



Agenda Item 3.2 Minutes

Reidvale Housing Association Management Committee meeting held on 05.06.24 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Denise Dempsey	Chair/DD	Chairperson
	Linda Wishart	LW	Committee Member
	Ellen McVey	EMcV	Committee Member
	Eddie Marley	EM	Committee Member
	Carmen Rubio Gutierrez	CRG	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Jane Marley	JM	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Ian Elrick	IE	Co-optee
	Jim Hastie	JH	Co-optee
Staff/Adviser(s)	Julie Smillie	JS	Interim Director/ Secretary
Attendance:	Paul Rydquist	PR	Consultant
	Terry McKenna	TMcK	Maintenance Manager
	██████████ – Via Teams	██	Finance Agent
	Ann Dundas	AD	Corporate Support/Minute Taker

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting. The Chair asked to bring Agenda Items 4.1 and 4.2 to the beginning of the meeting. Committee agreed.	
1.	APOLOGIES	
	Apologies were received from Helen Richman, Helen Moore, Michael Carberry and Gerry Bitten O'Prey.	
2.	DECLARATIONS OF INTEREST	
	There were no new declarations.	

3,	GOVERNANCE	
3.1	Business Plan Preparation App. 1 – Proposed Business Plan Preparation Process App. 2 – Proposed Business Plan Preparation Programme App. 3 – Brief for the procurement of business planning consultancy services App. 4 – Proposal from ██████████, prospective business planning consultant	
	<p>PR presented the report and appendices.</p> <p>JH advised that, especially for new committee, there should be relaxation around the amount of commitment expected.</p> <p>JH is not convinced that there is a need for committee to give up 4 full days for the business planning programme and stated he has major reservations about this in terms of the time involved. JH felt that the management team and consultants should be looking at reports and producing summaries and analysis, and this could potentially save a couple of days of committee input. With this in place, committee would be ready to do the SWAT analysis. PR agreed to look at reducing the amount of committee time involved in this process. Committee agreed that it was a very tight turnover. JH advised that volunteer committee time/commitment needs to be taken into account and availability should be to suit the committee. JH felt that prolonging the process slightly should be looked at for committee involvement. PR will report back on how this process can be streamlined. JH also suggested that Office Bearers could possibly also be involved in the initial work, along with the management team and consultants.</p> <p>With regard to the appointment of a business planning consultant, IE asked if other consultants had been approached for this proposal and PR advised they had not and that this was due to timescales. IE asked that it be recorded that the procurement process was not followed. PR asked that it be noted that there was justification in terms of procurement process in going to a specialist of known quality given the speed at which the Association needs to move and the importance of the exercise.</p> <p>GD agreed that it was right that the management committee leads this process and the ethos behind this setting a vision for the future but feels that the time commitment is a lot.</p> <p>11. Recommendations 11.1 Management Committee 11.1.1 approved the adoption of the new business planning process, to be applied in connection with the preparation of the proposed new business plan and future annual business plan preparation process. 11.1.2 noted the proposed business plan preparation programme, and required that the specific content and timing of the various business planning days should be reviewed, with committee input reduced.</p>	<p>PR</p> <p>PR</p>

	<p>11.1.3 noted the content of the brief for the procurement of business planning consultancy services.</p> <p>11.1.4 approved the appointment of ████████ of ████████ Consultants for the provision of business planning services in accordance with ██████ proposal.</p>	
<p>3.2</p>	<p>Interim Business Plan 2024/25 App. 1 – Proposed Interim Business Plan 2024/25</p>	
	<p>PR presented the report and appendix.</p> <p>CRG asked:</p> <ol style="list-style-type: none"> 1. if this document is being shared with the community could there be an abridged version as not all residents will understand the jargon used and also to make the content more transparent . PR advised that there will be a summary version of this document. 2. if the definition of a “shareholder” could be explained more clearly. 3. if commercial properties should be mentioned under the ancillary services and PR advised that he will do this. <p>JH proposed:</p> <ol style="list-style-type: none"> 1. adding “RHA has over 450 members, the vast majority of whom live in the tenemental blocks owned by the Association” which would introduce the membership and that the word “share” should not be used as this could imply that there may be dividends payable, which is not the case. 2. under item 3 of the plan should read “our commitment and accountability to the local community”. 3. JH stated that the Management Committee needs to see the Work Plan and would prefer, now that there is a new structure led by Julie, would prefer to see item 5 expanded to reference the number of surveys that have now been committed and why this is an Interim Business Plan, which is why we cannot be more concrete about the future direction until results of the surveys are known. 4. information should be issued to residents advising what the new management team are doing under the management committee direction 5. an additional paragraph should be added to the report saying “short term we may require development support services from another experienced association to look at the need for capital projects”. <p>JH advised that he felt that as an initial document it was set out very well. GD advised that she liked the language and that the report was easy to read and very informative. EM advised that he felt it was also good that risks were also being highlighted.</p> <p>JM advised that the reference to RAPA in the report should be looked at as RAPA do not receive any funding or services from RHA and RHA has no involvement in the management. JH suggested that it should read “RHA assisted the initial provision and RAPA is now managed by local people” and it is important that this is correct. JM agreed that she would prefer this.</p>	<p>PR</p>

