



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 30.06.21 at 5.30 pm by video conference using Zoom

Attendance:	Eddie Marley	Chair	Chairperson
	Helen Moore	Vice Chair	Vice Chairperson
	Irene McInnes	IM	Secretary
	Jane Marley	JM	Committee Member
	Davina Boyle	DB	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Linda McGowan	LMcG	Casual Member
	Alastair Firth	AF	Co-optee
	Catherine Lowe	CL	Co-optee
	Gail Sherriff	GS	Co-optee
Staff/Adviser(s)	Susan McDonald	SMCD	Interim Director
Attendance:	Gerry Shepherd	GSh	Finance Manager
	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Ann Dundas	AD	Minute Taker

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair thanked everyone for their attendance.	
1.	APOLOGIES	
	There were no apologies.	
	The leave of absence for Mary Dunn and Ellen McVey were noted.	
2.	DECLARATIONS OF INTEREST	
	There were no new declarations of interest.	
3.	PREVIOUS MINUTES FOR APPROVAL	
3.1	Minute of Management Committee Meeting 26.05.21	
	The Management Committee noted the Minutes of the meeting of 26.05.21. The Minutes were approved on a proposal by DB and seconded by JM.	

3.2	Draft Minutes of Finance and Audit Sub-Committee 10.06.21	
	The Management Committee noted the draft minutes.	
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	<p>SMcD presented the Committee Meeting Matters Arising Schedule and explained the new colour coding. It was noted that the items marked green have been completed and will now be added to the archive list. The items marked orange are immediate actions for SMcD.</p> <p>The Management Committee noted the Committee Meeting Matters Arising Schedule.</p>	
5.	GOVERNANCE	
5.1	Governance Quarterly Report Appendix 1 – Work Plan Update Appendix 2 – Governance Improvement Plan Update Appendix 3 – Risk Register Update Appendix 4 – Business Plan Operational Objectives Update	
	<p>EM asked regarding the “x” next to the RSL Adaptations Spend Review (GCC) on the Work Plan Update and asked if it should not be an “→”. TMcK advised that this should be a “✓” as monies have been received. SMcD will update this.</p> <p>SMcD asked the Management Committee if they felt she should add the ESSH 2 to the Risk Register or if they felt it was too early. GS said that she felt it would be prudent to add this to the risk register, open ended. CL asked that the stonework be added under Factoring as there are risks under owners’ involvement. SMcD will add these two items to the Risk Register.</p> <p>CL suggested that tracked changes could be shown in the Risk Register. SMcD advised that she can do this or can add to the comments to say which figure has been reduced. AF suggested that each quarter there is an issue ie. issue 1, 2, 3, 4 and then it can be referenced back to previous issues. SMcD will do this.</p> <p>SMcD advised that in the Business Plan Operational Update, item 2.1.4 shows it to be actioned but this should read complete. SMcD will update this.</p> <p>The Management Committee noted the Governance Quarterly Reports.</p>	<p>SMcD</p> <p>SMcD</p> <p>SMcD</p> <p>SMcD</p>

