



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 29.01.25 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Helen Richman	HR	Vice Chair
	Ian Elrick	IE	Committee Member
	Gerry Bitten-O'Prey (part meeting)	GBP	Committee Member
	Eddie Marley	EM	Committee Member
	Carmen Rubio-Gutierrez	CRG	Committee Member
	Jim Hastie	JH	Committee Member
	Linda Wishart	LW	Committee Member
	Michael Carberry	MC	Committee Member
	Helen Moore	HM	Committee Member
	Ellen McVey	EMcV	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Paul McCrudden	PMcC	Committee Member
Staff/Adviser(s)	Julie Smillie	JS	Interim Director/ Secretary
Attendance:	Paul Rydquist	PR	Regulatory Compliance Consultant
	Terry McKenna	TMcK	Maintenance Manager
	William Boale	WB	Housing Manager
In Attendance:	██████████ – Via Teams – Agenda Item 7.2	██	Consultant
	██████████ – Agenda Item 7.3	██	██████████
	██████████ – Agenda Item 7.3	██	██████████
	██████████ – via Teams Agenda Item 7.4	██	Consultant

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	In the absence of the Chairperson the Vice-Chair took the meeting and welcomed everyone. The Vice-Chair explained that agenda items 7.2, 7.3 and 7.4 would be brought forward to after agenda item 4.	
1.	APOLOGIES	
	Apologies were received from Denise Dempsey.	
2.	DECLARATIONS OF INTEREST	
	TMcK and WB declared an interest for Agenda Item 5. There were no other new declarations of interest.	
3.	MINUTES	
3.1	Draft Minutes of FA&R Meeting 13.11.24	
	The Draft Minutes of the FA&R Meeting were noted .	
3.2	Minutes of Management Committee Meeting 11.12.24	
	The Minutes of the Management Committee meeting of 11.12.24 were proposed as a true record by JH and seconded by LW.	
4.	MATTERS ARISING SCHEDULE	
	<p>Committee asked if there had been any impact to the Reidvale stock after the storm of 24.01.25. JS reported that TMcK and team had carried out a full survey of the area on the Monday after the storm and any damage was very minor with nothing significant to note.</p> <p>PR advised that item 10.2 from the meeting of 27.11.24 is now complete “Temporary fixed term contract for the direct employment of the Interim Director by RHA to match the timing of the existing secondment agreement”. PR advised that this contract has been put in place through Mentor (RHA’s HR Advisors) and signed to April 2025.</p> <p>PR advised that there is a need for continuation of the role of the Interim Director as the work required is not finished. PR suggested that a joint meeting with Molendinar Park Housing Association and RHA should be held to look at both budgets, availability and continuity and that this is addressed sooner rather than later. Committee agreed that this meeting should be arranged.</p> <p>The Committee noted the updated Matters Arising Schedule.</p>	PR

5.	INTERIM DIRECTOR'S REPORT	
	<p>JS presented the report.</p> <p>GBO'P left the meeting at this point.</p> <p>The staff left the meeting for this item.</p> <p>Standing orders were called during this item.</p> <p>A Confidential minute for this item will be sent separately.</p>	
6.	BELLFIELD STREET REPORT	
6.1	<p>██████ Bellfield Street Report and App. 1 Minutes of 4th Design Team Meeting App. 2 Letter from Structural Engineer App. 3 Lessons Learned from Stonework Pilot Projects</p>	
	<p>PR presented the report and appendices.</p> <p>Committee noted that the letter from the structural engineer has not been received and will be circulated as soon as it is available.</p> <p>Committee felt that the “lessons learned” was a very useful piece of work. Committee felt that consultation with residents was very important and that should be a lesson learned to ensure that this happens in future.</p> <p>Committee stated, with regards to ██████, that it was critically important that the pre tender costs are compiled and a phase 1 grant submission for 50% is submitted to ██████ regarding grant funding, to include consultants fees, decant costs, scaffolding, engineering works, and that this should be carried out and brought to a sub-committee before the next management committee in February. It was felt that this should put the association in a good position to seek grant this financial year and to be put in the “queue” for the build cost in the next financial year. Committee asked that it should be explained that we cannot accept any tender for the work to proceed until we have a guarantee of 50% grant ██████ ██████.</p> <p>JH advised that he would suggest a task group for grant submissions should be arranged and this group should include the Chairperson and Interim Director and that he would be happy to also sit on this group.</p>	<p>PR</p> <p>PR/TMcK</p> <p>PR/JS</p>

