


<b>Minutes of</b>	Management Committee
<b>Date</b>	Wednesday, 25 <sup>th</sup> February 2025
<b>Held</b>	Reidvale Housing Association, 13 Whitevale Street, Glasgow, G31 1QW

<b>Present</b>	Denise Dempsey Michael Carberry Ian Elrick Jim Hastie Eddie Marley Margaret McCabe Ellen McVey Helen Richman Carmen Rubio-Gutierrez	DD MC IE JH EM MMcC EMcV HR CRG	Chairperson Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member
<b>Apologies</b>	Helen Moore Geraldine Dempsey Kevin Peden Paul McCrudden Paul Sweeney MSP	HM GD KP PMcC PS	Vice-Chairperson Committee Member Committee Member Committee Member Committee Member
<b>In Attendance</b>	Julie Smillie Paul Rydquist  William Boale Martin Sloan  Jamie Mallan  Fettes McDonald	JS PR  WB MS  JM  FMcD	Interim Director Regulatory Compliance Consultant Housing Manager Head of Asset Management Interim Factoring Manager (minutes) FMD

<b>1.</b>	<b>WELCOME AND APOLOGIES</b>	
	<p>The Chair welcomed everyone to the meeting and noted the resignation of Gerry Bitten O’Prey from the management committee for personal reasons.</p> <p>Apologies were received from Helen Moore, Geraldine Dempsey, Kevin Pedan, Paul McCrudden and Paul Sweeney MSP.</p>	
<b>2.</b>	<b>DECLERATIONS OF INTEREST</b>	
	<p>JM, MS and WB declared an interest in relation to agenda item 7.3 and 9.1.</p> <p>JS declared an interest in relation to agenda item 9.1.</p>	
<b>3.</b>	<b>MINUTES OF PREVIOUS MEETINGS</b>	
<b>3.1</b>	<b>Annual General Meeting – 10<sup>th</sup> September 2025</b>	
	On recommendation of the Chair the Management Committee noted the draft minutes.	
<b>3.2</b>	<b>Management Committee – 28<sup>th</sup> January 2026</b>	
	<p>MC sought clarification regarding wording at Item 4, relating to the history of an action recorded as complete, outlining the sequence of previous references to the item within the action tracker and expressed concern that the minute did not fully reflect that history.</p> <p>The Interim Director advised that the matter would be reviewed.</p> <p><b>ACTION:</b> Interim Director to review the status of the referenced tracker item and report back to the Management Committee.</p> <p>Subject to the correction of the reference to Committee Member “HS” to be amended to read “HR”, and the next meeting date being amended from 11 February 2026 to 25 February 2026, the minutes were proposed by IE, seconded by JH and approved as an accurate record of the meeting.</p>	<b>JS</b>
<b>3.3</b>	<b>Draft Finance, Audit &amp; Risk Sub-Committee – 12<sup>th</sup> February 2026</b>	
	On recommendation of the Chair, the Management Committee noted that the draft Finance Audit and Risk Sub-Committee minutes will be presented at the meeting scheduled for March.	

3.4	<b>Draft Housing Services Sub Committee – 18<sup>th</sup> February 2026</b>	
	On recommendation of the Chair, the Management Committee noted that the draft Housing Services Sub-Committee minutes will be presented at the meeting scheduled for March.	
3.5	<b>Housing Services Sub-Committee Draft Minutes – 13<sup>th</sup> November 2025</b>	
	On recommendation of the Chair the Management Committee noted the draft minutes.	
4.	<b>MATTERS ARISING/ TRACKING REPORT</b>	
4.1	<b>Website Update Report</b>	
	<p>Jamie provided an update on progress with the new website. Hyper, the IT provider, is progressing development of the framework and adopting a flexible structure to accommodate potential branding changes. Content development will proceed alongside the technical build.</p> <p>Members emphasised the importance of ensuring that website development is not delayed by the communications strategy procurement process and requested a number of changes to the existing website, including references to the organisation that previously ran the website and the updating of new items.</p> <p></p> <p><b>ACTION:</b> That news items be updated on the website as well as being circulated to external bodies.</p> <p>It was agreed that further updates would continue through the Director’s Report.</p> <p>The Management Committee noted the content of the report.</p>	<p><b>JM</b></p> <p><b>JM</b></p>
4.2	<b>Management Committee Meeting Tracker Report</b>	
	<p>Interim Factoring Manager updated that of the 45 actions, 13 were recorded as complete and 32 remained ongoing.</p> <p>Point 21 – Finance training for Committee Members will take place on 11 March 2026 at 5:00 pm.</p>	

