



# Agenda Item 3.1

## Minutes

**Reidvale Housing Association Management Committee** meeting held on 21.08.24 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

<b>Attendance:</b>	Denise Dempsey	DD	Chair
	Helen Richman	HR	Vice-chair
	Linda Wishart	LW	Committee Member
	Eddie Marley	EM	Committee Member
	Jane Marley	JM	Committee Member
	Carmen Rubio-Gutierrez	CR	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Ian Elrick	IE	Co-optee
	Michael Carberry	MC	Co-optee
	Helen Moore	HM	Co-optee
<b>Staff/Adviser(s)</b>	Julie Smillie	JS	Interim Director/ Secretary
<b>Attendance:</b>	Terry McKenna	TMcK	Maintenance Manager
	William Boale	WB	Housing Manager
	Graeme Bruce	GB	Finance Agent
<b>External</b>	██████████	██	██████████ Auditor

NO.	ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	The Chair welcomed everyone to the meeting.	
	The Director advised committee that in terms of the Association rules, anyone declaring an interest in any agenda item should leave the meeting when the Agenda item is being discussed, and re-join the meeting after the agenda item has been dealt with.	
<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Gerry Bitten-O'Prey, Ellen McVey and Jim Hastie. The Chair advised the meeting that Geraldine Dempsey and Helen Moore were delayed and would join the meeting later.	

<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	WB and TMcK declared an interest for Agenda Item 6 – 6.7 GD Declared an interest for Agenda item 6 - 6.3.	
<b>3.</b>	<b>MINUTES</b>	
<b>3.1</b>	<b>Minutes of the Management Committee meeting 24.07.24</b>	
	The Minutes of the meeting of 24.07.24 were proposed as a true record by MC and seconded by LW.	
<b>3.2</b>	<b>Minutes of FA&amp;R Sub-Cee 14.08.24</b>	
	The minute of the meeting of 14.08.24 was noted.	
<b>4.</b>	<b>MATTERS ARISING FROM PREVIOUS MEETINGS</b>	
	The Management Committee <b>noted</b> the matters arising.	
<b>5.</b>	<b>INTERIM DIRECTOR'S REPORT</b>	
	<p>The Interim Director presented the report and highlighted the following</p> <p>JS asked to confirm members of the Policy working group. HM, CRG and MC volunteered.</p> <p>JS advised committee that the Association is in the process of enquiring if the retirement housing requires to be registered with The Care Inspectorate. JS advised that the Housing Manager is leading on this. [REDACTED]</p> <p>[REDACTED] JS advised that registration with The Care Inspectorate, if required, is mandatory. CRG asked if registration would impact on the staff structure. JS confirmed it would not. JS advised that a full review of the retirement housing will be carried out as part of the business planning process.</p> <p>MC asked for an update on the progress with decanting. GD declared an interest at this point and left the meeting. WB advised that 5 or 6 tenants remained to be matched with suitable properties. WB advised there had been delays in procuring removal companies, however, he had resolved this matter and appropriate arrangements are now in place. MC noted that the agreement to decant tenants had been taken in May and was disappointed to note the delays. JS advised that staffing issues were identified, staff had been focussing on one thing at a time, rather than taking a holistic approach. This has now been addressed by the new HM in post. JS offered apologies to committee for delays.</p> <p>The HM advised that he had met with the affected residents last week and noted their frustration with the process.</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>WB</p>

	<p>CRG asked if all residents had been decanted to properties of Reidvale. JS advised this was the case so far.</p> <p>JS advised that members were required for the Staffing Sub-Committee. She advised there was a remit for this sub-committee, and that the committee would meet on an ad-hoc basis. DD, PMcC, MC and LW agreed to form the Staffing Sub-Committee.</p> <p>MC asked JS to discuss the situation of the data protection issue highlighted in her report. JS explained the circumstances of this and assured committee that this matter did not require to report this matter to the ICO. JS advised committee that this matter has been dealt with and works are complete.</p> <p><b>Recommendations</b>  Management Committee</p> <ul style="list-style-type: none"> <li>i) <b>noted</b> the position with anti-social behaviour, and the association’s plans to address this</li> <li>ii) <b>noted</b> the position of pressures within Housing Management</li> <li>iii) <b>noted</b> the current position with the software contract</li> <li>iv) <b>noted</b> the progress of the Factoring Review</li> <li>v) <b>noted</b> the progress with the decanting of tenants from Bellfield Street</li> <li>vi) <b>agreed</b> to setting up a short-life working group to review policy updates</li> <li>vii) <b>noted</b> the information presented for the Retirement Housing complex</li> <li>viii) [REDACTED]</li> <li>ix) [REDACTED]</li> <li>x) <b>noted</b> the position in relation to GDPR</li> <li>xi) <b>agreed</b> members for the Staffing Sub-Committee</li> <li>xii) <b>noted</b> the committee training requirements</li> </ul>	JS
6.	<b>GOVERNANCE</b>	
6.1	<b>Regulatory Compliance Report and Appendices:</b> <b>1 Governance and Financial Management Improvement Plan – progress to July 2024;</b> <b>2 Self-Assessment Review – outline project plan;</b> <b>3 Self-Assessment Questionnaire – results</b>	
	<p>JS presented the comprehensive report that had been provided by PR.</p> <p>EM commented, that he noted the amount of work being done on this.</p>	

