



AGENDA ITEM 3.1

Reidvale Housing Association Management Committee meeting held on 24.09.25 at 5.30 pm at the offices of Reidvale Housing Association

Attendance:	Denise Dempsey	DD	Chairperson
	Carmen Rubio-Gutierrez	CRG	Committee Member
	Jim Hastie	JH	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Michael Carberry	MC	Committee Member
	Helen Moore	HM	Committee Member
	Kevin Peden	KP	Committee Member
	Margaret McCabe	MMcC	Committee Member
	Helen Richman	HR	Committee Member
	Ian Elrick	IE	Committee Member
Staff/Adviser(s)	Julie Smillie	JS	Interim Director/ Secretary
Attendance:	Paul Rydquist	PR	Regulatory Compliance Consultant
	William Boale	WB	Housing Manager
	██████████	██	Asset Management Consultant
In Attendance:	Martin Sloan	MS	RHA Head of Asset from 27.10.25

	WELCOME AND ORDER OF MEETING	
	<p>JS advised that as this was the first meeting after the AGM, Office Bearers would need to be elected.</p> <p>JS explained that under the Rules, sections 59.1 and 59.5 a Chair, Vice Chair and Secretary would need to be elected. CRG nominated Ms Dempsey for the position of Chair and this was seconded by MMcC. JS then handed the meeting back to DD.</p> <p>DD welcomed the new committee members to the meeting. DD advised that HR was not seeking re-election as Vice - Chair and advised that nominations were being sought for the</p>	

	<p>position. CRG nominated HM and this was seconded by GD. HM accepted this position but advised that moving forward she felt that the position of Chair should be filled by a local person but would be happy to accept the position of Vice-Chair at this time. Committee advised that they felt that HM would be the ideal person for Vice Chair with the experience that she brings.</p> <p>Committee also agreed that as JS has been acting as Secretary since the commencement of her secondment, she should continue in this role.</p> <p>JS introduced Martin Sloan, the new Head of Asset Management from 27.10.25, who would be observing at this meeting.</p> <p>It was agreed to elect the members for each sub-committee at the October Management Committee meeting.</p>	
1.	APOLOGIES	
	Apologies were received from PS, PMcC, GBOP. A standing apology for EM was noted.	
2.	DECLARATIONS OF INTEREST	
	JS declared an interest for agenda item 9.1. PR declared an interest for agenda item 9.2.	
3.	OUTCOME OF ANNUAL ASSURANCE PROCESS 2025 REPORT App 1 – Detailed Review Group Meetings – Action Tracker App 2 – Updated self-assessment of compliance with Regulatory Standards – Rationale for Judgements App 3 – Summary of judgements made by Detailed Review Group July 2025 App 4 – Draft Updated Governance and financial Management Improvement Plan	
	<p>PR presented the report and appendices.</p> <p>PR explained, for the benefit of the new committee members, that the importance of the Regulatory Framework, and complying with regulatory requirements and the 7 Regulatory Standards. PR explained that this was an important issue for RHA as they have not been compliant with the Regulatory Standards since 2019, and that every year housing associations must submit a statement to the SHR regarding their compliance, plus an Improvement Plan showing how we will address any areas of non-compliance. The statement needs to be submitted by 31st October.</p>	