	<p>MC raised concerns regarding access to governance documents. It was noted that SharePoint had not been widely adopted and that access difficulties had been experienced, including limitations arising from the age and functionality of Association laptops.</p> <p><b>ACTION:</b> Review arrangements for document access, including the potential development of a secure Committee Members' section within the Association's website.</p> <p>Point 7 – CRG raised that recordings made using personal mobile phones could present a data protection and information security risk.</p> <p><b>ACTION:</b> A dedicated recording device purchased and retained within the organisation for this purpose.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Point 25 – It was clarified that community input into the development of the 50<sup>th</sup> Anniversary programme would be sought through consultation and newsletter engagement, with staff progressing practical arrangements in parallel.</p> <p>An update was noted in relation to Police Scotland engagement, although it was acknowledged that certain matters discussed were sensitive and could not be shared in detail at this stage.</p>	<p><b>PR</b></p> <p><b>JM</b></p> <p><b>PR</b></p> <p><b>JM</b></p>
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	<p>A number of minor typographical errors were identified within the tracker and will be corrected. It was agreed that minor drafting corrections should, where possible, be raised out with meetings to maximise meeting time.</p> <p>The Management Committee noted the report.</p>	
<b>5.</b>	<b>INTERIM DIRECTORS REPORT</b>	
	<p>The Interim Director presented the report and advised that there were limited substantive updates at this stage.</p> <p>Members were advised that, in light of a sensitive staffing matter, it was not considered appropriate to proceed with the planned in depth consultation with tenants at John Butterly House at this time. It was confirmed that this work would be postponed and the associated report would be brought to the April meeting rather than March.</p> <p>JH sought an update on funding applications. It was confirmed that an award of £10,000 had been secured from Awards for All. Applications referenced within the report had recently been submitted and outcomes were awaited.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>A concern was raised by HR regarding the Tuesday afternoon office closure for staff training. It was reported that some callers had experienced difficulty contacting the Association and that the voicemail message may not have reflected the temporary closure. It was confirmed that arrangements are in place with contractors to take emergency calls.</p> <p><b>ACTION:</b> Review call handling arrangements and ensure that messaging is updated to avoid confusion.</p> <p>The Management Committee noted the report.</p>	<b>JM</b>
<b>6.</b>	<b>FINANCE</b>	

<b>6.1</b>	<b>Draft Budget 2026/ 27</b>	
	<p>The Finance Agent presented the draft budget for 2026/ 27.</p> <p>Members were informed of a projected surplus of approximately £400,000 and an estimated year end cash balance of approximately £2.2 million. The Finance Agent pointed to key assumptions including rent levels, planned maintenance expenditure, staffing costs, component replacement provision, acquisitions and covenant compliance.</p> <p>The Committee scrutinised management costs per unit, heating and lighting cost increases, [REDACTED] and agency and compliance consultant expenditure. Assurance was provided that financial projections remain prudent and that covenant headroom is maintained.</p> <p>IE emphasised the importance of ensuring that tenants experience visible improvements in stock condition and service delivery, especially given the strong financial position is partly due to the lower level of asset investment than initially projected over the past few years.</p> <p>CR questioned the level of projected energy costs and queried if alternative providers had been explored to secure better value. It was confirmed that energy procurement arrangements are being reviewed.</p> <p>It was further noted that cost pressures are not solely attributable to tariff rates but also relate to the efficiency of existing building systems. Committee Members were advised that this will be examined as part of the Energy Redress Funding application currently being progressed, including consideration of potential investment in solar panels and wider energy efficiency improvements.</p> <p>The Management Committee noted the draft budget and will return for final approval following refinement.</p>	
<b>7.</b>	<b>GOVERNANCE</b>	
<b>7.1</b>	<b>Regulatory Compliance Report</b>	
	<p>The Committee considered the Regulatory Compliance Report, including the Governance and Financial Management Improvement Plan (GFMIP) update.</p>	

