



Agenda Item 3.1

Minutes

Reidvale Housing Association Management Committee meeting held on 24.07.24 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Helen Richman	Vice-Chair HR	Vice-Chair
	Linda Wishart	LW	Committee Member
	Ellen McVey	EMcV	Committee Member
	Eddie Marley	EM	Committee Member
	Gerry Bitten-O'Prey	GBO	Committee Member
	Jane Marley	JM	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Ian Elrick	IE	Co-optee
	Jim Hastie	JH	Co-optee
	Michael Carberry	MC	Co-optee
	Helen Moore	HM	Co-optee
Staff/Adviser(s)	Julie Smillie	JS	Interim Director/ Secretary
Attendance:	Paul Rydquist	PR	Consultant
	Terry McKenna	TMcK	Maintenance Manager
	William Boale	WB	Housing Manager
	Ann Dundas	AD	Minute Taker

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	In the absence of the Chair the Vice-Chair welcomed everyone to the meeting.	
1.	APOLOGIES	
	Apologies were received from Denise Dempsey, Geraldine Dempsey and Carmen Rubio-Gutierrez.	
2.	DECLARATIONS OF INTEREST	
	HR and LW declared an interest for Agenda Item 5 – 3.1.	
3.	MINUTES	
3.1	Minutes of the Management Committee meeting 24.07.24	
	The Minutes of the meeting of 24.07.24 were proposed as a true record by GBO'P and seconded by HM.	

4.	MATTERS ARISING FROM PREVIOUS MEETINGS	
	The Management Committee noted the matters arising.	
5.	INTERIM DIRECTOR'S REPORT and App.1 Policy Review Schedule	
	<p>The Interim Director presented the report and appendix.</p> <p>3.1 Anti-Social Behaviour - JS advised that a street meeting regarding the anti-social behaviour has been arranged for Thursday 25.07.24.</p> <p>3.5 Policies – committee agreed that it would be good to set up a short-life working group to review policies before they were brought to the full management committee for approval. It was agreed to bring this matter back to a future meeting.</p> <p>3.6 Retirement Housing – Committee agreed that consultation should be held with the residents of JBH before the full review and agreed to renew the temporary contract for the Relief Warden on a month to month basis.</p> <p>4.2 Social Media – committee felt that other housing associations should be looked at to see what they are doing and agreed that a moderator would need to be in place.</p> <p>5.1 Staffing Update – committee welcomed the new Housing Manager.</p> <p>Recommendations Management Committee</p> <p>i) noted the surge in anti-social behaviour and the Association's plans to address this</p> <p>ii) noted the current position with the software contract.</p> <p>iii) noted the progress of the Factoring Review.</p> <p>iv) noted the progress with the decanting of tenants from Bellfield Street.</p> <p>v) considered and agreed setting up a short-life working group to review Policy updates.</p> <p>vi) considered and agreed the renewal of the temporary contract for the Relief Warden on a month to month basis and agreed that consultation should be held with residents before any further decisions are made.</p> <p>vii) noted the position with the lease for the Neighbourhood Centre.</p> <p>viii) noted the plan to investigate the benefits of using social media.</p> <p>ix) noted the staffing update.</p> <p>x) noted the committee training requirements.</p>	<p>JS</p> <p>JS</p> <p>JS/AD</p> <p>JS</p>

6.	GOVERNANCE	
6.1	<p>Regulatory Compliance Report and Appendices:</p> <p>1 Governance and Financial Management Improvement Plan – progress to July 2024;</p> <p>2 Self-Assessment Review – outline project plan;</p> <p>3 Self-Assessment Questionnaire – results</p>	
	<p>PR presented the reports and appendices.</p> <p>3. GFMIP - The Committee noted that good progress is being made with half of the programme having at least one third of the work completed.</p> <p>4. Self-Assessment review of compliance with Regulatory Standards – Committee noted that a meeting is planned to be held before the Mge Cee meeting on 25.09 at 2.30 pm. If this is not possible for committee to make alternative plans will be made earlier in September. GBOP and HR advised that they would not be available for the meeting on 25.09.</p> <p>This meeting will allow committee members to decide whether what have been agreed as non-compliant are non-compliant and whether these items are material or not and this will be the key judgement that will go in to the assurance statement itself. This will then be presented in full to the October Mge Cee meeting to meet the submission deadline.</p> <p>Committee commented that the efforts and work is enormous and that the working party are doing a great job. Committee commented that by doing so much work that there is a chance of losing focus of providing a good service to residents. PR advised that this exercise will not be carried out every year but it is necessary this year.</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 (GFMIP) and the self-assessment review of compliance with regulatory requirements.</p> <p>10.1.2 noted the proposed arrangement for a separate committee session on Wednesday 25 September to consider the outcome of the comprehensive self-assessment review of compliance with regulatory requirements.</p> <p>10.1.3 agreed to take steps to conduct an appraisal of the Interim Director and set objectives and targets for the remainder of 2024/25.</p>	<p>PR</p> <p>PR</p> <p>PR</p>

