



Agenda Item 3.1

Minutes

Reidvale Housing Association Management Committee meeting held on 30.04.25 at 5.00 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	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
	Gerry Bitten-O'Prey	GBOP	Committee Member
	Helen Moore	HM	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	Interim Housing Manager
	██████████	██████	Finance Agent
In Attendance:	██████████	████	Scottish Housing Regulator
	██████████	██████	Do.
	██████████	████	Do.
	██████████	████	Presentation on the Sheds Only
	██████████	CE	Agenda Item 8

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chairperson welcomed ██████████ from the Scottish Housing Regulator to the meeting and advised that they would be observing the meeting. The Chairperson thanked everyone for attending the meeting and advised that	

	<p>■ was expected to make a presentation on “The Sheds” before the meeting started but as he had not arrived at this point this item was delayed. The Chair also advised that ■ would take Agenda Item 8 directly after agenda item 3.</p>	
1.	APOLOGIES	
	<p>There were no apologies, however, the Chair advised that GBO’P would join the meeting from 6.15 pm.</p>	
2.	DECLARATIONS OF INTEREST	
	<p>JS advised that all staff would declare an interest in Agenda Item 5 and JS and MC declared an interest in Agenda Item 11.</p>	
3.	MINUTES	
3.1	Minutes of Management Committee 26.03.25	
	<p>The Minute of the Management Committee meeting of 26.03.25 were proposed as a true record by EM and seconded by MC.</p> <p>MC asked that it be noted that from the last meeting there had been discussion about the association looking in to involvement with the Dolly Parton Imagination Library and it is hoped to progress this moving forward.</p>	JS
3.3	Confidential Minute of Management Committee 26.03.25	
	<p>The Confidential Minutes of the Management Committee meeting of 26.03.25 were proposed as a true record by CRG and seconded by EM.</p>	
	The Sheds Presentation for GCC Business Growth Meat Market Regeneration Project	
	<p>■ joined the meeting at this point and distributed copies of ■ presentation and explained the background of the project. ■ advised that it is hoped that the first phase will be on site in October and this will be the refurbishment of the sheds. ■ advised that there are 5 phases.</p> <p>■ advised that ■ hoped that RHA will be fully involved in the facility at Bellgrove and that this will align with RHA’s wider role priorities moving forward. ■ advised that ■ hoped to meet with the association again in the near future and discuss future partnership.</p> <p>■ asked if the Chair could provide an email advising RHA’s support of the project.</p> <p>Committee commented that this was a very interesting project and was worthy of further discussion.</p>	JS/DD

	<p>DD thanked [REDACTED] for [REDACTED] presentation and [REDACTED] left the meeting.</p> <p>Committee discussed the request from [REDACTED] for an email in support of the project and stated that they felt that this was just an opening introductory meeting and that there is more explanation and clarity required and did not want it portrayed to their Board that RHA were in support until further meetings had been held. It was felt that the introductory email should explain this.</p>	JS/DD
4.	MATTERS ARISING SCHEDULE	
	<p>The Management Committee noted the Matters Arising Schedule.</p> <p>Committee asked that dates of completion are included in the report.</p>	All Staff
5.	INTERIM DIRECTOR'S REPORT	
	<p>TMcK and WB left the meeting on this item.</p> <p>See Confidential Minute.</p>	
6.	BELLFIELD STREET	
6.1	Bellfield Street Report and App – Report on Tenders	
	<p>PR presented the report and appendix.</p> <p>Committee noted that there were four prospective tenderers but only two contractors submitted tender proposals; [REDACTED] and [REDACTED]. A quality and price evaluation was then undertaken to determine the Most Economical Advantageous Tender (MEAT). The quality assessment was carried out by [REDACTED] (Architect) and TMcK (Maintenance Manager) and the cost assessment was carried out separately by [REDACTED].</p> <p>PR reported that himself, JS and TMcK are meeting with GCC on 01.05.25 to discuss the project. PR advised that committee will be advised as soon as any information is available regarding the outcome of the meeting. Committee advised that they were disappointed that GCC did not provide grant in the last financial year.</p> <p>10. Recommendation 10.1 Committee approved the tender from [REDACTED] [REDACTED] in the sum of [REDACTED] [REDACTED] subject to receipt of grant approval from Glasgow City Council [REDACTED] [REDACTED].</p>	<p>PR</p> <p>PR/TMcK</p>

