



# Agenda Item 3.1

## Minutes

**Reidvale Housing Association Management Committee** meeting held on 26.03.25 at 5.00 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

<b>Attendance:</b>	Denise Dempsey	DD	Chairperson
	Helen Richman	HR	Vice Chair
	Ian Elrick	IE	Committee Member
	Eddie Marley	EM	Committee Member
	Carmen Rubio-Gutierrez	CRG	Committee Member
	Jim Hastie	JH	Committee Member
	Linda Wishart	LW	Committee Member
	Ellen McVey	EMcV	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Michael Carberry	MC	Committee Member
<b>Staff/Adviser(s)</b>	Julie Smillie	JS	Interim Director/ Secretary
<b>Attendance:</b>	Paul Rydquist	PR	Regulatory Compliance Consultant
	Terry McKenna	TMcK	Maintenance Manager
	██████████	██████	Finance Agent
<b>In Attendance:</b>	██████████	██	Agenda Item 7.2

NO.	ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	The Chairperson welcomed everyone to the meeting and advised that █████ would be taking agenda item 7.2 directly after item 4.	
<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Gerry Bitten-O'Prey and Helen Moore.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	JS advised a declaration of interest in agenda item 7.5 and 7.6 and PR declared an interest in agenda item 7.7.	

<b>3.</b>	<b>MINUTES</b>	
<b>3.1</b>	<b>Draft Minutes of Finance Audit and Risk Sub-Committee 11.02.25</b>	
	The draft minutes were noted by Management Committee.	
<b>3.2</b>	<b>Minutes of Management Committee 26.02.25</b>	
	The Minute of the Management Committee meeting of 26.02.25 were proposed as a true record by JH and seconded by GD.	
<b>3.3</b>	<b>Confidential Minute of Management Committee 26.02.25</b>	
	The Confidential Minutes of the Management Committee meeting of 26.02.25 were proposed as a true record by EM and seconded by HR.	
<b>3.4</b>	<b>Minutes of Management Committee 05.03.25</b>	
	The Minute of the Management Committee meeting of 05.03.25 were proposed as a true record by JH and seconded by HR.	
<b>4.</b>	<b>MATTERS ARISING SCHEDULE</b>	
	The Management Committee <b>noted</b> the Matters Arising Schedule.	
<b>5.</b>	<b>INTERIM DIRECTOR'S REPORT</b>	
	TMcK left the meeting on this item. <b>See Confidential Minute.</b>	
<b>6.</b>	<b>App 1 – Minutes of 5<sup>th</sup> Design Team Meeting 11.03.25</b> <b>App 2 – Interim Report on Returned Tenders</b>	
	<p>PR presented the report and appendices.</p> <p>PR advised that a request from one of the tendering contractors seeking a 2-week extension to the tender period had been received. This request would have taken the association over their deadline for submission. On approaching GCC they advised that they would prefer to see a submission for full scheme costs based on the tender submission before 31 March 2025, so no extension to the tender period was agreed.</p> <p>PR reported that we had recently been advised by GCC that any remaining grant from 2024/25 programmes had been committed to RSLs who had forward funded their development schemes, and were now seeking GCC contribution at the back end of the process, and this has taken all potential “slippage”, so RHA will not receive anything from the 2024/25 programme. However, RHA has been</p>	

	<p>advised by GCC to get the final tender submission in as soon as possible and this will be considered in relation to the 2025/26 programme.</p> <p>TMcK advised that final reports and assessments of the tenders will be ready by Friday 28<sup>th</sup> March.</p> <p>PR asked committee to give delegated authority for 2 management committee members to approve the submission of the costs to GCC. PR advised that we will not be in a position to accept any tenders at this stage as we need to know what grant we may be awarded first, however, we can say what tender we would accept if we were in a position to do so.</p> <p>Committee asked that the decision not to grant monies for 2024/25 be brought to the attention of the Convenor at GCC and that an urgent meeting, before the 31<sup>st</sup> March, be requested to discuss this outcome and to explain the seriousness of this situation and make the case for grant in 2025/26. JS advised that she will send an email requesting this meeting. Committee asked that other MSP's and Councillors are also made aware of this situation.</p> <p>12. Recommendations  12.1 Committee <b>noted</b> the contents of this report for information.  12.2 Committee gave <b>approval</b> for delegated authority to be given to JH and IE to approve the submission of the tender costs to GCC.</p> <p>The total costs of the project to rebuild the façade of [REDACTED], will now be recalculated based on the final report on tenders received, and GCC advised of the new total.</p>	<p>JS</p> <p>PR/JS</p>
<b>7.</b>	<b>GOVERNANCE</b>	
<b>7.1</b>	<b>Regulatory Compliance Report and App 1 – Governance and Financial Management Improvement Plan (GFMIP) – Progress to March 2025 App 2 – Approved Contractors and Suppliers – Revised Appendix B for Entitlements Payments and Benefits Policy</b>	
	<p>PR presented the report and appendices.</p> <p>PR reported that anything not complete from the GFMIP will be carried forward and retimed and a new report will be presented in April 2025.</p>	PR