<p>5.2</p>	<p>Shareholder Memberships</p> <p>The Management Committee noted the contents of the report. Mrs McInnes approved the removal of the 4 shareholders and Mrs Marley seconded.</p> <p>The Management Committee noted the summary of shareholders at 23.06.21.</p> <p>SMcD advised that Linda McGowan who was a member previously and had missed 4 meetings without a leave of absence and had joined the May meeting as an observer. LMcG is now joining on a casual vacancy. The Management Committee welcomed LMcG back.</p>	
<p>5.3</p>	<p>Options Appraisal – Stage 2 Update Appendix – Options Appraisal Suggested Scoring Matrix</p>	
	<p>SMcD presented the Options Appraisal – Stage 2 Update and Options Appraisal Suggested Scoring Matrix appendix.</p> <p>EM suggested that the 5 options and scoring/weighting should be discussed separately.</p> <p>EM asked if anyone had any other suggestions to add to the 5 options. CL felt that if the options were extended any further it could become very complicated.</p> <p>The Scoring/Weighting was discussed next. CL asked that the question “does the model provide assurance that we are meeting the Regulatory Standards” be added to question 4. CL asked that Q4 be made Q1. CL also asked that “value for money” should be added to Q4.</p> <p>AF asked if the 5 questions would have sub headings with scoring for each culminating in a total for the main question. SMcD advised that this would be the case as there is a much bigger scoring sheet that will be filled in and will show the consensus. Arneil Johnston will take a workshop on this.</p> <p>CL also advised that there was no question on the wider role. CL suggested that a sixth question be added ie. “does this option allow for the association to deliver a wider role”. AF said that there was nothing about the community aspect and asked if this could be fitted into all 5 options to show the impact of being a community organisation.</p> <p>GS asked if it would be worth breaking down the regulatory standards so that everyone understands what each of the standards is about. GS also said that with regards to the wider role aspects have we considered the costs of each of the projects and are they cost effective. GSh said that this could</p>	

	<p>be looked at but that value to the community comes into this. SMcD advised that this exercise could be carried out and then run through the SFHA Social Value Toolkit and report on both.</p> <p>IMcI felt that showing how much RAPA and RNC bring to the community would be beneficial and stressed that it is only a small amount of money that RHA provides and that both organisations are ran independently, with their own staff and apply for their own grants and are mostly self-sufficient.</p> <p>CL also asked that "staff" be added as moving forward RHA need to strengthen their resilience moving forward. AF said that he felt that "committee" should be included in this question. After discussion it was felt that this should be called "developing our people". SMcD advised that 2 criteria could be brought in "does the option allow for continuation of community development on a social value return" and "does the option allow for supporting and developing our people and resilient future leadership".</p> <p>AF asked if the scoring spreadsheet with the questions and sub headings could be circulated prior to the August meeting. SMcD will arrange to do this.</p> <p>SMcD will feed back all of the above to Arneil Johnston and arrange an updated scoring sheet to be provided.</p> <p>Recommendations</p> <p>The Management Committee</p> <ol style="list-style-type: none"> 1. agreed the range of options to be assessed. 2. agreed the scoring matrix with the further criteria to be added. 3. considered the weighting to be applied to each criteria 4. confirmed that the full Management Committee should take part in the scoring exercise and not a Steering Group. 	<p>GSh/ SMcD</p> <p>SMcD</p> <p>SMcD</p>
6.	STRATEGY	
6.1	Digital Strategy Working Group – Update Appendix 1 – Communications Module Quote Appendix 2 – Telephone System Quote	
	<p>SMcD presented the Digital Strategy Working Group Update and appendices.</p> <p>AF asked if the texts could be used as a general information system through the Communications Module ie. to send out event information. JA advised that this could be done. SMcD advised that the information sent will also translate to a</p>	

	<p>voicemail phone call to a landline for those tenants who do not have a mobile. The Management Committee felt that this could also be good as a feedback tool for questionnaires etc.</p> <p>JA will come back to the Management Committee with a timeline for the implementation of the Communications Module. SMcD advised that value for money reports will be brought back to the Management Committee when this module is in place.</p> <p>The Management Committee noted the report and appendices.</p> <p>Recommendations The Management Committee</p> <ol style="list-style-type: none"> 1. approved the acquisition of the Communications Module from Castleton. 2. approved the acquisition of the new telephone system from JHL Telecommunications Limited. 	<p>JA</p> <p>JA/SMcD</p>
6.2	Asset Management Working Group Update Appendix – Stonework Survey	
	<p>Terry McKenna presented the Asset Management Working Group report and appendix.</p> <p>GS advised that this survey are results from the survey and based on visual inspections and the actual extent and real costs on a phase by phase basis will only be known once full design teams and contractors are appointed for each phase.</p> <p>GS confirmed this was to allow the Association to have "ball park" figures for what is going to be the biggest area of spend affecting RHA in the next 30 years and is needed to feedback to Arneil Johnston to allow them to proceed with the Options Appraisal.</p> <p>AF asked that a margin of increase be included in the costs not just for inflation but for what will be found when the works start. TMcK advised that he will add this and advised that an allowance for works subject to instruction will also be included.</p> <p>Recommendations The Management Committee</p> <ol style="list-style-type: none"> 1. approved the stonework survey being placed on PCS Quick Quotes to the surveyors recommended as having the required experience. 2. approved the use of uPVC windows. 3. approved the stock condition survey sample of 50% for tenements and 30% for newer stock. 	<p>TMcK</p> <p>TMcK</p>