7.	GOVERNANCE	
7.1	Regulatory Compliance Report and App 1 – GFMIP Updated Version for 2025/26 App 2 – RNC – Statement on Current Situation App 3 – Brief for consultancy support for staff structure review process	
	<p>PR presented the report and appendices.</p> <p>PR discussed the difference to the GFMIP report from previous and committee noted the progress on the GFMIP.</p> <p>The Chair called standing orders and committee agreed to continue.</p> <p>Committee asked when a report on the implementation of the staff structure will be received. PR advised that it is hoped to have a report for the May Management Committee meeting.</p> <p>9. Recommendations Management Committee</p> <p>9.1 approved the revised and updated version of the Governance and Financial Management Improvement Plan (GFMIP) for 2025/26 at appendix 1.</p> <p>9.2 noted the progress in other areas, including the commencement of the staff structure review.</p>	PR
7.2	Preparation for Annual Assurance Statement Submission 2025 App 1 – Outline Project Plan App 2 – Letter from Chief Executive of Scottish Housing Regulator	
	<p>PR presented the report and appendices.</p> <p>Committee noted the agreed 10-step process that will now be followed each year for the preparation for Annual Assurance Statement Submission.</p> <p>Committee noted the specific assurance required by the Scottish Housing Regulator this year when completing the Annual Assurance Statement.</p> <p>It was noted that there would be a “streamlined review” approach to this year’s preparation process for submission of the Annual Assurance Statement and that it should focus on a detailed review of Standards 1 and 3 (acknowledged to be material failures to comply in our 2024 statement), with a “light touch” review of the remaining standards and requirements, focusing on areas designated as partially</p>	

	<p>compliant in 2024; to be coordinated by the Compliance Consultant.</p> <p>PR advised that the proposed Detailed Review Meetings will be held in late June/early July and will be held in the evening. GD, CRG, EM and MC agreed to serve on this group.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 approved the “streamlined” approach to the preparation for the submission of the 2025 Annual Assurance Statement. 10.1.2 agreed the proposed outline project plan. 10.1.3 nominated GD, CRG, EM and MC to serve on the Detailed Review Group.</p>	<p>PR</p> <p>PR</p> <p> PR</p>
7.3	Shareholders Report	
	<p>PR presented the report.</p> <p>10. Recommendations 10.1 Management Committee: 10.1.1 Noted the contents of the report. 10.1.2 Noted and approved the 5 new shareholders at para 4.1.1. 10.1.3 Approved the removal of shareholders identified at para 4.2.1 for the period 26.03.25 to 31.03.25. 10.1.4 Noted the summary of Shareholders at paras 4.3.1.</p>	
7.4	Committee Digest App 1 – GWSF Update App 2 – SHN Newsletter	
	<p>JS presented the report.</p> <p>Committee commented that all the information contained in the report was very useful.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the contents of the report.</p>	
8.	EQUALITIES AND HUMAN RIGHTS	
8.1	Asset Management Strategy Equalities and Human Rights Impact Assessment (EqHRIA)	
	<p>■ joined the meeting for this item.</p> <p>■ presented the report and it was noted that the EqHRIA for the Asset Management Strategy identified no issues of concern in respect of equalities and human rights considerations.</p>	