	<p>EM pointed out that there is a number of places where John Butterly House is referred to as Sheltered Housing and PR advised that this will be changed to Retirement Housing.</p> <p>IE suggested that it should be pointed out, in item 9, that it should be made clear the reference to the 10% increase in rents was agreed before the current committee were in place.</p> <p>JH advised that in terms of strategic direction and time spent with the stone repair experts that the bullet point stating “ensure the new asset management strategy provides for essential component renewal” should read “must provide for essential component renewal; the phasing of repair programmes including stone repairs; and any capital projects to protect existing investment in our homes meet tenant expectations and maintain a safe and pleasant local environment” but should distinguish that we intend to look at capital projects as part of the asset management strategy. JH feels that it is important that everyone understands this.</p> <p>CRG asked that the photographs of committee to be included in the report should also include the staff members. PR advised that another appendix will be added regarding staff.</p> <p>PR advised that if the committee decide they need more changes to the plan these can be brought to the next Management Committee meeting.</p> <p>11. Recommendations 11.1 Management Committee noted the draft Interim Business Plan, and provided the requested “steer” to management team about significant changes that may be required. A final version is to be brought to the next meeting for approval.</p>	PR
3.3	<p>Internal Audit Annual Report App. 1 - Internal Audit Annual Report App. 2 – Standing Orders</p>	
	<p>Julie Smillie presented the report and appendices.</p> <p>JS advised that the Internal Audit Annual Report has been scrutinised at the FA&R sub-tee meeting on 17.05.24.</p> <p>██</p> <p>██</p> <p>██</p> <p>██</p> <p>██</p> <p>JS asked if anyone would be interested in joining the FA&R Sub-tee as the committee is low on numbers. DD agreed to join this meeting if the time of the meeting could be changed. JS advised the time of this meeting could be changed to 5.30 pm. DD then agreed to join the sub-tee.</p>	JS

	<p>JS advised that SHR are asking for assurance on Tenant Safety and as such we are looking to carry out a Tenant Safety Audit which will culminate in assurance for the AAS. This would provide the SHR with the additional assurance that they require.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 approved the Internal Audit Annual Report. 10.1.2 approved the instruction of an additional Tenant Safety Audit. 10.1.3 agreed the appointment of Denise Dempsey to the Finance Audit and Risk Sub-Committee.</p>	JS
3.4	Software Contract	
	<p>JS presented the report.</p> <p>JS advised that further to her report our housing IT provider [REDACTED] were asked what it would cost to bring the system up to standard, to carry out the upgrades and move forward with a fully supported system. They have advised that they are no longer going to be supporting the [REDACTED] system and it is their intention to launch a new system, therefore, there is no option to upgrade the system. [REDACTED] [REDACTED].</p> <p>DD asked if this would involve training for staff and JS advised that it would. GD asked if [REDACTED] have a support team that can be contacted immediately by staff and JS advised that is the case.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the current contract, costs and associated risks to the association. 10.1.2 agree to give notice and terminate the contract with [REDACTED] 10.1.3 agree to enter into contract with [REDACTED] by end of June 2024.</p>	JS JS
4.	FINANCE	
4.1	March 2024 Management Accounts App. 1 – March 2024 Management Accounts	
	<p>[REDACTED] presented the report and appendix.</p> <p>[REDACTED] advised that the Management Accounts have been scrutinised at the FA&R meeting on 17.05.24.</p> <p>IE asked about the increase on the pension deficit, which [REDACTED] explained will not affect our cash, could mean that additional pension deficit contributions would need to be made in the near future. [REDACTED] advised that the scheme is due a full revaluation as at</p>	

	<p>30.09.24 and it will be approximately a year before results are received. SHAPS have advised that they are monitoring and when anything is received formally this will be reported back.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the Management Accounts for the year ended 31 March 2024. 10.1.2 approved the Management Accounts for the year ended 31 March 2024 (proposed by IE and seconded by EM).</p>	
4.2	Loan Portfolio Return 2023/24 App. 1 - Loan Portfolio Return	
	<p>█ presented the report and appendix.</p> <p>JH asked if there had been loans over the RHA new build commercial units and █ advised that there had been and that these were repaid pre 2019.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the contents of the report and the Loan Portfolio Return 2023/24. 10.1.2 approved the Loan Portfolio 2023/24 and subsequent submission to the SHR by 30 June 2024 (proposed by IE and seconded by CRG).</p> <p>█ left the meeting after this agenda item.</p>	█
5.	ANY OTHER BUSINESS	
	<p>TMcK left the meeting for this item.</p> <p>JS reported that from the resignation of the Housing Manager, JS advised that JA does much more than this role. There is internal discussions ongoing as to what JS will take over in her absence, however, the Housing Manager position will need to be covered immediately. Part of the plan moving forward is a staff restructure so JS advised there is no merit in recruiting for a permanent member of staff. JS advised that previously there was a Staff and Training Sub-Committee and this will be looked at again but in the interim JS will be meeting with a recruitment company to discuss potential candidates. JS asked for volunteers when interviews are being carried out and that this should be soon to give as much handover with JA as possible. JS acknowledged that there will be no match to the knowledge that JA has but the basic functions will require to be handed over. LW, JM and EM volunteered to take part in the interviews. GD advised that she might also have time available for the interview process. It was acknowledged that the right person will require to have the right skills as this will be a challenging position moving forward.</p>	

	<p>LW asked about salary for the new person and JS advised that this will now be based on the EVH salary scales.</p> <p>PMcC asked how long JA notice was and JS advised it was 4 weeks.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Management Committee agreed that given the urgency of the situation, recruitment of a temporary Housing Manager should proceed as proposed.</p>	<p>JS</p> <p>JS</p>
	<p>The meeting finished at this point and PR started his training session.</p>	
<p>6.</p>	<p>DATE OF NEXT MEETING</p>	
	<p>26.06.24</p>	