	<p>11. Recommendations</p> <p>11.1 Management Committee noted the contents of this report, including the separate “lessons learned” report, for information.</p>	
7.	GOVERNANCE	
7.1	<p>Regulatory Compliance Report and</p> <p>App. 1 Updated GFMP</p> <p>App. 2 Proposed process for submission of Annual Assurance Statement</p> <p>App. 3 Tracker report of outstanding actions from Detailed Review Group meetings</p>	
	<p>PR presented the report and appendices.</p> <p>PR advised that the process for preparation for submission of Annual Assurance statement will now be brought to the February Management Committee.</p> <p>Committee asked that a separate appendix on the Tracker report showing completed tasks should be made available.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted progress with the implementation of the Governance and Financial Management Improvement Plan (GFMP)</p> <p>10.1.2 noted that the proposed process for submission of Annual Assurance Statement will be presented to the February Management Committee.</p> <p>10.1.3 noted the contents of the Detailed Review Group Action Tracker, and agreed that all items designed as complete can now be removed from the report and presented in a separate appendix, with still-outstanding actions henceforward included in the “matters arising” tracker of previously agreed management committee actions.</p>	<p>PR</p> <p>PR</p>
7.2	<p>Business Plan Preparation Report and</p> <p>App. 1 Draft Business Plan</p>	
	<p>PR presented the report and introduced ■ who joined the meeting via Teams. ■ presented the Draft Business Plan.</p> <p>■ asked the committee to note that ■ would not normally have the strategic delivery plan completed at this stage. This is a really important appendix that sets out how, as a management committee, performance against the business plan being delivered will be monitored and evaluated. ■ advised that ■ needed to wait until committee confirmed they were happy with the strategy and priorities before completing this.</p>	

█ advised that the financial section is not completed as this needs the Asset Management Strategy before it can be signed off.

█ advised that the █ had used the check list from the first Business Planning day where committee were asked what they wanted from the process and the document and this is noted as follows:

Committee had clearly set out the strategy - where they wanted to be; how they were going to get there and that this had to be robust with everything that was being said having an audit trail behind it; that everything should be deliverable, affordable and not too ambitious with a participative process with committee being actively involved in developing the business plan; that it gave reassurance to external key stakeholders; that it be measurable and that it be exciting.

█ asked if committee believed that they had received what they asked for and if not where could it be improved.

█ advised that the 1 page strategy, previously circulated, had been changed slightly. It was felt priority 2 delivering the investment programme should read “managing the investment programme” and that priority 1 reads “delivering the asset management strategy”.

█ also advised that the mission statement had also been changed and it has been made clear what is meant by the mission statement and emphasised identity.

Committee felt that the Business Plan was excellent and really well done. Committee also commented that it was really easy to read, understandable, concise and tangible.

Committee asked that reference to tenants should also include reference to owners. Committee asked that shops and commercial proprietors should be referred to. It was also felt that reference to the new build should be included in the history.

Committee felt that the section that mentioned “growth” should possibly be expanded to say “Dennistoun is an attractive neighbourhood with a shortage of affordable accommodation and we would like to exploit any opportunities to increase the stock of affordable housing”.

