



# Agenda Item 3.1

## Minutes

**Reidvale Housing Association Management Committee** meeting held on 30.11.22 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

<b>Attendance:</b>	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Victoria Willan	VW	Committee Member
	Isobel Brodie	IB	Committee Member
	Alastair Firth	AF	Committee Member
	Jane Marley	JM	Committee Member
	Catherine Lowe	CL	Co-optee
	Rona Anderson (part meeting)	RA	Co-optee
<b>Staff/Adviser(s)</b>	Jill Cronin	JC	Interim Director
<b>Attendance:</b>	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Graeme Bruce	GB	Finance Agent
	Ann Dundas	AD	Minute Taker

NO.	ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	The Chair welcomed everyone to the meeting.	
<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Mr McCrudden.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no new declarations of interest to note.	
<b>3.</b>	<b>MINUTES</b>	
<b>3.1</b>	<b>Minutes of the Management Committee meeting 26.10.22</b>	
	The Management Committee noted the Minutes of the meeting of 26.10.22.	
	The Minute of 26.10.22 was approved on a proposal by VW and seconded by EM.	

<b>3.2</b>	<b>Confidential Minutes from the meeting of 26.10.22</b>	
	See Confidential Minute sent separately.	
<b>3.3</b>	<b>Draft Minutes of the Finance Audit and Risk Sub-Committee meeting 15.11.22</b>	
	The Management Committee <b>noted</b> the draft minutes of the FA&R Sub-Cee meeting held on 15.11.22.	
<b>4.</b>	<b>COMMITTEE MEETING MATTERS ARISING SCHEDULE</b>	
	The Management Committee <b>noted</b> the Committee Meeting Matters Arising Schedule.  JC advised that Agenda Item 4, training on Financial Regulations and Procedures for committee from the minute of 28.09.22 which was arranged for 07.12.22 will now be rescheduled for some time in January.  JA advised that Agenda Item 4 TPWG focus groups from the minute of 28.09.22 will be arranged for in January.	<b>JC/GB</b>  <b>JA</b>
<b>5.</b>	<b>INTERIM DIRECTOR'S REPORT (CONFIDENTIAL)</b>	
	See Confidential Minute sent separately.	
<b>6.</b>	<b>GOVERNANCE</b>	
<b>6.1</b>	<b>Management Committee Membership (CONFIDENTIAL)</b>	
	See Confidential Minute sent separately.	
<b>6.2</b>	<b>Management Committee Code of Conduct Protocol and Protocol for Breaches of the Code of Conduct Appendix</b>	
	JC presented the report and appendix.  10. Recommendations  10.1 Management Committee  10.1.1 <b>agreed</b> to adopt the protocol and guidance for managing alleged breaches of the Code of Conduct as per appendix 1 to the report.	
<b>6.3</b>	<b>Factoring Internal Audit Report (CONFIDENTIAL)</b>	
	GB presented the report and appendix.  CL advised that when rents and other service charges are being looked at for 2023/24 that is when the Factoring Management Fee should be reviewed and should always be part of this process. JC advised that this process will be followed.	<b>JC</b>

	<p>GB reported that the recommendations from the audit report should resolved before the next financial year.</p> <p>JM joined the meeting at this point.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 <b>approved</b> the Management Response to the findings.</p>	<b>JC/GB</b>
<b>7.</b>	<b>STRATEGY</b>	
	There was no strategy report.	
<b>8.</b>	<b>FINANCE</b>	
<b>8.1</b>	<b>Revised Budget 2022/23 Paper and Revised Budget 2022/23; Major Repairs 2022/23 and Cash Flow 2022/23 Appendices</b>	
	<p>GB presented the report and appendices.</p> <p>The Management Committee noted the summarised proposed changes to the Budget.</p> <p>GB reported that he has been preparing the long term projections to go out within the prospectus for the Transfer of Engagement and highlighted that when looking at the long term budgets, loans were having to be assumed. GB advised that unfortunately when looking at the covenants on the loans this was not sustainable. A 5% increase was assumed for next year's rents.</p> <p>CL asked GB to explain the covenants. GB advised that on looking at the long term projections that loans would need to be looked at to help with the spend required for the stock condition survey and stonework. On looking at £9.5m of loans and building in loan covenants then the loan covenants would be breached.</p> <p>AF asked what covenant was breached and GB advised that it was the interest. CL asked that this be looked at in more detail at the FA&amp;R Sub-Cee.</p> <p>AF asked that recognising the level of rent was there any way to make the interest covenant positive. GB advised that he was trying to ensure that RHA's cash was viable and if we are looking at a 5% increase for next year then 10% would be required for the next 7/8 years before then looking at CPI +1%. GB advised that moving forward Major Repairs</p>	<b>GB</b>

