



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 27.04.22 at 5.30 pm by video conference using Teams

Attendance:	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Ellen McVey	EMcV	Committee Member
	Alastair Firth	AF	Committee Member
	Victoria Willan	VW	Committee Member
	Isabel Brodie	IB	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Jane Marley	JM	Committee Member
	Catherine Lowe	CL	Co-optee
Staff/Adviser(s)	Jill Cronin	JC	Interim Director
Attendance:			
	Terry McKenna	TMcK	Maintenance Manager
	Ann Dundas	AD	Minute Secretary
In Attendance:			
	[S.38(1)(b)]	[S.38(1)(b)]	Indigo House Group
	Rona Anderson	RA	

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting.	
1.	APOLOGIES	
	There were no apologies.	
	The leave of absence was noted for Mrs McInnes.	
2.	DECLARATION OF INTEREST	
	There were no new declarations of interest.	
	AD left the meeting for the Management Committee Appraisals presentation with [S.38(1)(b)]. KA joined the meeting for this item.	

3.	MINUTES	
3.1	Minutes of Management Committee Meeting 30.03.22	
	The Management Committee noted the Minutes of the meeting of 30.03.22.	
	The Minute of 30.03.22 was approved on a proposal by CL and seconded by EMcV.	
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Meeting Matters Arising Schedule.	
5.	INTERIM DIRECTOR'S REPORT	
	JC presented the Interim Director's report.	
	Management Committee Matters	
	4.1 The Chair introduced Rona Anderson as a proposed Co-optee. RA gave a brief outline of her experience.	
	4.2 CL, IB and JM volunteered to sit on the Staffing Sub-Committee.	
	Notifiable Events	
	4.4 JC advised that the notifiable events regarding Pest Control and Masonry have now been closed by the SHR.	
	10. Recommendations	
	10.1 The Management Committee:	
	10.1.1 noted the contents of the Interim Director's Report.	
	10.1.2 agreed to the proposed membership of the Finance and Audit Sub-Committee.	JC
	10.1.3 agreed that CL, IB and JM should form the new Staffing Sub-Committee.	JC
	10.1.4 homologated the decision to appoint Lethame Business Services as Finance Agent.	
	10.1.5 agreed the co-option of Rona Anderson to the Management Committee.	

6.	GOVERNANCE	
6.1	Freedom of Information and Environmental Information Regulation 2021/2022	
	In the absence of JA, JC presented the Freedom of Information and Environmental Information Regulation 2021/22 report. 10. Recommendations 10.1 The Management Committee: 10.1.1 noted the content of the report.	
6.2	Shareholders Update	
	AD presented the Shareholders Memberships report for 02.02.22 to 31.03.22 and 01.04.21 to 31.03.22 . 10. Recommendations 10.1 The Management Committee: 10.1.1 noted the contents of the report. 10.1.2 approved any new shareholder membership at 4.1.1. 10.1.3 approved the removal of 3 shareholders identified at 4.2.1. 10.1.4 noted the summary of shareholders at 4.3.1.	
6.3	Committee Structure and Proposed Committee and Sub-Committee Structure – Appendix 1 Extract from Standing Orders Committee Remit – Appendix 2 Amendments to Standing Orders – Appendix 3	
	JC presented the Committee Structure report and appendices. CL suggested that the Finance and Audit sub-committee should be called the Finance, Audit and Risk sub-committee as risk is in this sub-committee's remit and that consistency should be used with the name of the sub-committee throughout the standing orders. JC agreed that she would change the name to include "Risk". CL also asked that it should be noted how the Chair of the Finance, Audit and Risk sub-committee is adopted and proposed that this should be done at the first sub-committee	JC JC

	<p>after the AGM and that the Chair of the Mge Cee cannot be Chair of the sub-committee. JC agreed to add this to the standing orders.</p> <p>RA asked if RHA has their own HR Department and JC advised that we use RBS Mentor for basic information around HR and buy in services for more complex issues.</p> <p>It was noted that AF had left the meeting.</p> <p>10. Recommendations</p> <p>10.1 The Management Committee:</p> <p>10.1.1 agreed the contents of the report and the proposal to formalise the new Management Committee and sub-committee structure as set out in Appendix 1.</p> <p>10.1.2 agreed the amendments subject to additional changes to the Standing Orders contained in Appendix 3 setting out the new remits and responsibilities.</p>	JC
7.	STRATEGY	
	There was no Strategy report.	
8.	FINANCE	
8.1	Former Owner Debt Write Off	
	<p>In the absence of JA, JC presented the Former Owner Debt Write Off report.</p> <p>10. Recommendations</p> <p>10.1 The Management Committee:</p> <p>10.1.1 noted the contents of the report</p> <p>10.1.2 approved the write offs contained in Sections 4(a).</p>	AD
9.	STAFFING	
	There was no Staffing report.	
10.	OPERATIONS	
10.1	Housing Manager's Q4 Performance Report	
	<p>In the absence of JA, JC presented the Housing Manager's Q4 Performance Report.</p> <p>JC reported that JA had asked that the Mge Cee were notified that she is aware that the arrears have slightly increased following a good first year performance in lock</p>	