	<p>Members noted that monthly updates continue to be submitted to the Scottish Housing Regulator. Of 55 GFMIP actions, 44 have been completed and 11 remain in progress. Of the 11, seven are mostly completed and the remaining four have had their status updated within the report and some will most likely be carried forward into next year’s report.</p> <p>The approach to quarterly reporting on stonework safety was also outlined.</p> <p>The draft brief for procurement of a communications consultant was considered. Members emphasised the need for a practical action plan with clear budget parameters. It was agreed that messaging should remain internally led and that stakeholder mapping should produce defined outputs.</p> <p>The Management Committee:</p> <ul style="list-style-type: none"> <li>• Noted the information progress with the implementation of the Governance and Financial Management Improvement Plan, and follow-up action being taken following the Business Planning Review Day.</li> <li>• Approved the draft brief, procurement approach and proposed timescales for the procurement of a communications specialist.</li> </ul>	
<b>7.2</b>	<b>Business Planning – Quarterly Monitoring Reports</b>	
	<p>The Committee considered the Q3 Business Planning reports, including the Operational Work Plan progress update, KPI results, Management Accounts and Risk Management update.</p> <p>A query was raised regarding the renewal timeline for the allotments project, noting a discrepancy between the action tracker reference to 2028 and an earlier indication of Q1 2026. JM clarified the correct timescale of 2028.</p> <p>Members noting that the financial position reflected the operational context currently facing the Association. Clarification was sought regarding additional expenditure associated with Indigo House and whether this was to ensure delivery of the cyclical maintenance and asset investment programme. Assurance was requested that no avoidable underspend would arise in the 2026/27 financial year, and that planned investment would be delivered as intended.</p> <p>Following discussion, and on the recommendation of the Chair, the Management Committee noted the reports.</p>	

	[FMD, JM, MS and WB left the meeting].	
<b>7.3</b>	<b>Staffing Issues</b>	
	<p>The Committee considered the report outlining the comparison between the Association’s current terms and conditions and those available through EVH Associate Membership.</p> <p>PR summarised the key areas of difference, including salary benchmarking, redundancy provisions, continuity of service recognition, leave arrangements and closure periods. The report set out the financial implications of alignment and identified areas where variation may remain appropriate.</p> <p>Members discussed the importance of ensuring that the Association’s employment offer remains competitive, fair and capable of supporting staff retention and recruitment, particularly in the context of organisational change and sector expectations. It was acknowledged that alignment with EVH terms would provide clarity, consistency and access to recognised sector frameworks, while allowing the Association to retain appropriate local discretion where justified.</p> <p>In relation to redundancy provisions, members agreed that alignment with EVH enhanced terms would provide reassurance to staff and reflect good employment practice. However, the Committee agreed that continuity of service provisions would not be adopted at this stage, recognising the potential long term cost implications and the need to balance sector alignment with financial sustainability.</p> <p>Christmas closure arrangements were considered. It was agreed that the existing practice of closing over the festive period, with staff now utilising annual leave entitlement, would continue. Lunchtime office closure arrangements will be reviewed once staffing levels stabilise and service capacity allows.</p> <p>Members also discussed flexible working arrangements. It was confirmed that requests will continue to be considered in accordance with statutory requirements and operational need, ensuring service delivery is maintained.</p> <p>Following consideration of the financial, operational and workforce implications, the Committee approved the recommendations set out within the report.</p>	

