



# Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 24.11.21 at 5.30 pm by video conference using Zoom

<b>Attendance:</b>	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Irene McInnes	IM	Secretary
	Jane Marley	JM	Committee Member
	Isabel Brodie	IB	Committee Member
	Victoria Willan	VW	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Catherine Lowe	CL	Co-optee
<b>Staff/Adviser(s)</b>	Susan McDonald	SMcD	Interim Director
<b>Attendance:</b>	Jacqui Anderson	JA	Housing Manager
	Gerry Shepherd	GShp	Finance Manager
	Terry McKenna	TMcK	Maintenance Manager
	Ann Dundas	AD	Minute Secretary
<b>In Attendance:</b>	Jill Cronin	JC	

NO.	ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	The Chair thanked everyone for their attendance.  The Chair introduced Jill Cronin who has recently been contracted as the new Interim Director. Jill introduced herself and gave a brief outline of her experience. The Committee and staff present introduced themselves individually to JC.	
<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Ellen McVey, Alastair Firth and Gail Sherriff.  IMcI (Secretary) advised that she had a letter of resignation from Davina Boyle which was then read out.  The staff left the meeting at this point to allow the Management Committee to discuss further.	



	<p>towards offsetting stonework costs as and when they arise for that block.</p> <p>CL advised that she had looked at the proposed area for the mural and advised that this is not a flat site. TMcK advised that he felt that they would go over the pipes and the mural will at no time be on the stonework.</p> <p>CL advised that the VAT income threshold would need to be looked at for the organisation. SMcD advised that specialist advice will be sought on VAT for commercial activities.</p> <p><b>Factoring</b></p> <p>SMcD reported that she had not managed to get a full paper on Factoring carried out and that JA had agreed to bring this paper to a future Management Committee meeting.</p> <p><b>New Interim Director Handover</b></p> <p>SMcD reported that she will be having a final update meeting with the SHR on 26.11.21. and JC will also be attending this meeting.</p> <p>The Management Committee <b>noted</b> the full contents of the report.</p>	JC       JA
<b>6.</b>	<b>GOVERNANCE</b>	
<b>6.1</b>	<p><b>Shareholder Memberships</b></p> <p>The Management Committee <b>noted</b> the summary of Shareholders at para 5.1 of the report.</p> <p>The Management Committee <b>approved</b> the removal of 9 shareholders identified at para 4.1 of the report.</p>	
<b>7.</b>	<b>STRATEGY</b>	
<b>7.1</b>	<b>Internal Auditor Appointment</b>	
	<p>SMcD presented the Internal Auditor Appointment report.</p> <p>SMcD advised that as there was only response it may be appropriate to go back out to tender.</p> <p>CL felt that given where RHA was at the moment and how important the internal audit was, she felt that there was time to go back out to tender and give a longer period of time to demonstrate more robustness in terms of procurement.</p> <p>After discussion it was agreed that going back out to tender would hopefully give a better response.</p>	JC

	<p>SMcD advised that if it went on Quick Quote in December then Internal Auditors could still be appointed in January.</p> <p>CL advised that the Internal Auditors do not need to be in place until April 2022 and SMcD advised that as this is the case then further procurement should then done in January. SMcD advised that the same brief should be used with dates being changed.</p> <p>CL moved that the Association does not appoint at this stage and goes back out to tender and the Management Committee agreed.</p>	JC
<b>7.2</b>	<p><b>Working Group – Updates</b> <b>Appendix – Tenant Participation WG Brief</b></p> <p>SMcD presented the Working Group Update and appendix.</p> <p><b>Tenant Participation Working Group</b></p> <p>It was noted that Ms Boyle had intimated that she would be interested in sitting on the Tenant Participation Working Group but has now resigned from the Mge Cee. JM advised that she would be happy to sit on this working group. CL also advised that if another committee member was required she would be happy to sit on this group. SMcD advised that tenants can also sit on this group and this will be something to look at in future.</p> <p>CL asked if TIS was RHA's independent tenant advisors and SMcD advised that we have taken membership with TIS.</p> <p>SMcD asked if anyone had anything suggested alterations or additions to the brief. CL asked for clarification of "Identify a menu of communication for tenants". SMcD advised that this would be to offer a range of options in order to communicate with tenants. CL asked that this be changed to "communications options" and SMcD agreed to do this.</p>	JC/JA
<b>7.3</b>	<p><b>Rent Affordability Working Group</b></p> <p>JA advised that the drop in sessions offered had proved disappointing in their attendance but JM felt that the telephone consultations worked well. IMcI felt that it was good that some of the residents on the committee carried out these calls and could identify with the local residents on some of the issues in the area and could explain the reasons for decisions and changes being made. JM agreed that this exercise had been useful and positive.</p>	JC