	<p>Committee asked if a column could be added to the approved contractors and suppliers list to indicate what trade they belong to.</p> <p>9. Recommendations</p> <p>9.1 Management Committee</p> <p>9.1.1 <b>noted</b> progress with the implementation of the Governance and Financial Management Improvement Plan (GFMIP).</p> <p>9.1.2 <b>noted</b> the attached revised schedule of approved contractors and suppliers (Appendix B of the Entitlements, Payments and Benefits Policy).</p>	TMcK
<b>7.2</b>	<p><b>Reidvale Neighbourhood Centre Report and</b></p> <p><b>App 1 – Proposal for Implementing the Leasing Option</b></p> <p><b>App 2 – Proposed Extension of Internal Brief</b></p> <p><b>App 3 – Expression of Interest Grading Matrix</b></p>	
	<p>PR presented the paper which reports on the progress with exploring the leasing model for the future of the Reidvale Neighbourhood Centre. After the Management Committee meeting of 05.03.25 committee agreed the option to leasing the Centre to a third party, but maintaining an interest in the option to establish a charitable subsidiary as a fall back option if the leasing option did not result in a satisfactory arrangement with an appropriate lessee, following negotiation and due diligence checking. Since this meeting further discussions were held with ■■■ about how to move forward and ■■■ has provided the above attached appendices for discussion.</p> <p>It was noted that the outline lease heads of terms will be presented to the April Management Committee.</p> <p>■■■ discussed the proposal for implementing the leasing option for RNC and the steps to be undertaken to ensure a structured and effective implementation process and timeline. It was noted that Phase 1: Development of Expression of Interest process has already been initiated and is now ready to move on to Phase 2: Stakeholder Engagement which is noted to be complete by 25<sup>th</sup> April 2025. ■■■ advised that the current groups using the building have been advised of the process and committee felt that his was important.</p> <p>■■■ advised that he has included submitting a funding application to hold a community event to feed back to the local community and show how the centre could look in the future and to engage local people around what their priorities</p>	<p>PR/■■■</p> <p>JS/■■■</p>

	<p>are for the building. It is also hoped that study visits can be carried out to other housing associations/community centres to learn others best practices.</p> <p>█ advised that Phase 3 will be to launch the EOI Evaluation and Selection Process and the timeline for this should be finished by 20<sup>th</sup> June 2025.</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>Committee asked regarding the readjustment of the RHA/RNC reception areas and meeting rooms on the top floor and asked that this be mentioned to potential bidders and that this could be part of the collaboration of working with RHA. █ advised that this could be incorporated into the scoring.</p> <p>Committee asked if any successful bidder would be responsible for the maintenance of the RNC and JS advised that agreement would need to be reached with regard to who is responsible for what and this would then be written into the development of the lease.</p> <p>PR advised that a steering group should be identified to be involved in the evaluation of the bids and ask possibly 3 local community organisations to also be involved on the steering group to work alongside some RHA committee members. PR advised that this could also be written into the lease for ongoing community engagement. █</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>█ advised that even if a potential candidate is identified after the consultation process, it does not necessarily mean they will be offered a lease.</p> <p>█ left at this point.</p>	<p>JS/█</p> <p>JS/█</p> <p>PR</p>
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	<b>10. Recommendations</b> 10.1 Management Committee 10.1.1 <b>approved</b> the proposal and associated costs from ■■■ in appendix 1. 10.1.2 <b>provided</b> comment and feedback on the content of the Expression of Interest Brief and grading matrix (appendices 2 and 3) to assist with the finalisation of both documents. 10.1.3 <b>agreed</b> the next steps and a report will be brought back to the April Management Committee.	
<b>7.3</b>	<b>Operational Workplan and Policy Review Programme 2025/26</b>	
	<p>JS presented the Operational Workplan and Policy Review Programme for 2025/26.</p> <p>Committee <b>noted</b> that the workplan is very detailed and comprehensive.</p> <p>Committee asked that, with regard to item 18 on the Operational Workplan 2025/26, talks should be progressed with GCC regarding acquisition and disposals for any available grants.</p> <p>Committee <b>noted</b> the Policy Review Programme and <b>noted</b> that there will be a cleansing exercise carried out with all the policies moving forward.</p>	JS
<b>7.4</b>	<b>Committee Digest</b>	
	<p>JS presented the report.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the contents of the report.</p>	
<b>7.5</b>	<b>Appraisal, Management Support of Senior Officer Policy/Process for Future</b>	
	<p>JS left the meeting for this item.  TMcK left the meeting at this point.  See Confidential Minute.</p>	
<b>7.6</b>	<b>Secondment of Interim Director</b>	
	<p>JS was not present for this item.  See Confidential Minute.</p>	
<b>7.7</b>	<b>Extension of Regulatory Compliance Consultant Contract</b>	
	<p>JS re-joined the meeting at this point and PR left the meeting for this item.  See Confidential Minute.</p>	



<b>9.</b>	<b>POLICIES</b>	
<b>9.1</b>	<b>Voids Policy</b>	
	<p>TMcK presented the Voids Policy.</p> <p>Committee asked that in future a covering report with tracked changes should be brought for any policy.</p> <p>TMcK advised that this is a new policy from the existing policy due to the amount of updates that were required.</p> <p>Recommendations Management Committee <b>agreed</b> the Voids Policy after any minor changes noted are made.</p> <p>Standing orders were called at this time.</p>	<p>All</p> <p>TMcK</p>
<b>9.2</b>	<b>Procurement Policy</b>	
	<p>TMcK presented the Procurement Policy.</p> <p>TMcK advised that this is a new policy from the existing policy due to the amount of updates that were required.</p> <p>Committee asked if staff training would be given and TMcK advised that this has been done previously but a refresh can be arranged.</p> <p>Recommendations Management Committee <b>agreed</b> the Procurement Policy after any minor changes noted are made.</p>	<p>TMK</p> <p>TMcK</p>
<b>10.</b>	<b>ANY OTHER BUSINESS</b>	
	A brief confidential verbal report was provided to committee members by the Compliance Consultant.	
<b>11.</b>	<b>DATE OF NEXT MEETING</b>	
	The date of the next Management Committee will be 30 <sup>th</sup> April 2025.	

Signed ..... Date .....