	<p>The Management Committee approved changes to RHA terms and conditions of service to align with EVH terms and conditions relating to:</p> <ul style="list-style-type: none"> <li>• Responsibility allowances</li> <li>• Annual leave</li> <li>• Enhanced special leave</li> <li>• Enhanced maternity, paternity, adoption and shared parental leave</li> <li>• Redundancy pay</li> <li>• Training costs and professional membership fees.</li> </ul>	
<b>7.4</b>	<b>Committee Digest</b>	
	<p>[FMD, JM, MS and WB returned to the meeting].</p> <p>On recommendation of the Chair the Management Committee noted the report.</p>	
<b>8.</b>	<b>SERVICES</b>	
<b>8.1</b>	<b>Tenant Reward Scheme</b>	
	<p>JM clarified that his report had been prepared to provide additional context to a previously circulated paper and to ensure that the matter was presented in a manner consistent with the Management Committee’s Self Assurance framework. A further report had been circulated by MS in advance of the meeting.</p> <p>It was emphasised that the purpose of the report was to ensure that the Committee had sufficient information to make an informed decision.</p> <p>Some members expressed strong support for reinstating the scheme as a means of recognising positive tenancy behaviour, strengthening relationships with the community and signalling a renewed commitment to tenants. It was argued that the majority of tenants comply fully with their tenancy obligations and that modest recognition at a time of financial pressure could have a positive cultural and reputational impact. Reference was made to previous sector models and to the potential use of the scheme as a practical engagement tool.</p> <p>Other members expressed concern regarding the timing of the proposal in the context of a recent rent increase and ongoing investment needs. Questions were raised regarding whether financial resources would be better directed towards capital</p>	

	<p>investment in stock and long term asset improvement. The potential administrative burden on staff and the need for clear eligibility criteria were also highlighted. Members emphasised that the scheme should not detract from delivery of core services or investment commitments.</p> <p>It was acknowledged that the proposal does not replace investment in the stock but would have an impact on financial projections and must therefore be carefully controlled. The importance of ensuring that any scheme is not open ended and is subject to regular review was emphasised.</p> <p>Following discussion, a proposal was made to set aside provision of up to £72,000 within the budget for the introduction of a Tenant Reward Scheme, to operate for an initial three-year period and be subject to annual review. The proposal was seconded.</p> <p>It was further agreed that a Working Group would be established to develop detailed eligibility criteria, governance arrangements and operational processes prior to implementation, with a report to return to Committee for approval.</p> <p>MC proposed, and MMcC seconded, that provision of up to £72,000 be included within the approved budget for the introduction of a Tenant Reward Scheme for an initial three year period, subject to annual review, and that a Working Group comprising MC, EMcV, HR and CRG be established to develop detailed eligibility criteria, governance arrangements and operational processes, with a report to be brought back to the Management Committee for approval prior to implementation.</p> <p>[EM left the meeting].</p>	
<p><b>8.2</b></p>	<p><b>██████ Bellfield Street Progress Report</b></p>	
	<p>The Committee noted that façade removal works have been completed and piling works are commencing. A site visit by the Health and Safety Executive has taken place with no concerns raised.</p> <p>MS confirmed the project remains on programme for August completion.</p> <p>The Management Committee noted the report.</p>	
<p><b>8.3</b></p>	<p><b>Domestic Abuse Policy</b></p>	