	<p>JA advised that a range of responses will be reported back to the Management Committee.</p> <p>After discussion it was agreed that Living Rent would not be approached at this stage in the consultation process and that this could be part of future Rent Affordability Working Group discussions. PMcC asked if he could be involved in the Rent Affordability Working Group and JA will contact PMcC to discuss.</p> <p><b>Asset Management Working Group</b></p> <p>TMcK presented the Asset Management Working Group paper which had been presented separately.</p> <p>CL agreed with the proposed methodology but counselled that she felt that the £82k shown as the budget cost for the pilot project could possibly come in at twice that amount and if budgetary provision was being made that contingencies should be added. CL also asked if Quick Quote was the correct way due procure this contract due to the fact that this was a significant size of contract. TMcK advised it will only be the fees etc that will be on Quick Quote but that the big amounts will go out to tender.</p> <p>The Management Committee:</p> <ol style="list-style-type: none"> <li>1. <b>approved</b> the brief for the Tenant Participation Working Group.</li> <li>2. <b>agreed</b> that JM should join this working group along with CL if another committee member is required.</li> <li>3. <b>noted</b> the progress being made by the rent affordability working group.</li> <li>4. <b>approved</b> the stonework pilot at the addresses highlighted.</li> <li>5. <b>approved</b> the prioritisation of association owned blocks having stonework repairs complete first.</li> </ol>	<p>JA</p> <p>JA</p> <p>TMcK</p>
<b>8.</b>	<b>FINANCE</b>	
	<b>Budget Timetable and Assumptions</b>	
	<p>SMcD presented the Budget Timetable and Assumptions paper.</p> <p>SMcD advised that the main budget assumptions were coming from the Arneil Johnston health check when they looked at the financial modelling and made recommendations on what they felt were more sector standard.</p>	

	<p>SMcD advised that a refreshed budget had been received from Chiene and Tait prior to this Mge Cee meeting.</p> <p>There was discussion regarding the appropriate inflationary rate to be used as part of rent increase discussions. CL advised that most organisations use CPI and advised that CPI in October was 4.2% which along with a 3% increase would be significant increase to rents. SMcD stated that when Arneil Johnston looked at this in April CPI would have been around 2% giving a total of 5%. CL asked what assumptions were being looked at for the maintenance and investment work not carried out in 2020/21 and 21/22. TMcK advised that there were kitchens/bathrooms and boilers to be fitted, and advised that a tender will be carried out shortly for these works. TMcK advised there was no increase with boilers costs at this time but there were increases with kitchens.</p> <p>CL advised that in decision making we need to be clear what we are doing about recording programmes that have been deferred to communicate with tenants regarding rents. CL asked if Chiene and Tait would be doing this work and SMcD advised if committee were happy then this could be done.</p> <p>CL asked if committee would see the rent proposal and budget as one package. SMcD advised this would be the case if it could be done for a December meeting.</p> <p>SMcD will approach Chiene and Tait to see if they have capacity and then the association staff involved in the budget will have to get the relevant figures to them.</p> <p>The Management Committee then</p> <ol style="list-style-type: none"> <li>1. <b>agreed</b> to use CPI as opposed to RPI</li> <li>2. <b>approved</b> the timetable and the various assumptions and targets as set out in the paper to allow work to commence on the budget for 2022/23.</li> <li>3. <b>agreed</b> to a Management Committee meeting on Wednesday 15<sup>th</sup> December to approve the rent consultation figures.</li> </ol>	<p>JC</p> <p>JC</p> <p>JC</p>
9.	<b>STAFFING</b>	
9.1	<b>Pension Proposal</b>	
	<p>SMcD presented the Pension Proposal paper regarding setting up an alternative Defined Contribution Pension with our current SHAPS pension which can be offered to new employees.</p> <p>JM asked if there was a common figure among the sector. SMcD advised that it does vary.</p>	