7.	FINANCE	
7.1	Covid Spend Update – 2020-21 Appendix – Covid Expenditure	
	<p>Gerry Shepherd presented the Covid Spend and appendix.</p> <p>CL advised that a £10m initiative by the Government has been announced to help tenants with rent arrears during Covid. The mechanisms of this initiative are not known at the present time.</p> <p>The Management Report noted the Direct Costs spend and the observations made about additional Indirect Costs.</p>	
8.	STAFFING	
	Staff Salary Negotiations – CONFIDENTIAL	
	<p>Confidential Item</p> <p>The Chair informed Management Committee that the Interim Director had advised that she would not be extended her contact with RHA as discussed at the previous meeting.</p> <p>Following discussion, it was agreed that Management Committee would seek a further Interim Director appointment for 4-6 months to allow completion of the SOA, new business plan and assist with the implementation of the SOA outcome.</p> <p>The Chair will discuss the best way to proceed with this with the Interim Director.</p>	
9.	OPERATIONS	
9.1	Business Continuity During Covid	
	<p>TMcK and JA presented the Business Continuity During Covid report for both the Maintenance and Housing Operational updates.</p> <p>SMcD advised that a weekly walk around with both Maintenance and Housing Management staff will be starting and any issues identified in the area will be reported back.</p> <p>SMcD advised that a paper will be brought back to committee regarding the changes to the GCC bulk uplift service to find what will be a suitable solution for the association.</p> <p>The Management Committee noted the contents of the report.</p>	SMcD
9.2	Contractors Framework Procurement Appendix – Quote From Gold Consultancy Ltd	
	TMcK presented the Contractor Framework report and Quote from Gold Consultancy Ltd appendix.	

	<p>TMcK advised that when the scoring assessment of the tender is being carried out that some committee members might like to take part in the scoring panel along with staff. JM asked if it would not be beneficial that some of the committee from the Asset Management working group be involved. GS advised that it would just be staff appraising Stage 1 and determining who would be invited to tender and it would then be the tenders submitted that the committee could be involved with on the tender panel. CL felt that there should be no compulsion on committee being involved on the panel. AF felt that he was happy that the consultant was the expert and would be happy that he was the person representing the committee. EM asked if there was any real benefit to committee being on the panel and GS advised that it did give committee insight.</p> <p>SMcD asked that if any committee are interested in getting involved in the tender panel they should contact direct.</p> <p>GS said that as per previous discussions that some lots could just be quick quotes because of the value but on looking through the breakdown of service the quote is for one framework with 10 lots and that this should be clarified. TMcK advised that he has spoken to the consultant and that that if it is decided to put them on quick quotes then that will be the case. TMcK will ask the consultant to clarify this in writing.</p> <p>GS asked that dates should coincide with Management Committee meetings were possible. TMcK advised that once the Q.S. is sorted then a firm date structure will be obtained to suit the Management Committee dates.</p> <p>GS asked that under the Q.S. services that formal building contracts be put in place and not just a letter of acceptance and that principal design services should also be included. It was noted that building contracts would not be needed for the smaller contracts.</p> <p>Recommendations The Management Committee 1. noted and agreed the appointment of Gold Consultancy based on the attached quote without obtaining additional quotes due to the specialised input required. 2. agreed that alternative quotes for the Quantity Surveyors are obtained. 3. agreed that committee members interested on being on the quality scoring panel should contact SMcD direct.</p>	<p>TMcK</p> <p>TMcK</p> <p>TMcK</p>
<p>9.3</p>	<p>Management Report</p>	
	<p>CL left the meeting at this point (19.49).</p>	

