



Agenda Item 3.1

Minutes

Reidvale Housing Association Management Committee meeting held on 28.05.25 at 5.00 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Denise Dempsey	DD	Chairperson
	Ian Elrick	IE	Committee Member
	Eddie Marley	EM	Committee Member
	Carmen Rubio-Gutierrez	CRG	Committee Member
	Jim Hastie	JH	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Michael Carberry	MC	Committee Member
	Helen Moore	HM	Committee Member
	Gerry Bitten-O'Prey (Via Teams)	GBOP	Committee Member
Staff/Adviser(s) Attendance:	Julie Smillie	JS	Interim Director/ Secretary
	Paul Rydquist	PR	Regulatory Compliance Consultant
	Terry McKenna	TMcK	Maintenance Manager
	██████████	██████	Finance Agent
In Attendance:	██████████	██	Consultant – Agenda Item 7.5 only
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	██████████	██████	Finance Consultant

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair advised that Agenda Item 7.5 was being moved to directly after agenda item 4.	
1.	APOLOGIES	
	Apologies were received from Helen Richman; Linda Wishart and Ellen McVey. William Boale, Housing Manager also gave his apologies.	

2.	DECLARATIONS OF INTEREST	
	There were no new declarations of interest.	
3.	MINUTES	
3.1	Minutes of Management Committee 30.04.25	
	The Minute of the Management Committee meeting of 30.04.25 were proposed as a true record by EM and seconded by MC.	
3.2	Confidential Minute of Management Committee 30.04.25	
	The Confidential Minutes of the Management Committee are deferred for approval until the next Management Committee meeting as it was noted that some committee members advised that they did not receive them via email.	JS
3.3	Minutes of Finance Audit and Risk Sub-Committee 13.05.25	
	The minutes of the FA&R Sub-Cee are deferred until the next Management Committee meeting.	
3.4	Minutes of the Housing Services Sub-Committee 14.05.25	
	The minutes of the HSSC are deferred until the next Management Committee meeting.	
4.	MATTERS ARISING SCHEDULE	
	<p>The Management Committee noted the Matters Arising Schedule.</p> <p>Committee advised that Items 3.1 to 10.2 and dated 26.03.25 should read 30.04.25. This will be amended on the schedule.</p> <p>MC advised that a there is a further contact for Item 3.1, Dolly Parton Imagination Library and that contact will be made regarding making an application.</p>	<p>AD</p> <p>MC</p>
5.	INTERIM DIRECTOR'S REPORT	
	<p>JS presented the report.</p> <p>JS highlighted that 5 members of staff have left the association as agreed. JS advised that committee had approved [REDACTED] leaving date [REDACTED] [REDACTED] at the last meeting and that were was no further report. It was noted that there was someone in post for the position [REDACTED] at this time.</p> <p>Committee asked regarding the position of Finance Manager and JS advised that this will be done as part of the staff</p>	JS

	<p>restructure exercise and that a report will be given at a future Management Committee meeting.</p> <p>JS advised that MPHA have been asked to help out in the short time, where any areas of need have been identified, until training of new staff is complete, and it was noted that there was no charge for their time. It was reported that service levels were being maintained. Committee thanked MPHA for their support.</p> <p>JS asked if 2 additional members could be identified for the FA&R sub-tee for the August meeting due to known absences. HM and GD advised that they could attend. It was noted that if the meeting time had to be changed to accommodate anyone this could be arranged.</p> <p>JS that the staff absence figure for April was 41 days in total.</p> <p>The Chair called standing orders and committee agreed to continue.</p> <p>Committee advised that with regards to the distribution of any future correspondence that a process is put in place to ensure that all closes are marked as complete and if access is not available to the close that the person delivering advises the association immediately and an alternative method of delivery can be used.</p> <p>6. Recommendations</p> <p>6.1 The Management committee</p> <p>i) noted the position with service delivery.</p> <p>ii) noted the update on the recent Notifiable Event reported to SHR.</p> <p>iii) noted the update on Health and Safety.</p> <p>iv) noted the updated position with the software contract.</p> <p>v) noted the position with the website.</p> <p>vi) noted the current position with the security upgrades.</p> <p>vii) noted the report on the Finance Audit and Risk Sub-committee and nominated 2 additional members as HM and GD.</p> <p>viii) noted the update in relation to the Neighbourhood Centre.</p> <p>ix) noted the update on staffing.</p> <p>x) noted the update on communication.</p> <p>xi) noted the governance update.</p>	<p>JS</p> <p>JS/AD</p>
6.	BELLFIELD STREET	
6.1	██████ Bellfield Street Report and App 1 – Note of RHA Programme Meetings with GCC 01.05.25	
	PR presented the report and appendix.	