	<p>Committee asked if it was too soon to say “that we are committed to remaining independent “as we have not seen a 30 year business plan/cash flow and asset management strategy and it should possibly read “committed to remaining community controlled”. ■ confirmed that this draft Business Plan would not be completed or signed off until we have the finance information and the asset management strategy.</p> <p>Committee also asked for clarification on when Reidvale HA was founded ie 1975 or 1976 and if it was indeed 1975 then this should be a year to celebrate as this is a great achievement with RHA being able to remain independent. JS advised that the association was established in 1975 but registered in 1976 and a decision was being looked at whether the 50 year celebrations should be held in 2025 or 26. Committee felt that celebrations could be started in 2025 and carried on in to 2026. It was noted that this will be added to the Operational Plan.</p> <p>Committee asked for clarification under the heading of the Neighbourhood Centre where reference is made to the adventure playground as it was felt that most people know this as RAPA.</p> <p>Committee thanked ■ for all ■ work on the Business Plan.</p> <p>■ asked if committee could email their suggestions for any changes to the Business Plan and asked that they be emailed to JS to pass on.</p> <p>■ left the meeting at this stage.</p> <p>9. Recommendations 9.1 Management Committee 9.1.1 commented on the draft plan.</p>	<p>JS/PR</p> <p>JS</p>
<p>7.3</p>	<p>Asset Management Strategy Report and App. 1 Draft Asset Management Strategy</p>	
	<p>PR presented his report and introduced ■ and ■.</p> <p>■ advised that the plan was to have a discussion with the committee about the consultation Draft Asset Management Strategy document. ■ advised that 3 key risks had been identified early on in terms of developing the approach to the investment strategy for the properties. The 3 key risks are 1. would it be affordable; 2. deliverability; 3. did we know what tenants priorities are.</p>	

■ advised that with regards to 1 and 2 they have been tackled and the risks are known and that the work carried out with the financial advisor shows that it is viable in the long term. There is still a question mark over risk 3 and they are trying to distil the asset management strategy to simple messages that would enable the association to reconnect with tenants, owners and others.

■ asked committee if this approach would be something that they were happy to stand behind and that everyone is on board and asked committee for comment.

Committee commented that under the "Property" section this should possibly not state choices as these may not be available and this could cause issues for the association and be to be more specific. TMcK advised that this is something that we do at the moment.

Committee also commented that kitchens and bathrooms are not every tenant's priority but that other items may be ie. door entry systems and windows.

■ advised that they are trying to create a document that works alongside the current impressive evidence base, is a well thought out and considered programme and which allows flexibility going forward and that over the next year the association can engage with tenants and refine the strategy.

■ advised that from the Business Plan, it shows that the association want to give more understanding and to reconnect with tenants and by producing this document it is hoped that it gives the tenants more transparency and give the tenants the opportunity to help to develop the standards along with the association.

■ advised that when the full document is provided at the next Management Committee it will reflect the investment profile that the association is comfortable with.

■ asked if committee felt that the document would stimulate good debate during consultations with residents and committee felt that it was at a good level for residents to get involved in community engagement. Committee felt that the reassurance of reinvestment will help to re-engage tenants.

■ assured committee that the consultation will be driven by the association.

■ and ■ left the meeting at this point.