	<p>CL advised that a 10% employer contribution was quite normal. SMcD asked the committee what they thought the employee contribution should be. IB advised that the in her organisation employer and employee pay 10% each. CL advised that the employee could be offered the option to pay between 5% and 10% and RHA would then match what the employee chose but with a minimum of 5% for the employee and if the employee chooses to pay more than 10% then RHA is capped at 10%.</p> <p>The Management Committee then</p> <ol style="list-style-type: none"> <li>1. <b>approved</b> setting up a Defined Contribution Pension within our existing SHAPS pension scheme.</li> <li>2. <b>agreed</b> the level of employer and employee contributions at between 5 and 10% employee contribution which would be match by RHA and if the employee chooses to pay more than a 10% contribution RHA's contribution would be capped at 10%.</li> </ol>	
<b>10.</b>	<b>OPERATIONS</b>	
<b>10.1</b>	<b>Housing Manager's Report Appendix – Upkeep Quote</b>	
	<p>JA presented the Housing Manager's report and Updated Quote for Bulk Uplift.</p> <p>JA advised that there has been some resistance regarding proposed payments from some owners and these will be addressed moving forward.</p> <p>JM asked what the rent arrear figure was in September and JA advised that it was 2.89%. JA has met with the Housing Officers who are working on these figures and JA will report back in January. JA advised that the housing association is now looking to take legal action against various tenancies. IB asked if the £20 cut in Universal Credit is having an impact and JA felt that this was one factor.</p> <p>CL asked if the bulk uplift was being put in to the rent consultation proposal as it is a minimum of £21k per year. CL felt that there could be challenges around this. JA agreed that this item needs to form part of the consultation as it is being seen that not everyone is showing agreement at the moment.</p> <p>The Management Committee <b>noted</b> the Housing Manager's report and updated quote for bulk uplift.</p>	JA
<b>10.2</b>	<b>Maintenance Manger's Report Appendix – Procurement Report &amp; Tender Report Gas Servicing &amp; Repairs</b>	
	TMcK presented the Maintenance Manager's report and appendices.	

	<p><b>Framework Maintenance Contractors</b>  TMcK advised that a pin notice will be put on Public Contract Scotland for the Framework for Maintenance Contractors to advise contractors that the tender will be advertised shortly. The new framework should be in place for 1<sup>st</sup> April 2022.</p> <p>TMcK advised that the workshops for guidance for the Framework for Maintenance Contractors will be held via zoom by the appointed consultants.</p> <p><b>Stock Condition Survey</b>  TMcK advised that a full report on the outcome of the stock condition survey will be presented by the consultant at the Management Committee in January 2022.</p> <p><b>Gas Service Contract Update</b>  The Management Committee <b>noted</b> the Tender Evaluation Model Summary.</p> <ol style="list-style-type: none"> <li>1. The Management <b>approved</b> the appointment of James Frew Ltd for the gas servicing and repairs contract based on the Quality/Cost/Interview assessment process as outlined in the report.</li> <li>2. The Management Committee <b>noted</b> the contents of the full report.</li> </ol>	<p>TMcK</p> <p>TMcK</p>
10.3	<p><b>Community Development Update</b></p>	
	<p>SMcD presented the Community development Update.</p> <p>SMcD advised that a third application has been made for a Further Education Award and advised that there was money available in the budget to accommodate this request.</p> <p>SMcD advised that a letter had been received from the Bluevale Community Club requesting a donation which should have been sent with the minutes but had been omitted. This letter was distributed prior to this meeting.</p> <p>The Bluevale Community Club, which is local to the Reidvale area, were asking for a donation to support their club. SMcD advised that there were various pockets of funding that RHA have available for community regeneration that will be brought in to one part, but at the moment there is a social fund for supporting new groups with a budget available.</p> <p>SMcD advised that as previously discussed, and thinking ahead to the budget for next year, there is a need for a Donations Policy and annual reporting on spending against this. SMcD advised that having this policy would simplify</p>	