	<p>Committee noted the following observations in the report:</p> <ul style="list-style-type: none"> • The indicators for the National Performance Framework should be examined and adapted as a basis for monitoring performance and compliance with Equalities and Human Rights policy and law in the delivery of The Strategy. For example, the indicators and outcomes can be replicated in Reidvale’s system of evaluation including data gathering. • That RHA strategically engages with “Our Place” on implementation of the 20 minute neighbourhoods with a view to to being a model of good practice. • That specific engagement is undertaken with children and young people to ensure there is an evidence trail of their participation and empowerment in the development and implementation of our Strategy. • Regular updates on the development of The Strategy should be provided to tenants and service users so that progress can be reported and people feel included. • Equalities Data should be gathered during the process of refining and delivering The Strategy to evidence inclusivity, impact and identify promptly any unintended consequences. • It is important to capture how the process of agreeing and delivery of The Strategy has empowered Reidvale HA as well as the community it services. <p>Committee asked why it was suggested to review the strategy in 2 years as opposed to 3. JS explained that this was to take account of any changes in the bill but committee can decide if they want it reviewed in 3 years and earlier if required.</p> <p>GBOP joined the meeting at this point.</p> <p>The Chair thanked ■■■ for ■■■ presentation and ■■■ left the meeting.</p> <p>JS advised that the association would be looking to make some amendments to the Equality and Human Rights Impact Assessment to suit the business of the association.</p> <p>JS advised that she has arranged training for committee and staff and ■■■ will provide this.</p>	
		JS
		JS

8.2	Equalities and Human Rights Strategy Report App 1 – Equalities and Human Rights Draft Strategy	
	<p>JS presented the report and appendix.</p> <p>Committee noted that it is essential that an Equality and Human Rights Strategy is created to set out the association's Strategy, to evidence compliance with all its legislative and regulatory obligations as the Scottish Housing Regulator (SHR) requires the association to have assurance and evidence that it considers equality and human rights issues properly when making all of its decisions, in the design and review of internal and external policies, and in its day-to-day service delivery.</p> <p>This Equality and Human Rights Strategy is a document that will be applied to consideration of all policies and strategies in future.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 agreed that further discussion and amendment was required and that the strategy should be brought to a later meeting for adoption.</p>	JS
8.3	Equality Policy Report App 1 – Equality Policy	
	<p>JS presented the report and appendix.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 approved the adoption of the Equality and Diversity Policy.</p>	JS
9.	FINANCE	
	There were no finance reports.	
10.	POLICIES	
10.1	Membership Policy Review Report App 1 – Membership Policy	
	<p>PR presented the report and appendix.</p> <p>PR advised that the existing policy currently combines dealing with shareholding members and also matters regarding the Management Committee membership. PR was of the view that they would be better separated. It was noted that there was now a policy and procedure for the Membership Policy. PR advised that this should be reviewed every 4 years.</p>	

	<p>Committee asked that reference to the fact that where votes are required that being a shareholding member gives certain powers. PR agreed to do this.</p> <p>10. Recommendations 10.1 Management Committee 101.1 approved the revised Membership Policy to replace the existing policy once the small addition has been made.</p>	<p>PR</p> <p>PR</p>
10.2	<p>Management Committee Recruitment Support and Succession Planning Policy App 1 – Management Committee Recruitment, Support and Succession Planning Policy</p>	
	<p>PR presented the report and appendix.</p> <p>Committee noted the approach and PR asked if committee had any comments or key steers for the final proposal. Committee agreed that this should be brought back to a future meeting for detailed discussion.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 discussed and provided feedback on the draft management committee policy that this should be brought to a future meeting for detailed discussion pending presentation of a final version.</p>	<p>PR</p> <p>PR</p>
10.3	<p>Abandonment Policy Review Report App 1 – Abandonment Policy</p>	
	<p>WB presented the report and appendix and advised that this was a new policy.</p> <p>Committee commented that this was a very in-depth and supportive policy.</p> <p>Committee commented that it was important to have contact details up to date. WB advised that this information is captured in the annual visits to all tenants</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 approved the new Abandonment Policy.</p>	
11.	ANY OTHER BUSINESS	
	All staff and MC left the meeting for this item.	
12.	DATE OF NEXT MEETING	
	<p>FA&R Sub-Cee - Tuesday 13.05.25 – 5.00 pm Housing Services Sub-Cee – Wednesday 14.05.25 – 5.30 pm Management Committee – Wednesday 28.05.25 – 5.30 pm</p>	