	<p>10. Recommendations</p> <p>10.1 Committee noted progress with the scheme.</p> <p>10.2 Committee noted submission of a “marker” bid for the GCC strategic acquisition programme which could allow for the purchase of up to 8 properties (all subject to prior committee approval) and to agree that time can be spent working up potential opportunities.</p>	
7.	GOVERNANCE	
7.1	Committee Training Plan 2025/26	
	This item will be presented at the next meeting.	JS
7.2	<p>Regulatory Compliance Report and</p> <p>App 1 – GFMIP Updated Version for May 2025/26</p> <p>App 2 – Letter from SHR</p> <p>App 3 – Business Plan Review Programme 2025/26</p>	
	<p>PR presented the report and appendices.</p> <p>PR advised that the proposal [REDACTED] for the staff structure review had been reviewed and this will be presented to the Staffing Sub-Committee. The proposed staff structure will then be brought to the Management Committee with a proposal which will then be consulted on. It is expected that this will not take place until August. The association can then advise the SHR that this area is now compliant. The association will then look to join EVH.</p> <p>PR advised that the letter from SHR has asked for observations on the 4 non-compliant and 12 partially compliant areas and that a report was proposed to be brought to this meeting. Committee asked if PR was dealing with the letter from the SHR and PR advised that it has not been replied to as yet. PR advised that it was a response to that letter that was being brought to tonight’s meeting but that if committee agreed the response could be delegated for approval then it could be sent and a copy brought to the next meeting. Committee asked if a meeting had been held with SHR regarding the contents of the letter and PR advised that was the case but they are still looking for a written response. JS advised that there is an update meeting with SHR on 04.06.25 and a report will be brought to the next Management Committee. Committee approved delegated authority for the response letter to be sent with a copy presented to the next Management Committee. .</p>	<p>JS/PR</p> <p>JS/PR</p> <p>PR/JS</p> <p>PR/JS</p>

	<p>9. Recommendations</p> <p>9.1 Management Committee</p> <p>9.1.1 noted the updated Governance and Financial Management Improvement Plan for May 2025/26 and progress with other matters pertinent to the achievement of full regulatory compliance for information.</p> <p>9.1.2 approved the proposed Business Plan Review Programme 2025/26 and the negotiation of appointment of [REDACTED] to prepare and facilitate the Business Plan Review Day in November 2025.</p>	PR
7.3	<p>Interim Business Plan Final – Quarter 4 Review</p> <p>App 1 – Operational Work Plan;</p> <p>App 2 – Risk Management Monitoring Update;</p> <p>App 3 – Risk Register;</p> <p>App 4 – KPI's;</p> <p>App 5 – Quarterly Management Accounts Report;</p> <p>App 6 – Quarterly Management Accounts</p>	
	<p>JS presented the report and appendices.</p> <p>JS explained that this is the final quarter of the Interim Business Plan Review. It was noted that any item not complete from the Operational Work Plan will be carried over into the 1st Quarterly report which will be presented in August. It was noted that there have been improvements in four of the risk scores since the previous meeting with the other risk scores remaining unchanged, leaving 3 assessed high risks.</p> <p>It was noted that the Quarterly Management Accounts have been scrutinised by the Finance Audit and Risk Sub-Committee. IE reported that it had been agreed at the FA&R Sub-Cee for the non landlord activities will be shifted and will be shown on a separate line and this will be done on the year end accounts.</p> <p>Committee asked why the budget figure and the actual cost against Asset Management was higher and JS advised that it was additional work and time taken to complete.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted the contents of the report.</p>	
7.4	<p>Annual Return on the Charter (ARC) 2024/25 Report</p> <p>App 1 – ARC Submission Document</p>	
	<p>JS presented the report and appendix. Committee asked about the figure against staff turnover and JS explained that question only pertains to Senior Staff.</p>	

