore (Part Meeting)	HM	Vice Chair
	Jane Marley	JM	Committee Member
	Isabel Brodie	IB	Committee Member
	Victoria Willan	VW	Committee Member
	Ellen McVey	EMcV	Committee Member
	Catherine Lowe	CL	Co-optee
Staff/Adviser(s) Attendance:	Jill Cronin	JC	Interim Director
	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Ann Dundas	AD	Minute Secretary
In Attendance:	[s.38(1)(b)]	[s.38(1)(b)]	Chiene and Tait
	[s.38(1)(b)]	[s.38(1)(b)]	JMP

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	In the absence of the Chair and Vice Chair, JC asked if the Management Committee wished to appoint a temporary Chair for the meeting. AF agreed to act as Chair.	
1.	APOLOGIES	
	The LOA for Mr Marley and Mrs McInnes was noted. Apologies were received from Ms Sherriff and Mr McCrudden.	
2.	DECLARATIONS OF INTEREST	
	There were no new declarations of interest.	
3.	MINUTES	
3.1	Minutes of Management Committee Meeting (24.11.21)	
	The Management Committee noted the Minutes of the meeting of 24.11.21.	
	The Minute of 24.11.21 was approved on a proposal by JM and seconded by VW.	

6.2	Shareholders Report	
	<p>The Management Committee noted the summary of Shareholders at para 5.1 of the report.</p> <p>The Management Committee approved the removal of 6 shareholders identified at para 4.1 of the report.</p> <p>JC proposed that the Shareholder report should only be presented to the Mge Cee if there are any changes to be reported, otherwise a full report will be presented on a six monthly or yearly basis. The Mge Cee agreed to this proposal.</p>	AD
7.	STRATEGY	
	There was no Strategy report.	
8.	FINANCE	
8.1	Rent and Service Charge Review 2022/23 and Supporting Summary Appendix	
	<p>JA presented the Rent and Service Charge Review 2022/23 and Supporting Summary Appendix.</p> <p>CL asked if the JBH Service Charge is not being not being fully met by the residents that a deficit funding figure should be shown in the budget. JC advised that the deficit is in the region of £20k and is included in the budget and this will be resolved over a phased period of time where residents will cover the service charge in its entirety.</p> <p>CL asked if the heating charge covered all of the heating cost and JA confirmed that it did. JA advised that an exercise will be carried out to see if any savings at JBH can be identified in relation to the heating cost ie. timing; temperature, etc. JA confirmed that the energy cost is on a 3 year fixed plan.</p> <p>CL asked that a section be added to the Business Plan for 2022/23 regarding what the issues are around the JBH Service Charges and what the plan will be to resolve the issues. JC agreed that this will be done.</p> <p>The Management Committee approved the recommended overall rent increase of 6% which will be effective from 28th March 2022.</p> <p>The Management Committee approved the recommended service charge at John Butterly House to increase by 3.9% to £115.98 for the year 2022/23.</p> <p>The Management Committee approved the recommended increase to the Heating Charge of 50% to £55.13 per month.</p>	JC/JA JA JC

8.2	Budget Setting 2022/23 and Updated Draft Budget 2022/23 Appendix	
	<p>[s.38(1)(b)] presented the Budget Setting 2022/23 report and Updated Draft Budget 2022/23.</p> <p>AF asked that components are rationalised. There was further discussion by Committee around elements of the budget and agreement that the draft could be signed off as complete. It was agreed that only material change would require to come back to committee in March.</p> <p>The Management Committee noted, agreed and approved the updated draft budget 2022/23.</p>	TMcK/JC
9.	STAFFING	
	There was no staffing report.	
10.	OPERATIONS	
10.1	Housing Manager's Report	
	<p>JA presented the Housing Manager's Report.</p> <p>CL asked if the rent arrears were being impacted with the fact that no court action is being taken by the association at the moment. JA confirmed that this was a factor.</p> <p>CL asked if RHA had accessed the Covid Crisis Fund and JA advised an application had been submitted and an amount of £8419 had been granted. JA advised that she felt that this amount was on the low side and CL advised that another application should be submitted. IB reported that she has been advised that lines for negotiation are still open with the Scottish Government.</p> <p>The Management Committee noted the content of this report.</p>	JA
10.2	Maintenance Manager's Report	
	<p>TMcK presented the Maintenance Manager's Report.</p> <p>TMcK reported that under the Cyclical Budget a quote has been received for the lift maintenance and this is approximately £2k which is £9k lower than last year. TMcK advised that he has received the full contract and paperwork.</p> <p>TMcK reported that the cost for the Covid clean included in the close cleaning quote will now be removed.</p> <p>TMcK reported that all updated smoke detector work had been complete apart from one which will be completed by 04.02.22.</p>	