	<p>down. JC advised that the arrears are still fairly low in comparison to other HA's and well within the Scottish average.</p> <p>EM advised that under agenda Item 4.2.1 - Average Time to Relet the Properties, the figures presented do not equate to an average of 15.2%. JC will clarify this with JA.</p> <p>CL advised that she felt that the Factoring Arrears at Agenda Item 4.4 were high. AD advised that of the 9 outstanding owner arrears, 2 were the write offs agreed at Agenda Item 8.1, 1 was a DD with an arrear of £47.00, 1 payment expected, 1 arrangement in place and 4 passed to the solicitor for a 7 day letter.</p> <p>10. Recommendations</p> <p>10.1 The Management Committee:</p> <p>10.1.1 noted the content of this report.</p>	JC/JA
10.2	Maintenance Manager's Report	
	<p>TMcK presented the Maintenance Manager's report.</p> <p>TMcK advised that a scaffold will be required for the property identified from the estate inspections at a cost of £4/5k and it may be worthwhile to repair this at this time within the pilot project. CL advised that the owners from both properties reported will need to be advised of these works. Total costs will be obtained and grants from GCC will also be investigated and the owners and shop owners will be advised and meetings arranged. TMcK confirmed that both buildings are now safe. RA agreed that both these properties should now be added to the Pilot Project for the works to be carried out now.</p> <p>CL asked where the preparation for the Pilot Project is at the moment and TMcK advised that the surveyor is currently working on the tender documents.</p> <p>RA asked if there was a Stock Condition Programme and TMcK advised that a full stock condition survey has been carried out along with a stand alone stone work survey. TMcK will send RA a copy of these surveys.</p> <p>10. Recommendations</p> <p>10.1 The Management Committee:</p> <p>10.1.1 noted the content of this report.</p>	<p>TMcK</p> <p>TMcK</p> <p>TMcK</p>

10.3	<p>Policy Review Report and Arrears Recovery Policy – Appendix 1 Recovery of Former Tenant Arrears Policy – Appendix 2</p>	
	<p>In the absence of JA, JC presented the Arrears Recovery Policy and the Recovery of Former Tenant Arrears Policy.</p> <p>RA asked if there was a Recovery of Former Owner Arrears Policy and JC confirmed that there was.</p> <p>CL asked if there was anything in the Financial Regulations/Standing Orders regarding the levels of write offs brought to the Management Committee or do they all have to come for approval as anything below £50 should not be brought to committee. JC advised that she will check this and advised that new Financial Regulations will be brought to Mge Cee for discussion and approval in the near future and the levels can be discussed at this time.</p> <p>10. Recommendations</p> <p>10.1 The Management Committee:</p> <p>10.1.1 approved the updated Arrears Recovery Policy.</p> <p>10.1.2 approved the updated Recovery of Former Tenant Arrears Policy.</p>	JC
10.3	<p>Donations and Small Grants Policy Covering Report and Donations and Small Grants Policy – Appendix 3</p>	
	<p>EMcV and JM left the meeting for this item.</p> <p>JC presented the Donations and Small Grants Policy Report and Appendix.</p> <p>[</p> <p style="text-align: center;">S.33(1)(b)</p>	

	JC will set out a service level agreement which will be beneficial to both organisations.	JC
	10. Recommendations	
	10.1 The Management Committee:	
	10.1.1 agreed the Donations and Small Grants Policy.	
	10.1.2 agreed the proposed 2022/23 budget of £27,050 to support the policy.	
	10.1.3 agreed [S.33(1)(b)] continue to work with RNC to put in place a service level agreement covering all interactions and shared expenditure.	JC
11.	QUARTERLY REPORTS	
	There were no additional quarterly reports.	
12.	ANY OTHER BUSINESS	
	TMcK and AD were asked to leave the meeting at this point.	
13.	DATE OF NEXT MEETING(S)	
	Finance and Audit Sub-Cee – 10.5.22	
	Management Committee – 25.05.22	

Signed Date
Chairperson