6.2	<p>Business Plan Preparation and Appendices:</p> <p>1 Updated version of the Business Planning Process</p> <p>2 Revised Business Plan Preparation Programme</p> <p>3 Brief for the Procurement of Asset Management Consultancy Services</p> <p>4 Interim Business and Operational Plan 2024/25 – Summary version and cover letter from Chair</p>	
	<p>PR presented the report and appendices.</p> <p>6. Procurement of Consultancy Support for Preparation of Asset Management Strategy</p> <p>Committee noted that a 3 quotes tendering process would be carried out. Committee asked if it was difficult in finding 3, could only 2 quotes be sought. PR advised that due to the cost of the work that 3 would be required.</p> <p>12. Recommendations</p> <p>12.1 Management Committee</p> <p>12.1.1 approved the updated Business Planning Process set out in Appendix 1.</p> <p>12.1.2 approved the revised Business Plan Preparation Programme at Appendix 2, including the proposed dates of the three committee planning days.</p> <p>12.1.3 approved the brief for the procurement of an asset management specialist consultant to support the preparation of a new Asset Management Strategy at Appendix 3 and the immediate commencement of a tendering process.</p> <p>12.1.4 noted for information the published summary version of the Interim Business and Operational Plan 2024/25 and covering letter from the Chair, and progress with finalising the full version of the plan.</p>	PR
6.3	<p>Stonework/Bellfield Street Report and Appendix 1 - Brief for procurement of Health and Safety Specialist</p>	
	<p>PR presented the report and appendix.</p> <p>PR advised that 9 offers of decant have been accepted but no one has moved yet and as predicated the full process will likely take 6 months or more. Another open session will be arranged with residents in August.</p> <p>Committee stated that getting the brief for the structural engineer correct is extremely important and stated that this should be done sooner rather than later.</p>	JS

	<p>Committee advised that they would prefer that the stonework safety protocol was dealt with separately from the Bellfield Street issue as it is a separate process and asked how it interfaced with the stonework assessment and felt that the protocol should sit within stonework in general. PR agreed that this should be the case and advised that the stonework assessment and protocol will be available by September. PR advised that this will be reported separately in future.</p> <p>██ ██ ██ ██ ██ ██ ██</p> <p>14. Recommendations 14.1 Management Committee 14.1.1 noted the reports on the current state of properties at ██████ Bellfield Street and progress with pursuing options for their future, for information. 14.1.2 approved the procurement of directly appointed Structural Engineering services in connection with ██████ Bellfield Street via a “quick quotes” procurement exercise. 14.1.3 approved the procurement of a Health and Safety specialist consultant to support the preparation of a Stonework Safety Protocol, and the content of the attached brief which will form the basis of a limited (minimum three quotes) tendering exercise, and nominates committee members to participate in the tender assessment and selection process.</p>	<p>PR</p> <p>PR/TMcK</p> <p>PR/TMcK</p> <p>PR/TMcK</p>
<p>6.4</p>	<p>Financial Services Report</p>	
	<p>JS presented the report.</p> <p>PR advised that the model that is produced with the Business Plan is fundamentally important to the outcome of the business planning process and future of the association.</p> <p>Committee noted that cost for the finance agent is an indicative cost. Committee asked if a full time in house member of staff could be employed and get the level of expertise required. JS advised that this will be looked at in the future within the staff structure.</p> <p>Committee advised that the proposed new Finance Agent is well known within the sector.</p>	

	<p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 agreed to terminate the contract of the current Finance Agent.</p> <p>10.1.2 agreed to engage the services of [REDACTED] as Finance Agent for the Association.</p>	JS
6.5	Shareholders Report	
	<p>JS presented the report.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 considered and approved the 3 new shareholder membership applications received at para 4.1.1.</p> <p>10.1.2 agreed the removal of the 8 shareholders at para 4.2.</p>	
6.6	Election Process Report and Appendix 1 - Election Process	
	<p>JS presented the report and appendix.</p> <p>Committee asked if the co-optees would have to advise prior to the AGM if they were willing to stand for election or co-option. JS advised that paperwork will be issued.</p> <p>Committee asked if draft accounts would be received at the August meeting and JS advised that this was correct.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 approved the election history and process as set out in the attached appendix to be issued as part of the formal notice of the AGM.</p>	AD
7.	FINANCE	
	There were no finance reports.	
8.	OPERATIONS	
8.1	Severance and Settlement Policy Report and Appendix 1 – Severance and Settlement Policy	
	<p>JS presented the report and appendix.</p> <p>Committee asked that if at all possible settlement agreements are not used.</p> <p>10. Recommendation</p> <p>10.1 Management Committee</p> <p>10.1.1 approved the new Severance and Settlements policy.</p>	

9.	ANY OTHER BUSINESS	
9.1	<p>William Boale</p> <p>The new Housing Manager introduced himself and hoped that he would be of benefit to the association and residents and asked that if any committee wished to contact him he was open to meet with them at any time. The Management Committee welcomed the HM to Reidvale HA.</p>	
9.2	<p>BUDGET/PLANNED MAINTENANCE WORK</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Committee asked if the 1st quarter of the management accounts would be presented at the next FA&R sub-tee which should pick up on additions and savings. PR advised that this was correct. It was stated that recommendations regarding the above could then be brought to the next Management Committee meeting.</p>	<p>PR/TMcK</p> <p>PR/TMcK</p>
10.	DATE OF NEXT MEETING	
	<p>The date of the next meeting is 14.07.24.</p> <p>Committee thanks HR for chairing the meeting.</p> <p>The meeting finished at this point.</p>	