	<p>1. <b>GFMIP</b> - The Committee noted the updated Report and the progress that has been made.</p> <p>2. <b>Notes on Second Meeting of Detailed Review Group held on 31.07.24</b> – Committee noted the notes provided.</p> <p>3. <b>Report on Compliance with Constitutional Requirements</b> – Committee noted the contents of this report.</p> <p>10. <b>Recommendations</b>  10.1 Management Committee:  10.1.1 <b>noted</b> the progress with the implementation of the Governance and Financial Management Improvement Plan (GFMIP) and the self-assessment review of compliance with regulatory requirements.</p>	
6.2	<p><b>Stonework Survey Report and Appendix 1 [REDACTED] Report</b></p>	
	<p>[REDACTED] presented the report. [REDACTED] advised that in itself is quite light but it is the appendices that tell the story of where things are. The appendices include pictures that are marked up with any issues requiring attention.</p> <p>[REDACTED] advised that there are limitations as to what can be identified due to this being a visual inspection. These limitations as are a result of restricted views. [REDACTED] advised that [REDACTED] does, however, have enough information to identify works required.</p> <p>[REDACTED] advised that the last comprehensive survey was carried out in 2021, and that it was unusual to be carrying out another detailed survey so soon given that there were also visual surveys carried out in addition to the original survey in 2021.</p> <p>Since 2021 here has been three exercises to remove loose stone, and carry out repairs to the original stone. [REDACTED] gave committee a detailed explanation of why these repairs were required, and what has caused the stonework to deteriorate.</p> <p>[REDACTED] felt it was important to state that there was a long history of poor quality stone being used in Reidvale, this dates as far back to the time of construction. Storms and damage from bombing during the war also added to the deterioration of the tenements. [REDACTED] advised that in the 1970's an unsympathetic rehab programme took place. The methods used during that period were of poor quality. [REDACTED] advised that it is unsurprising that the stonework requires attention due to these factors.</p>	

■ assured committee that although there are failings, the buildings are not going to collapse and are structurally sound. ■ advised that work done in the last two or three years to remove loose stone and that the blocks where work has been carried out are now in better condition with less likelihood of further stone falls.

■ that in some instances the tidying up exercise has resulted in large areas of stone being removed, exposing the inner stone. ■ advised that if water was to penetrate these areas it could cause a further deterioration therefore remedial works should be taken to give temporary protection to these areas.

■ advised that ■ has extended the time period for works as the work done over the last couple of years has been good and it has shown that this can be managed. Obviously the sooner that works can be completed the better. The programmed works now have a completion date of 2058.

■ went on to talk through the repair categories and the timescales for completion of works.

■ advised that the full extent of remedial works for each block will only be discovered when stonework is removed and investigated further. Some blocks may be more affected than others. Therefore, it is difficult to be exact. ■ advised it would be prudent to carry out periodic additional visual surveys.

MC asked if the category 1 repairs could be arranged into the order of what is most urgent – ■ confirmed that they could.

■ advised that there had been good work done in the last couple of years which has reduced the amount of emergency work requiring to be done.

■ advised that ■ would advise that a full survey be carried out every five years. He noted that what Reidvale are doing way over what should be expected by Associations. MC asked if he was aware of stonework falls elsewhere. ■ advised that this happens regularly.

■ advised committee that to date this programme of works has not been costed.