	<p>PR advised that the association has been through a process to assess the current level of compliance with regulatory standards and requirements so that the committee can agree a statement, which will be signed by the Chair and submitted to the SHR.</p> <p>PR explained that this meeting is to look at the process so far, what it has told the committee about compliance and to prepare for the assurance statement being brought to the October meeting for approval.</p> <p>PR presented committee with copies of the Evidence Bank spreadsheets for the standards previously judged partially or non-compliant.</p> <p>PR asked committee if they had any feedback on the process, so that it could be improved for next year. It was noted that committee were generally satisfied with the process.</p> <p>Committee members who had participated in the work of the Detailed Review Group felt that membership offered an excellent learning opportunity, particularly for new members, and suggested that membership could be rotated each year. This idea was supported, recognising that membership would always be voluntary and dependent on each person's availability.</p> <p>PR asked committee if there was anything that they wished to challenge with the standards showing compliant or partially compliant. A Committee Member asked why we are self-assessing the Standard (5.1) "the RSL conducts its affairs with honesty and integrity and upholds the good reputation of the sector" as anything less than fully compliant. PR explained that the Review Group had considered the SFHA Toolkit self-assurance factors, and there remains a sense that RHA still does not have the full trust of the tenants and the community. PR advised that a lot has been done in the last year with communication and business planning and the outcome from that in trying to build more trust. It was noted that we also now have a current set of values through the business planning process but there is more work to be done. JS will be producing a Staff Charter and this will be used to promote and embed the association's values.</p> <p>Committee acknowledged the work done on the self-assessment process.</p>	<p>PR</p> <p>JS</p>
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	<p>Committee asked about the one area of non-compliance at Standard 3.6. PR noted that this has been discussed with SHR, including the efforts that we are making with the final member of staff affected to resolve this issue. The advice from the HR consultant is that we cannot move forward with a new staff structure until the final consultation has been completed. It has been suggested that we may now be only technically non-compliant with this standard. The main thing to be decided is whether we remain materially non-compliant. Committee agreed that this should be technically non-compliant at worst.</p> <p>Committee asked that the works around the stonework restoration project should be given specific mention in the statement as they felt there is a lack of recognition of what has been done in this regard in relation to tenant and resident safety. PR advised that stonework was mentioned in last year's statement due to tenant's safety and that Bellfield Street could be mentioned specifically in this year's statement. Committee felt that there should be robust comment included around this issue. JS advised that the association is fully compliant in all other aspects of tenant and resident safety and that this has a dedicated member of staff and full processes in place.</p> <p>PR advised that based on this discussion there are no areas of non-compliance which need to be included in the assurance statement, and this will now be brought to the October Management Committee.</p> <p>PR advised that SHR have advised that they will be having a case conference to evaluate our position and whether our regulatory status should be reviewed or amended.</p> <p>With reference to the draft revised Governance and Financial Management Improvement Plan, Committee agreed that they were happy with the plan and noted that the final version will be included in the October Management Committee papers for consideration.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 identified an improvement that could be made to the current "Preparation for submission of Annual Assurance Statements" process. 10.1.2 confirmed there were no areas of material non-compliance that should be included in the Annual Assurance Statement.</p>	<p>PR</p> <p>PR</p>
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	10.1.3 noted the contents of the Rationale for Compliance Judgements report and confirmed its conclusions on specific compliance, including tenant and resident safety. 10.1.4 agreed the draft revised Governance and Financial Management Improvement Plan, prior to consideration of a final version in October 2025.	
4.	MINUTES	
4.1	Minutes of the Management Committee meeting 27.08.25	
	<p>The Chair asked for a proposer and a seconder for the minutes of 24.09.25. JH asked that it be noted that PR was not present for the meeting; that it be noted under agenda item 6 that an update was given at item 4 Matters Arising and that updates are made to agenda item 7.2. Committee agreed that these minor amendments should be sent to the Corporate Support Assistant and that the minutes are brought back to the next meeting.</p> <p>Subject to these amendments the minutes of the Management Committee of 24.09.25 were proposed as a true record by HM and seconded by GD.</p>	AD
4.2	Draft Minutes of AGM 10.09.25	
	The Minutes were deferred to the October Management Committee meeting.	AD
5.	MATTERS ARISING SCHEDULE	
	<p>Committee thanked and congratulated the Chair and JS for the way the AGM was conducted and felt that the Chairpersons report was superb.</p> <p>The Management Committee noted the Matters Arising Schedule.</p> <p>Committee asked that the Tenants Reward Scheme be added to the agenda as soon as possible so that this can be looked at in the budget.</p> <p>Committee advised that the Dolly Parton Imagination Library is ready to go. Committee felt that this will be good for the community. It was agreed that an article will also be placed on the website and in the next newsletter advertising this.</p> <p>Committee asked that funding from GCC to purchase empty properties within the area be investigated. JS advised that further discussion is required with the Finance Agent to see how this would work for the association financially. JS explained that FB will expand on funding opportunities at agenda item 7.2.</p>	JS WB FB