	<p>SMcD advised that the meeting was now over 2 hours and asked for committee permission to continue. The Management Committee agreed to continue the meeting.</p> <p>TMcK presented the Management Report.</p> <p>The Management Committee noted the report.</p>	
9.4	Overview of Allocations 01.04.20 – 31.03.21	
	<p>JA presented the Over of Allocations 01.04.20-31.03.21 report.</p> <p>The Management Committee noted the report.</p>	
9.5	Overview of Anti-Social Behaviour 01.04.20 – 31.03.21	
	<p>JA presented the Anti-Social Behaviour 01.04.20-31.03.21 report.</p> <p>The Management Committee noted the report.</p>	
9.6	Analysis of Complaints Received 01.04.20 – 31.03.21	
	<p>JA presented the Analysis of Complaints report 01.04.20-31.03.21 report.</p> <p>The Management Committee noted the report.</p>	
	<p>IMcI thanked the staff for all of the above reports and stated that she felt that they were all very informative.</p>	
9.7	Housing Services Schedule Workplan	
	<p>JA presented the Housing Services Schedule Workplan.</p> <p>The Management Committee noted the report.</p>	
9.8	Policy Review Update	
	<p>Appendix – Completion of Governance Policy Updates</p> <p>SMcD presented the Policy Review Update report and appendix.</p> <p>Recommendations</p> <p>The Management Committee</p> <ol style="list-style-type: none"> 1. approved the retirement of the Openness & Confidentiality and Disclosure of Interest Policies. 2. agreed that Governing Body Effectiveness is addressed through the Members Policy, Members Pack and annual appraisals without the need for a separate policy. 3. noted that all Governance policies are now up to date apart from the Equal Opportunities Policy which will be reviewed and updated as soon as guidance is issued. 	

10.	COMMUNITY DEVELOPMENT	
10.1	RNC	
	The Management Committee noted the RNC report.	
10.2	RAPA	
	The Management Committee noted the RAPA report.	
10.3	School Awards – Update/Delay	
	AD advised that she will work with the schools again when they reopen in August.	AD
11.	HEALTH AND SAFETY	
	General Update	
	TMcK presented the Health and Safety report. The Management Committee noted the contents of the report and confirmed that they are happy for a copy of this to be shared with SHR.	SMcD
12.	ANY OTHER COMPETENT BUSINESS	
12.1	Registration of Rules	
	SMcD reported that the SGM had been held on Monday 28.06.21 and the new model rules had been approved. SMcD will now complete the process for registering the rules with the FCA. SMcD advised that the rules will be legally binding from the date we get approval from the FCA. The SHR and OSCR will then be notified.	SMcD
12.2	Recruitment Process – Pack/Meeting	
	SMcD is finalising the recruitment pack and a meeting with JM, EM and AD to discuss the membership pack has been arranged. SMcD asked if anyone knew of anyone who may interested in joining the committee to please let her know. A recruitment drive will also be worked on. DB suggested contacting local businesses and in particular[S.38(1)(b) .] It was noted that there were 3 vacancies at the present date.	SMcD
13.	DATE OF NEXT MEETING(S)	
	Mge Cee AGM Arrangement Meeting – changed from 04.08 to the 11.08 F&A Sub-Committee – 10.08 Mge Cee 29.09 – changed to 06.10	
	The meeting finished at this point and the Chair thanked everyone for their attendance and input – 8.00 pm.	