AG/TMcK

	<p><b>10. Recommendations</b>  10.1 Management Committee  10.1.1 <b>noted</b> the contents of the survey report.</p>	
6.3	<p><b>Stonework/Bellfield Street Report and Appendix 1 – Programme.</b></p>	
	<p>TMcK presented the report. He advised that the association himself, JS and PR had a really positive meeting with ██████████ of GCC regarding grant funding. ██████████ advised that GCC were supportive of the association and advised the Association to begin to work up a scheme in readiness for submitting a grant application at a later date.</p> <p>HM asked if other associations had received grant in the past. TMcK advised they have.</p> <p>MC sought assurance that the Association would not agree to extreme energy efficiency measures to attract additional grant. This was confirmed.</p> <p>CRG asked if the association planned to carry out testing to the adjoining blocks. JS confirmed that the association has procured the services of a structural engineer to carry out testing on these blocks.</p> <p>DD asked if the association couldn't attract grant this year could the association afford to carry out these works. JS advised that in the event of grant not being available this year, works would be on hold until grant was approved.</p> <p>Committee considered the matters raised In the main body of the report.</p> <p>Committee agreed that reinstatement is their preferred option.</p> <p>JS advised that she will now meet with the tenants to advise them of the decision to repair the properties.</p> <p><b>12. Recommendations</b>  Management Committee  12.1 <b>noted</b> the reports on the current state of properties at ██████████ Bellfield Street and with Glasgow City Council, for information.  12.2 <b>agreed</b> that RHA should now pursue the option for a re-instatement scheme at ██████████ Bellfield Street by preparing a suitable scheme for planning and then tender, with the intention of seeking grant funding support early in the new year from Glasgow City Council.</p>	<p>TMcK</p> <p>TMcK</p>

	12.3 <b>agreed</b> to appoint [REDACTED], [REDACTED] and [REDACTED], [REDACTED] [REDACTED]	TMcK
<b>6.4</b>	<b>Scottish Housing Network and Appendix 1 Prospectus</b>	
	<p>JS presented the report recommending that the Association join SHN. JS explained that in addition to peer comparisons it would also offer so much more in terms of networking and peer support.</p> <p>EM asked if training would be an additional cost to the Association. JS advised that this was not the case. She further explained that in year 1 SHN would carry out a full analysis of the Association's performance for this year.</p> <p>HM asked for clarification on the pro-rata costs. JS confirmed this.</p> <p>CRG sought assurance that the Association would not be sharing personal information with SHN. JS gave that assurance.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>considered</b> the proposal  10.1.2 <b>agreed</b> membership of Scottish Housing Network.</p>	JS
<b>6.5</b>	<b>Change to External Data Protection Services and App. 1 – RGDP Info Leaflet App. 2 – Service Level Agreement</b>	
	<p>JS presented the report.</p> <p>[REDACTED] [REDACTED]</p> <p>Committee considered the proposal from RGDP and agreed to proceed to engage their services.</p> <p>11. Recommendations  11.1 Management Committee  11.1.1 <b>considered</b> the proposal from RGDP to provide a DPO service to the Association.  11.1.2 <b>agreed</b> to engage the services of RGDP for an initial period of 12 months.</p>	JS

<b>6.6</b>	<b>Compliance with Rules</b>	
	<p>JS presented the report confirming, and giving committee assurance that the Association had fulfilled all obligations in relation rules 62-67.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the contents of the report.</p>	
<b>6.7</b>	[REDACTED]	
<b>7.</b>	<b>FINANCE</b>	
<b>7.1</b>	<b>External Audit – Annual Accounts</b>	
	<p>The Director welcomed [REDACTED] of [REDACTED] to the meeting. IE advised that the annual accounts should have been presented to the FA&amp;R Sub-Cee, however, they were not available.</p> <p>[REDACTED] explained the audit process for this year. [REDACTED] advised there was a late impairment in relation to the stonework which has resulted in an adjustment to the accounts. This impairment required further auditing. [REDACTED] advised that [REDACTED] was satisfied with the information provided.</p> <p>Key items to be noted are;</p> <p>The format of the accounts remains the same as previous years.</p> <p>Impairment and repairs programme is a fair representation of what's happening in the association.</p> <p>Revenue from Rental Income – Controls and systems in place were satisfactory.</p> <p>[REDACTED] [REDACTED]</p> <p>SB advised there is deficit on Comprehensive Income. This would have shown a surplus had it not been for the impairment. This has been further increased due to the pension deficit and liability.</p> <p>IE explained what impairment was. [REDACTED] confirmed that the sum involved was as a result of the two blocks requiring extensive remedial works.</p> <p>[REDACTED] [REDACTED]</p>	



