



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 25.05.22 at 5.30 pm by video conference using Teams

Attendance:	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Victoria Willan	VW	Committee Member
	Isabel Brodie	IB	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Jane Marley	JM	Committee Member
	Rona Anderson	RA	Co-optee
Staff/Adviser(s)	Jill Cronin	JC	Interim Director
Attendance:	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Graeme Bruce	GB	Finance Agent
	Ann Dundas	AD	Minute Secretary

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting.	
1.	APOLOGIES	
	Apologies were received from Ellen McVey, Catherine Lowe and Alastair Firth.	
	The leave of absence was noted for Mrs McInnes.	
2.	DECLARATION OF INTEREST	
	There were no new declarations of interest.	
3,	MINUTES	
3.1	Minutes of Management Committee Meeting 27.04.22	
	The Management Committee noted the Minutes of the meeting of 27.04.22.	
	The Minute of 27.04.22 was approved on a proposal by JM and seconded by PMcC.	

3.2	Minutes of Finance, Audit and Risk Sub-Committee Meeting 19.05.22	
	The Management Committee noted the minutes of the Finance, Audit and Risk Sub-Committee of 19.05.22.	
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Meeting Matters Arising Schedule.	
5.	INTERIM DIRECTOR'S REPORT – Confidential	
	This item was moved to the end of the meeting and JA, TMcK and AD were not present.	
6.	GOVERNANCE	
6.1	Annual Return on the Charter (ARC) 2021/22	
	<p>JC and JA presented the Annual Return on the Charter (ARC) 2021/22 and the ARC Preparation Document Appendix.</p> <p>JM asked why Indicator 12 had dropped slightly. JA advised that although this was still a fairly high satisfaction rate TMcK has been working with the contractors and TMcK advised that part of this was also due to new kitchens not being carried out this year and this had contributed to the slight dip. EM asked if major repairs would be started again soon and JC advised that an investment programme will be presented to the June Management Committee with an emphasis on the stonework and kitchens.</p> <p>HM asked what the reasons for Indicator 6 being lower. TMcK advised that 8 properties had failed the EICR inspections and this was the main reason. These 8 failures are still being worked on.</p> <p>RA asked regarding Indicator 14 and JA advised that this ranged from kitchen too small to not wanting to live in the RHA area. JA advised that we feedback to the Housing Partnership when we get Section 5 referrals as there were issues with referrals being received when the applicant did not wish to live in this area. JA confirmed that there is no specific reason to show a pattern. JA advised that this figure, over the years, is not unusual for RHA.</p> <p>EM asked if the validation issues in Appendix 1 have been addressed. JC advised that all recommendations have now been worked through and advised that all figures are sitting in the SHR portal ready to be sent. JC is satisfied with what the team has been produced and the methods used.</p>	JC/TMcK

	<p>JA advised that working with the Independent Advisor had been invaluable and that all processes are in place for completing the ARC in future.</p> <p>The Management Committee noted the contents of the report and agreed the ARC be submitted to the Scottish Housing Regulator by 31st May 2022.</p>	JC
6.2	Management Committee Appraisals Report -Confidential	
	This item was moved to the end of the meeting and JA, TMcK and AD were not present.	
6.3	Internal Audit – Tenant Health and Safety Appendix 1 – Internal Audit Report	
	<p>JC presented the Internal Audit – Tenant Health and Safety and the Internal Audit Report Appendix 1.</p> <p>The Management Committee noted the Internal Audit Report into Tenant Health and Safety Appendix 1 and approved the Management response to the recommendations and asked the Interim Director to make the amendment to the Risk Register.</p> <p>It was noted that the Risk Register will be presented to the Management Committee at the June meeting.</p>	JC JC
7.	STRATEGY	
	There was no Strategy report.	
8.	FINANCE	
8.1	Q4 Management Accounts Appendix 1 – March 2022 Management Accounts	
	<p>GB presented the Q4 Management Accounts paper and appendix.</p> <p>RA asked for an explanation of the Tenant Reward Scheme under the Regeneration Expenditure. JC advised that this scheme was for tenants who conducted their tenancies in a satisfactory manner throughout the year and advised that the Tenant Reward Scheme has been removed from this financial year.</p> <p>The Management Committee noted and approved the Management Accounts for the year to 31 March 2022.</p>	