6.	INTERIM DIRECTOR'S REPORT	
	<p>JS presented the report.</p> <p>JS reported that the Head of Asset will be starting on 27 October 2025. JS advised that all staff are working to their full capacity and service delivery is our priority.</p> <p>JS advised that monies can now be drawn down from the £1.2m offer of grant received and thanked [REDACTED] for all [REDACTED] help with the administration on this matter.</p> <p>JS advised that she now has the results of the resident survey carried out by TPAS prior to the AGM. JS advised that she would circulate the results of this survey to committee members but will also report on it at the October meeting.</p> <p>Committee stated that it was important to send out a newsletter as soon as possible, even if it is only 4 pages, giving residents all updates. JS asked if WB would take the lead on this and WB agreed.</p> <p>10. Decisions/Approvals Required by the Committee</p> <p>Management Committee</p> <p>10.1 noted the update on Operational Performance</p> <p>10.2 noted the update on Development and Asset Management</p> <p>10.3 noted the update on Staffing</p> <p>10.4 noted the update on Resident Engagement</p> <p>10.5 noted the update on General Matters</p> <p>10.6 noted the update on Governance</p>	<p>JS</p> <p>WB</p>
7.	GOVERNANCE	
7.1	<p>Regulatory Compliance Report</p> <p>App 1 – Governance and Financial Management Improvement Plan – Updated for September 2025</p> <p>App 2 – Feedback letter from SHR on Management Committee Observation 27.08.25</p> <p>App 3 – letter from SHR – Further questions association with their review of compliance</p>	
	<p>PR presented the report and appendices.</p> <p>App 1 – Governance and Financial Management Improvement Plan (GFMIP) – Updated for September 2025</p> <p>Committee noted that there are 8 tasks that have fallen behind the agreed deadlines for completion and noted the update on each of these tasks.</p>	

	<p>Committee noted that the Business Planning Day will be held on 15th November and that this will be facilitated by [REDACTED] who will draw up the programme.</p> <p>PR advised that a session has been arranged with the Scottish Housing Network on the annual benchmarking review. This will show the data from the ARC to 31.03.25 and show comparisons with others within the sector and where RHA sit. JS advised that this will be held at 4 pm on 29th October and this will be a joint staff and committee session. PR advised that this would allow committee to be up to date on where RHA sit with their performance before the Business Planning Day review exercise.</p> <p>PR advised that another Tenant Satisfaction Survey will be carried out and results will be reported to committee before the Business Planning Day.</p> <p>PR advised that a Risk Session will also be arranged with RSM to look at emerging risks from other parts of the sector and other wider economic and political issues that might have an impact on our business. The final versions of the Strategic and Operational Risk Schedule will also be available by 15th November.</p> <p>App 2 – Feedback letter from SHR on Management Committee Observation 27.08.25 and App 3 – letter from SHR – Further questions associated with their review of compliance</p> <p>PR advised that from the meeting with the SHR on Monday 22.09.25 there were 2 main areas of concern discussed. The first one was the pressure on the business, committee and senior staff and the length of time of committee meetings. SHR are saying that they found that the items being brought to the meetings are very important, but some items are possibly not being given enough time due to the number of important agenda items being brought. SHR are asking that we are planning realistically for the timescales in which the improvements can be delivered, and proper attention is being given to important issues. PR and JS advised that this would be further discussed at the Business Planning Day, including the volume and timing of the work programme over the coming year.</p> <p>The second issue is regarding Equalities and Human Rights, acknowledging that this is an area where we are partially compliant and could do better – improvements in these areas will be included in the updated GFMIP. JS advised that the SHR acknowledged that we are working on equality matters</p>	<p>JS/PR</p> <p>PR</p>
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	<p>but have not made the improvements that are required at this time.</p> <p>Committee asked that if a sub-committee meeting is cancelled and items from the Sub-Committee are then brought to the Management Committee (as happened with a recent meeting of the Finance Audit & Risk Sub-Committee) then the Chair of the relevant sub-committee should be contacted to see what they would like to see on the main committee agenda regarding each item.</p> <p>Committee agreed that more use should be made of the current sub-committees.</p> <p>Committee commented that on the occasions where late reports or confidential reports are being sent via email that there should be a facility to have these printed. JS advised if anyone wishes a paper copy, they should contact the author of the report, and they will arrange a paper copy to be provided.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the updated Governance and Financial Management Improvement Plan for September 2025/26 and progress with other matters pertinent to the achievement of full regulatory compliance for information.</p>	JS/PR
7.2	Commercial and Non-Rented Property Review Report	
	<p>■ presented the report.</p> <p>■ advised that this report is to update the committee regarding the review of commercial and non-rented properties that RHA own and is part of the community investment strategy. It was noted that there are 9 properties that are either commercial/non rented properties, one of which is the RNC, which is reported on separately, and this report focuses on the other 8. Four of the properties are purpose built commercial properties on Duke Street and were built in the early 1990's. The other 4 are a mix of stores, a pub and another store that is rented to an external party.</p> <p>■ advised that the main options with these 9 properties are to convert them to social rented properties given that there is a housing emergency and there is potential funding to do this. This has been previously discussed with GCC, and they explained that there are monies expected from the Scottish Government with some of this coming to GCC. GCC advised that this money would have to be spent in this financial year and GCC are keen for projects to come forward.</p>	