	<p>Bad debt provision was accurate and [REDACTED] is satisfied with this. Cash in bank fully reconciled</p> <p>Creditor's figures were tested for completeness and are correct.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] confirmed there were no control issues with the audit.</p> <p>The Director advised that the updated stonework survey has been received and work is now underway to develop a robust set of 30yr projections. JS confirmed that the Association are still non-compliant, working towards compliance and are working well with SHR.</p> <p>IE noted the position with assets and cash balances.</p> <p>The contents of the accounts have not changed much from the previous year.</p> <p>[REDACTED] noted that the Association are pro-actively working with SHR.</p> <p>[REDACTED] asked if there were any further developments or plans for a ToE .JS confirmed that was not the case.</p> <p>[REDACTED] confirmed there were no control issues identified throughout the audit.</p> <p>Audit summary report will be provided to the Association tomorrow.</p> <p><b>11. Recommendations</b> 11.1 Management Committee 11.1.2 <b>agreed</b> delegated authority to the Chairperson and the Chair of the FA&amp;R Sub-Cee to consider the Audit Summary Report.</p>	JS
7.2	<b>Annual Internal Financial Assurance Report 2023/2024</b>	
	[REDACTED] Advised that all audits, returns to SHR and financial reports have been submitted timeously. Thus report is to give committee confidence of the report on page six of the	

	<p>annual accounts is in order. This was proposed by IE and seconded by MC.</p> <p><b>11. Recommendations</b></p> <p>11.1 Management Committee</p> <p>11.1.2 <b>approved</b> the Annual Internal Financial Assurance Report at Appendix 1 of the report.</p>	
<b>7.3</b>	<b>Appointment of External Auditor</b>	
	<p>The association tendered for external audit services which [REDACTED] were successful, and their tender accepted. [REDACTED] have carried out the 22, 23 and this year's audit. [REDACTED]</p> <p>[REDACTED] requested that committee agree to re-appoint [REDACTED] as external auditor for 2024/2025. IE asked if there had been any problems with the Audits. [REDACTED] confirmed that with the exception of some timing issues, there had not been.</p> <p><b>10. Recommendations</b></p> <p>10.1 Management Committee</p> <p>101.1. <b>approved</b> the reappointment of [REDACTED] as auditors for the financial year 2024/25.</p>	JS
<b>7.4</b>	<b>June 2024 Management Accounts</b>	
	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p><b>10. Recommendations</b></p> <p>10.1 Management Committee</p> <p>10.1.1 <b>noted</b> the Management Accounts for the three months period ended 30 June 2024.</p> <p>10.1.2 <b>approved</b> the Management Accounts for the three month period ended 30 June 2024.</p>	
<b>8.</b>	<b>OPERATIONS</b>	
<b>8.1</b>	<b>Quarterly Performance Report</b>	
	<p>WB advised committee that the Succession Policy was due to be reviewed this month however, this should be included as part of the allocations policy. He requested that committee agree to defer this policy review and include it within the Allocations Policy.</p> <p>WB advised committee that the quarterly performance reports would be delayed until the following month due to the current figures not being correct.</p> <p>MC asked why WB had been unable to obtain correct figures. JS advised that the figures used previously could not be relied upon and that she would rather agree to defer the report until these could be investigated and resolved.</p>	

	<p>10. Recommendation</p> <p>10.1 Management Committee</p> <p>10.1.1 <b>agreed</b> to defer the succession policy and noted that this would be included in the Allocations Policy</p> <p>10.1.1 <b>approved</b> the delay in the quarterly performance reports and that they will be presented to the Management Committee at the next meeting.</p>	<p><b>WB</b></p> <p><b>WB</b></p>
<b>8.2</b>	<p><b>Adaptations Policy</b></p> <p><b>Appendix 1 Adaptations Policy</b></p>	
	<p>TM presented the report and Adaptations Policy.</p> <p>MC asked that this be reviewed again at the Policy Working Group.</p> <p><b>10. Recommendations</b></p> <p>10.1 Management Committee</p> <p>10.1.1 <b>agreed</b> that this policy be reviewed again at the Policy Working Group before being approved.</p>	<p>JS/TMcK</p>
<b>9.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>No matters raised.</p>	
<b>10.</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting of the Management Committee is 25.09.24.</p> <p>The meeting finished at this point.</p>	