8.2	Five Year Financial Plan Projections 2022/2027 Appendix 1 – Five Year Financial Projections 2022/2027	
	<p>GB presented the Five Year Financial Plan Projections 2022/27 report and Appendix.</p> <p>GB advised that these figures will be reviewed after the first set of Management Accounts for 2022/23 and these will be presented to the Management Committee in August/September.</p> <p>EM advised that from the Finance, Audit and Risk Sub-Cee meeting GB advised that the figures for the Stonework project would be added and asked if this has been done. GB advised that the stoneworks have been reflected in the figures presented to Management Committee.</p> <p>RA advised that the SHR has asked for an estimate for Decarbonisation to be included in the Five Year Projection and asked if there was anything in the investment programme for this. GB advised that as there has been no significant guidance as to what decarbonisation will look like he has stated within the projection that there is no figure until we know what is expected and then we will cost it as much as is possible.</p> <p>The Management Committee noted and approved the Five Year Financial Plan Projections 2022/27 and subsequent submission to the SHR by 31 May 2022.</p>	JC/GB
8.3	Loan Portfolio Return 2021/22 Appendix 1 – Loan Portfolio Return	
	<p>GB presented the Loan Portfolio Return 2021/22 report and Appendix.</p> <p>The Management Committee noted and approved the Loan Portfolio Return 2021/22 and subsequent submission to the SHR by 30 June 2022.</p>	JC/GB
9.	STAFFING	
	There was no staffing report.	
10.	OPERATIONS	
10.1	Housing Manager's Report	
	<p>JA presented the Housing Manager's Report.</p> <p>The Management Committee noted the contents of this report.</p>	

10.2	<p>Policy Review Appendix 1 – Value for Money Policy</p>	
	<p>JC presented the Policy Review paper and Value for Money Policy Appendix.</p> <p>JC advised that there will also be a Value for Money Statement which will complement the policy which will be included in the updated Financial Regulations which will be presented to the June Management Committee.</p> <p>RA stated that she felt the policy was clear and well set out but that there was no benchmarking against similar HA's and she felt that this should be carried out to explain to tenants if and why we are providing better value for money. JC agreed and will add this to the policy.</p> <p>The Management Committee approved the Value for Money policy once benchmarking has been added.</p>	<p>JC/GB</p> <p>JC</p>
11.	<p>QUARTERLY REPORTS</p>	
11.1	<p>Maintenance Manager's Q4 Report</p>	
	<p>TMcK presented the Maintenance Manager's Q4 Report.</p> <p>EM asked why the average time to complete adaptations was 62.82 days and TMcK explained that this was the time from when the referral is received from the Occupational Therapist (O.T.) and there can then be lengthy discussions required with the O.T. before works are agreed. [REDACTED]</p> <p>[REDACTED - COMMERCIAL SENSITIVE/ CONFIDENTIAL]</p> <p>RA asked why the Expenditure Report shows Cyclical Maintenance having an underspend due to "owner charges". TMcK advised that this was due to factoring charges being charged back to owners and the Maintenance Budget did not include the recharge costs of £61k. RA asked if this will be refined moving forward that the owners will always be making a contribution to Cyclical Maintenance and TMcK said that Finance normally take this off right away and moving forward the correct figure will be included.</p> <p>RA asked what the reference was to "uneconomical repairs/ safety issues" in major repairs. TMcK advised that this is refers to repairs ie. kitchens/boilers, where parts cannot be obtained or the repairs would be uneconomical to carry out.</p> <p>The Management Committee noted the content of this report.</p>	<p>TMcK</p>

12.	BULK UPLIFT TENDER REPORT	
	<p>JC presented the Bulk Uplift Tender Return paper.</p> <p>The Management Committee agreed that this service has been invaluable in the area.</p> <p>The Management Committee accepted the lowest tender from Upkeep.</p>	
13.	ANY OTHER COMPETENT BUSINESS	
	<p>PMcC asked that the Tenant Participation Working Group be revisited again and felt that this would be good practice and invaluable for balance to the organisation to allow people who live in this area to give feedback. JC agreed tenant participation is important and that there would be a refocus on that particularly with the consultation that will be required over the next few months.</p> <p>JM asked if there was any indication when the office would be reopening fully. JC advised that there were plans being looked at for the downstairs office to see what was actually required and an indicative budget.</p>	<p>JC/JA</p> <p>JC/TMcK</p>
13.1	Interim Director Services – Confidential	
	TMcK, JA and AD left the meeting at this point.	
14.	DATE OF NEXT MEETING(S)	
	The date of the next Management Committee meeting is 29 th June.	