	<p>It was noted that the policy had previously been presented to the Housing Services Sub Committee in November but was not approved at that stage, as Members requested further consultation with staff. It was confirmed that staff consultation has since been undertaken and training delivered.</p> <p>The Housing Services Sub Committee has now endorsed the policy and recommended it for approval by the Management Committee.</p> <p>Members sought clarification regarding arrangements where a perpetrator may require rehousing, particularly given the Association’s relatively small operating area. It was confirmed that in such circumstances the Association would not seek to rehouse the perpetrator within its own stock. Any such case would likely be progressed through the homelessness route, with Glasgow City Council made aware of relevant safeguarding considerations and requirements regarding location.</p> <p>The Management Committee approved the Domestic Abuse Policy.</p>	
<b>8.4</b>	<b>Gas Safety Policy Report</b>	
	<p>It was noted that the Association did not previously have a standalone Gas Safety Policy in place.</p> <p>Members sought clarification regarding paragraph 4.2 and the timescales for completing remedial works arising from inspections. It was confirmed that follow up works are managed in accordance with the Association’s repairs categories, with emergency, urgent and routine timescales applied as appropriate. Contractors maintain electronic records which are open to scrutiny, and all certification and completion records are retained within the Association’s internal systems.</p> <p>Clarification was also sought regarding whether radiators form part of the gas safety inspection process. It was confirmed that radiators are not gas appliances and therefore do not fall within the scope of gas safety certification.</p> <p>Members discussed the wider safety context within mixed tenure blocks. It was suggested that the Association raise awareness with homeowners regarding the importance of gas and electrical safety checks. It was agreed that information outlining the Association’s compliance arrangements and encouraging similar checks by homeowners would be included in a future newsletter.</p>	

	<p><b>ACTION:</b> Item on gas and electrical safety for homeowners to be included in a future newsletter.</p> <p>The Gas Safety Policy was approved.</p>	<b>JM</b>
<b>8.5</b>	<b>Electrical Safety Policy Report</b>	
	<p>Subject to clarification that the policy approval does not constitute a notifiable event, the Electrical Safety Policy was approved.</p> <p>[FMD, JM, JS, MS and WB left the meeting].</p>	
<b>9.</b>	<b>AOCB</b>	
<b>9.1</b>	<b>Secondment of Interim Director</b>	
	<p>Paul Rydquist reported that a meeting between the Chairs of RHA and Molendinar Park HA (MPHA) had taken place that day. It was reported that MPHA was agreeable to the extension of the secondment arrangement for a further year, with a six-month review point. Benchmarking discussions with EVH will be undertaken in relation to remuneration for the permanent post of Director, as and when recruitment will be progressed. Committee appraisal of the Interim Director will proceed, and it was agreed that [REDACTED] should support the Chair and Vice-Chair in undertaking that process.</p> <p><b>ACTION:</b> A report will be brought to the next meeting to confirm agreed arrangements.</p>	<b>PR</b>
	<b>Civic Reception – 50<sup>th</sup> Anniversary</b>	
	<p>[FMD, JM, JS, MS and WB returned to the meeting].</p> <p>It was agreed to accept Glasgow City Council’s offer of a Civic Reception on 1 June 2026 in recognition of the Association’s 50th anniversary.</p>	
<b>10.</b>	<b>DATE OF NEXT MEETING</b>	
<b>10.1</b>	<b>Calendar of Meetings</b>	
	<p>JH noted that the training date for May was incorrect and requires amendment. It was also discussed the opportunity to include a Committee visit to other housing associations during July, when no formal meeting is scheduled, to support learning</p>	

	<p>and development. It was suggested that the Management Committee Christmas lunch be scheduled in December.</p> <p><b>ACTION:</b> Updated Calendar of Meetings to be prepared, correcting dates and including a Management Committee visit to other housing associations during July.</p> <p>On recommendation of the Chair the Management Committee noted the calendar of meetings, including the date of next meeting - 5:30 pm on Wednesday, 25th March 2026.</p>	<b>JM</b>
<b>10.2</b>	<b>Agenda Item Schedule</b>	
	On recommendation of the Chair the Management Committee noted the Agenda Item Schedule.	
	<b>Civic Reception – 50th Anniversary</b>	
	It was agreed to accept Glasgow City Council’s offer of a Civic Reception on 1 June 2026 in recognition of the Association’s 50th anniversary.	
<b>11.</b>	<b>CLOSE OF MEETING</b>	
	The Chairperson closed the meeting at 8:25 pm.	