	<p>CL asked that figures be put in the report for periodic inspections. TMcK agreed that this will be done.</p> <p>JM asked for an update regarding 44 Bathgate Street. TMcK advised that no further progress has been received regarding the completion certificate and the architect has been advised to speak to the local Councillor.</p> <p>AF asked regarding the contracts for the pilot stoneworks. TMcK advised that these will be sent out in March.</p> <p>JM commented that the bulk uplift project appears to be working well and the area is looking much better. AF advised that he felt that this will be a major point towards resident satisfaction.</p> <p>TMcK advised that there is a major issue with rats in the area and this is being investigated.</p> <p>The Management Committee noted the content of this report.</p>	<p>TMcK</p> <p>TMcK</p>
10.3	Key Performance Indicators Report Q3 2021-22 and Summary Performance Targets 2021-22 Appendix	
	<p>JA and TMcK presented the Key Performance Indicators Report Q3 2021-22 and Summary Performance Targets 2021-22 Appendix.</p> <p>CL commented that although some of the performance is in the red it should be remembered that there has been nearly 2 years of Covid and staff working from home and she felt that the performance still compares favourably with comparatives and peers and AF agreed. JA advised that she will pass these comments on to the teams.</p> <p>The Management Committee noted the contents of the report.</p>	<p>JA</p>
10.4	Stock Condition Survey	
	<p>[s.38(1)(b)] from JMP gave a presentation on the Stock Condition Survey 2022.</p> <p>The summary of findings from the survey are as follows:</p> <ul style="list-style-type: none"> • 91% of RHA properties comply with SHQS (excl. abeyances and EESSH failures) – no energy data was collected or SAP ratings produced for any properties and therefore does not take account of any property below EESSH • 9% or 81 Nr. Properties fail SHQS 	

- Inadequate kitchen storage, unsafe kitchen layout and poor condition of back courts are main causes of failure
- Overall, housing is in good condition

In terms of spend [s.38(1)(b)] reported the following points

- Total investment of £19.7m over 30 years
- £3.6m in years 1-5
- Benchmark of £22k per property not including stonework repairs of an additional potentially £3/4k per property over 30 years

[s.38(1)(b)] also highlighted that specifically excluded from the survey was the masonry and stonework project. This is subject of a separate survey and report that RHA has commissioned.

CL asked about the cost basis for the projections given that we are in rampant inflation and asked what is the cost for stock condition survey based on. [s.38(1)(b)] replied that the costs are based on RHA current projections CL asked how RHA get an assurance that the cost base is correct and [s.38(1)(b)] replied that the costs RHA have at the moment are costs that have been market tested for what RHA have been paying in the last 12 months for any capital works. [s.38(1)(b)] suggested that a review could be carried out of these costs if required to see how they compare with others but he felt that they are generally in line with other costs seen from HA's.

AF asked for clarification that RHA would need to generate between £700k and £1m to fund this plan. [s.38(1)(b)] asked that RHA be mindful that these costs are exclusive of masonry and stonework repairs and that the costs are exclusive of fees and VAT. Based on this it was recognised that RHA is likely to require approximately £200-300K additional provision in future annual budgets to fund the investment plan and stoneworks.

CL asked if the stock condition survey took any cognisance of the fact that the reliance on gas is phased out in 2032 and had this been taken into account for renewals beyond that date. [s.38(1)(b)] replied that a like for like is allowed for with a sum of money for a replacement heating system equivalent to a gas boiler.

[s.38(1)(b)] stressed that if anyone had any further questions that they can contact him direct or through TMcK.

10.5	Policy Review and Right to Repair Policy Appendix	
	TMcK presented the Policy Review paper and Right to Repair Policy appendix. The Management Committee approved the updated Right to Repair policy.	
11.	QUARTERLY REPORTS	
11.1	Analysis of Complaints Received Q3	
	JA reported the Analysis of Complaints Received Q3. JM asked if JA could give a background to the complaint under Housing Management Service. JA gave a brief on the nature of the complaint and that it had been upheld and an apology given to the complainer. The Management Committee noted the contents of the report.	
12.	ANY OTHER BUSINESS	
	There were no items to note.	
13.	DATE OF NEXT MEETING(S)	
	Management Committee – 23rd February 2022 Finance and Audit Sub-Committee	