	<p>9. Recommendations</p> <p>9.1 Management Committee</p> <p>9.1.1 discussed the draft asset management strategy.</p>	
7.4	<p>Skills Audit Cover Report and App. 1 Skills Audit Committee report</p> <p>JS introduced ██████████ ██████ joined the meeting via teams and presented the report.</p> <p>Committee commented about succession planning and co-opting and asked if this is being suggested to start now and on the lead up to the AGM. ██████ advised this was correct as recruitment can take time. Committee asked if this would be done in the form of an advert. ██████ advised that there were various options and suggested that our existing shareholder members could be contacted explaining the association's priorities; put on social media; adverts in the housing press and there are also registers with ie. SFHA. ██████ advised that a variety of different options should be used to get the widest pool. Committee felt that that within our area there are people with the skills that are required and therefore felt that residents and members would be the first target group.</p> <p>PR advised that policy and process would be brought to the next meeting to agree how recruitment should be carried out.</p> <p>██████ asked what the committee's priorities and known gaps were and committee advised that asset management; expertise in architecture/tenemental buildings/stonework; digital/social media/technology. Committee asked that any approach should be relatable to all and not jargon driven.</p> <p>Committee also felt that there should not be a committee full of specialists and that general skills and understanding were important.</p> <p>IE suggested that he would be willing to carry out general finance training and committee agreed that would be useful.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted and reviewed the contents of the Skills Audit report.</p> <p>10.1.2 considered and agreed that a recruitment exercise is carried out with the aim of co-opting up to 2 committee members with appropriate skills.</p> <p>10.1.3 agreed the priorities for a recruitment exercise and that a policy and process should be brought to the February Management Committee meeting.</p>	<p>JS/IE</p> <p>JS/PR</p> <p>JS/PR</p>

	<p>■ left the meeting at this point.</p>	
7.5	<p>Freedom of Information and Environmental Information Regulations (FOI & EIR) October-December 2024 Report and App. 1 FOI & EIR Report</p>	
	<p>JS presented the report and appendix.</p> <p>JS advised that this report will be presented every quarter. Committee asked that in future any FOI and EIR requests are explained. JS advised that the FOI and EIR received in this quarter were general enquiries and had been sent to all associations and were not Reidvale HA specific.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the contents of this report.</p>	JS
7.6	<p>Committee Digest</p>	
	<p>JS presented the report.</p> <p>JS pointed out the conferences mentioned in the report and encouraged all committee to take up as many networking and training opportunities as possible.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the contents of this report.</p>	
8.	<p>FINANCE</p>	
	<p>There was no report.</p>	
9.	<p>OPERATIONS</p>	
9.1	<p>Rent and Service Charge Review 2025/26 and App. 1 Rent and Service Charge Review Report from 11.12.24</p>	
	<p>WB presented the report and appendix.</p> <p>Committee noted that there had been 105 responses received to the rent consultation which equates to 12%. WB advised in relation to the responses that from a SHN report this is in line with the Scottish average. Committee noted the outcomes of all questions asked.</p> <p>MC asked for a future discussion around the Tenant Reward Scheme which has been carried out previously.</p>	JS

	<p>MC asked if the service charge at John Butterly House could be frozen until the proposed review is carried out. JS explained in full what the service charge covers. After discussion committee felt that we should be consistent with what has been consulted on and apply the charge. MC stated he was moving for the service charge increase to be frozen and PMcC seconded this and EMcV seconded the objection. A vote was then held for the service charge to be frozen with the alternative being the proceeding with the consulted and proposed 4.3%. The results of the vote was: For Freezing: 3 Keeping the proposed 4.3%: 7 Abstention: 1</p> <p>Committee asked that next year the rent increase consultation should not be delivered just before Christmas and be left until the first week in January to be more considerate to tenants. JS advised that this is a timing issue based on the release of the CPI figure and reports to committee.</p> <p>13. Recommendations 13.1 Management Committee 13.1.1 approved the recommended overall rent increase of 4.3% which will be effective from 1st April 2025. 13.1.2 approved the recommended service charge at the Amenity Block to increase by 4.3% [REDACTED] for the year 2025/26. 13.1.3 approved the recommended service charge at John Butterly House to increase by 4.3% [REDACTED] for the year 2025/26. 13.1.4 noted the requirement not to increase the Heating Charge at John Butterly House [REDACTED] [REDACTED] for the year 2025/26.</p>	
10.	ANY OTHER BUSINESS	
	Committee asked that, in future, acronyms should be explained throughout the minutes and papers being sent out and JS advised that this will be implemented.	All
11.	DATE OF NEXT MEETING(S)	
	Finance Audit and Risk Sub-Committee - 11.02.25 Housing Services Sub-Committee – 12.02.25 Management Committee - 26.02.25	