	<p>would have to be looked at with more being taken over into components.</p> <p>JC advised that part of the problem is that the Scottish Governments position is not known at the moment and there is a possibility of the rent cap being for more than one year.</p> <p>AF suggested that percentages should not be used but that possibly an absolute sum. CL suggested that If rents are below a certain level then we ask to be allowed to make a higher increase in order to make the business plans work.</p> <p>JC and GB will look to see what can be provided and if there is something tangible to say then they will put it forward as evidence.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 <b>noted</b> the Revised Budget for the financial year 2022/23.</p> <p>10.1.2 <b>approved</b> the revised budget for the financial year 2022/23.</p>	<b>JC/GB</b>
<b>8.2</b>	<b>September 2022 Management Accounts Paper and September Management Accounts 2022 Appendix</b>	
	<p>GB presented the paper and appendix.</p> <p>GB reported that the next set of Management Accounts will be changed slightly to show them in the same way as the budget.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 <b>noted</b> the Management Accounts for the 6 months to 30 September 2022.</p> <p>10.1.2 <b>approved</b> the Management Accounts for the six months ended 30 September 2022.</p>	<b>GB</b>
<b>9.</b>	<b>STAFFING</b>	
	There was no report.	
<b>10.</b>	<b>OPERATIONS</b>	
	There was no Operations report.	

11.	<b>QUARTERLY REPORTS</b>	
11.1	<b>KPI's and Performance Reporting and Housing Services Report on Performance</b>	
	<p>JA and TMcK presented the report.</p> <p>JA reported that under Section A Ref. 5 that indications are that this is working well. The primary focus is how this is impacting applicants. The main aim is now that more intense work is done at the beginning of the process to recognise what applicants actual needs are and hopefully this should reduce the number of offers having to be made and the number of refusals.</p> <p>JA reported that there has been a step added to RHA's allocation process internally to prevent delays with applications for HB/UC.</p> <p>IB asked if RHA help the applicant during sign up to make the U.C. claim or update their claim. JA advised that we use Gemap. IB felt that it would be more useful to do this at the sign up. JA advised that there is pre interviews to help bring this forward. JA said she will look into IB's suggestion.</p> <p>RA joined the meeting at this point.</p> <p>CL asked for a report on the progress of the stoneworks. TMcK advised that it was going to plan and should not be over budget at this stage.</p> <p>AF asked if phase 2 was out to tender and TMcK advised that this will be tendered in January to allow a continuous programme.</p> <p>TMcK reported on Item 4 Major Repairs 2022/23 – 4.3 Kitchen Tender and CL asked if there were any procurement issues with the recommendation. RA advised that this programme is a reactive process. JC advised that this was possibly not sustainable long term but for the moment it makes more financial sense to continue with the current process in order to get the kitchens completed.</p> <p><b>5. Other Maintenance Matters</b></p> <p><b>5.1 Conversion – 44 Bathgate Street</b></p> <p>TMcK reported that he will visit GCC offices to attempt to speak to some directly regarding the completion certificate. TMcK will report back to the next meeting.</p>	<p><b>JA</b></p> <p><b>TMcK</b></p> <p><b>TMcK</b></p>

	<p><b>5.2 ■ Bathgate Street (REDACTED – CONFIDENTIAL INFORMATION)</b></p> <p>CL asked if there were owners in the close and TMcK advised that they have been made aware of the works.</p> <p><b>5.3 144-150 Sword Street</b></p> <p>CL asked if this was a notifiable event and JC advised that she didn't think so but will check.</p> <p><b>5.4 Office</b></p> <p>CL asked if the insurance company would pay for the works. TMcK will approach them once he knows how the problem will be alleviated for the future.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 <b>noted</b> the contents of the report.</p> <p>10.1.2 <b>agreed</b> to reject the tenders for kitchen replacements as this does not offer value for money and instructed the Maintenance Manager to develop a programme based on the current process.</p>	<p><b>JC</b></p> <p><b>TMcK</b></p> <p><b>TMcK</b></p>
	<p>The Chair advised at this point that this was VW's last meeting and thanked her for all her input throughout her time on the committee.</p>	
	<p><b>The staff left the meeting at this point.</b></p>	
<p><b>12.</b></p>	<p><b>Transfer Update</b></p>	
	<p>See Confidential Minute sent separately.</p>	
<p><b>13.</b></p>	<p><b>Response to Glasgow West of Scotland Housing Forum Press Release</b></p>	
	<p>See Confidential Minute sent separately.</p>	
<p><b>14.</b></p>	<p><b>Staffing Issue (Confidential )</b></p>	
	<p>See Confidential Minute sent separately.</p>	
<p><b>15.</b></p>	<p><b>Any Other Business</b></p>	
	<p>There were no items to note.</p>	

	<b>Date of Next Meeting(s)</b>	
	<p>There was no meeting scheduled for December but JC suggested one could be held on 14<sup>th</sup> December if anything needs to be considered with regards to rents or budgets.</p> <p>The next scheduled Management Committee will be held on 01.02.23.</p>	