	<p> ■ advised that the other options are the provision of wider community services and when discussed with Senior Officers, a food pantry was felt to be an option. ■ ■ ■ </p> <p> ■ ■ ■ ■ ■ ■ ■ </p> <p> It was reported that a feasibility exercise, by an architect, to show the available options for conversion of the pre 1919 CNRP to additional social housing provision, will be arranged to show the available options which could generate considerable additional income. </p> <p> Committee noted that visits to existing community hubs and facilities to look at the foodbank/pantry models will be arranged. </p> <p> A formal final options appraisal report for the commercial and on rented stock will be brought to the Management Committee at a later date. </p> <p> Committee felt that it was important that rents for the commercial units should be reviewed as it was felt that they were disproportionate. Committee commented that they felt that it was important that, particularly, the Post Office and Credit unit remain as they are important in the community. </p> <p> Committee asked if the leases had rent reviews built into them. ■ advised that these leases would need to be reviewed by the solicitors. JS advised that we do have valuations for the properties. </p> <p> Committee felt it was important to decide how much storage is needed for RHA use that needs to be retained. </p> <p> Committee asked about the playpark in Whitevale St/Bluevale St. JS advised that ■ are looking at this area now and looking into funding. </p> <p> 11. Recommendations 11.1 Management Committee 11.1.1 discussed the content of this report </p>	<p>FB</p> <p>FB</p> <p>FB</p> <p>JM</p>
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7.4	Committee Digest	
	<p>JS presented the report.</p> <p>JS advised that this was for noting and asked if committee had any comments. Committee were happy with the report.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the contents of the report.</p>	
8.	POLICY REVIEW	
8.1	Management Committee Recruitment Support and Development	
	This report was deferred.	
9.	OTHER MATTERS	
9.1	Interim Director – Secondment Extension	
	<p>JS left the meeting at this point.</p> <p>PR presented the report and advised that a meeting had taken place with Molendinar Park HA (MPHA) to see if they wanted a break in the contract for JS. It was noted that RHA did not want a break in the contract. MPHA confirmed that they were happy to continue with the current arrangement. Discussions will take place at the Business Planning Day (BPD) about progressing the recruitment of a permanent Chief Officer and MPHA's observation was that there was potential for this arrangement to continue into the next financial year. MPHA proposed that there is a meeting after the Business Planning Day to consider the decisions at the BPD to look at any requirements for the next financial year, including potential for a handover period.</p> <p>PR advised that RHA flagged up that there is potential interest in MPHA staff who are part time, who have skills relevant to RHA staff structure, working part time with RHA and JS will take recommendations to the Staffing Sub-committee and these will be reported back to Management Committee.</p> <p>Recommendations Management Committee 1. agreed to continue the current secondment arrangement for JS, Interim Director until April 2026.</p>	JS
9.2	Compliance Consultant – Review of Appointment	
	<p>PR left the meeting for this item.</p> <p>JS re-joined the meeting.</p>	

	<p>JS presented the report. JS advised that as there is still a lot of work to be done and in the absence of a Senior Management Team it is important to have the continued support of PR. Committee asked if this was for a further 6 months and JS confirmed that it was.</p> <p>Recommendations Management Committee</p> <ol style="list-style-type: none"> 1. agreed to extend the current contract for PR, Regulatory Compliance Consultant. 	
10.	ANY OTHER BUSINESS	
10.1	<p>Flu Vaccinations</p> <p>WB asked committee if they would approve payment for the flu vaccination for any staff not entitled to this on the NHS. This would be a total cost of £150 for RHA.</p> <p>Committee asked if the RNC could be looked at to facilitate the NHS vaccination programme in future as this could generate money. JS advised that she would look at this.</p> <p>Recommendations Management Committee</p> <ol style="list-style-type: none"> 1. agreed to fund the cost of flu vaccinations for any staff not entitled to this on the NHS. 	<p>WB</p> <p>JS</p>
10.2	Contract for FMD	
	<p>JS advised the contract for FMD has expired and recommended that this contract be extended for a further 3 years.</p> <p>Recommendations Management Committee</p> <ol style="list-style-type: none"> 1. agreed to extend the contract for FMD for a further 3 years. 	JS
10.3	Additional Signatory	
	<p>JS advised that an additional signatory is required, and IE agreed to become the signatory. IE asked if this would be set up electronically and JS confirmed this.</p> <p>Recommendations Management Committee</p> <ol style="list-style-type: none"> 1. approved that IE be the additional signatory. 	JS
11.	DATE OF NEXT MEETING	
	<p>Management Committee 29.10.25 FA&R Sub-Cee – TBA HSSC – TBA</p>	