	<p>where requests for donations will be taken from. SMcD asked committee if they thought this should be included in the Rent Consultation document and committee agreed that it should.</p> <p>After discussion it was agreed that a donation of £250 would be appropriate</p> <p>[</p> <p style="text-align: center;">s.33(1)(b)</p> <p>]</p> <p>CL asked if the benefit in kind covered all staff support time. SMcD advised that this will form part of the organisational review. CL asked that work is done to ensure clarity around what RHA is providing in relation to both Rapa and RNC. It was also confirmed that RHA committee members who are involved in any of these groups should not be part of any of these discussions at any meeting.</p> <p>The Management Committee</p> <ol style="list-style-type: none"> <li>1. <b>approved</b> the new application for the Further Education Award.</li> <li>2. <b>noted</b> the position with the Food Pantry and the Educational Awards.</li> <li>3. <b>agreed</b> to make a donation of £250 to the Bluevale Community Club.</li> <li>4. <b>agreed</b> the consolidation of existing funds into a single donations fund for 2022/23</li> <li>5. <b>agreed</b> the proposal to carry out tenant consultation on the amount of our donation fund – CL asked that this be subject to discussions around the budget.</li> <li>6. <b>noted</b> the outcome of the discussions with RAPA and RNC – CL asked that there is an activity around being clear about the additional costs to the organisation.</li> </ol>	<p>JC/JA</p> <p>AD</p> <p>JC</p>
<p><b>10.4</b></p>	<p><b>Policy Review Update</b> <b>Appendix – Updated Policy Schedule</b></p>	
	<p>SMcD presented the Policy Review Update and Updated Policy Schedule.</p> <p>CL asked whether under G7 – Equal Opportunities were we actually talking about all equalities as legislation around this has all changed over the last 18/24 months. SMcD advised that it was an action from the Improvement Plan left open from the Governance Improvement Plan which covers the whole equalities plan. CL advised that there is a need for a new package for April 2022 which is a whole suite. SMcD advised that in the workplan this will show that the internal work is</p>	<p>JC/JA</p>

	<p>starting on equalities in January/February with the first package coming forward in March which allows it to be approved and in place for April.</p> <p>CL asked if the Maintenance Policy will include Fire Safety and TMcD advised that this will be added.</p> <p>SMcD advised that a clean Policy Schedule will be drawn up.</p> <p>The Committee <b>noted</b> the report and schedule and <b>approved</b> the retirement of the policies set out in the paper.</p>	<p>TMcK</p> <p>SMcD/JC</p>
<b>11.</b>	<b>QUARTERLY REPORTS</b>	
	<b>There were no quarterly reports.</b>	
<b>12.</b>	<b>ANY OTHER COMPETENT BUSINESS</b>	
	<p>SMcD advised that as this was her last meeting that she wished to thank the committee for their support and time over the last 12 months.</p> <p>SMcD also thanked everyone for their generosity for their leaving gifts.</p> <p>EM, on behalf of all the committee, thanked SMcD for all her work and stated he felt that she had done exceptional job.</p>	
<b>13.</b>	<b>DATE OF NEXT MEETING(S)</b>	
	<b>Management Committee meeting – 15.12.21</b>	