	<p>IE asked what powers shareholders have. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] Rule 45 sets out that members are in control of leadership, strategic direction and control of the association. Rule 47 specifies that the committee have the power to grant leases [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>PR advised that SHR will be kept updated. PR advised that responses will be sent to all correspondence received advising that the numbers required to call an SGM had not been met and that the resolution was not valid. JH requested that a response be sent to all 44 shareholders.</p> <p>JH suggested that the association call an SGM to update members on all matters since the previous AGM including the work around RNC. DD objected to the suggestion of an SGM and suggested an open meeting instead. CRG suggested that things are kept separate and that an open meeting is a better suggestion. DD stated that the most important thing is communication with the community and that the situation with the RNC could cause upset within the community. DD reminded committee of how far the association has come, and that the work being done was at the communities request following the new committee being elected. DD and HM stressed that [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] CRG raised concerns of the negative impact to Mge Cee members living in the area. GD noted that this discussion with the community was inevitable. GD advised she was not in agreement for an SGM but would consider an open meeting. EM stated that communication is key.</p> <p>[REDACTED] advised that they key thing is to be proactive with communication. They advised they are working with JS and PR on a Public Relations Strategy to promote the excellent work being done by the association. MC suggested that [REDACTED] should liaise with local committee members around the messaging but also to be aware that there may be backlash by using a PR company.</p>	
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EM stated that tenants need to be aware that keeping the current model would result in rent increases. [REDACTED] advised that removing the burden of the cost of the current arrangement would have a positive impact on rents. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] advised committee that all interested parties are aware of the costs associated with the RNC. [REDACTED] suggested that an open meeting is a positive step and would be an opportunity to discuss the association's position on a number of topics, including RNC.

JS and [REDACTED] advised committee of the proposed plans for community events throughout the anniversary year which would be an opportunity to engage with the community.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] JS reminded committee of the background.

CRG reminded the need to deliver value for money and to be transparent about how the association are using tenants money.

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[REDACTED]
[REDACTED]

[REDACTED] advised that communication with stakeholders and funders is key.

PR advised that any consideration of notice being served would be for the Mge Cee to decide.

	<p>JS updated committee of plans to increase security and to recent damage to the lift and door.</p> <p>PR advised to recap:</p> <ul style="list-style-type: none"> • It was agreed that the members of the working group would be DD,JH and CRG • Communication to be sent to 44 Shareholding members advising recent requisition was not valid. • Hold a public meeting to discuss relevant matters including RNC. • Committee agreed to endorse the secretary's response to the request for the SGM <p>DD thanked [REDACTED] for their attendance.</p>	<p>PR/JS</p> <p>JS</p> <p>JS</p> <p>JS</p>
7.6	Shareholders Report	
	<p>JS presented the report.</p> <p>10. Recommendations</p> <p>10.1 Management Committee:</p> <p>10.1.1 Noted the contents of the report.</p> <p>10.1.2 Noted and approved the 3 new shareholders at para 4.1.1.</p>	
7.7	Committee Digest App 1 – GWSF Update App 2 – SHN Newsletter	
	<p>JS presented the report.</p> <p>JS asked if anyone wanted to attend the GWSF Conference and advised that the Housing Manager will be attending. JS advised if anyone did want to attend to let herself or AD know.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted the contents of the report.</p>	
8.	FINANCE	
8.1	Loan Portfolio Annual Return 2024/25	
	<p>[REDACTED] presented the Loan Portfolio Annual Return 2024/25.</p>	

	10. Recommendations 10.1 Management Committee: 10.1.1 Noted the Loan Portfolio Return 2024/25. 10.1.2 Approved the Loan Portfolio Return 2024/25 and subsequent submission to the SHR by 30 June 2024.	
9,	POLICIES	
9.1	Value for Money Strategy	
	<p>█████ presented the Strategy. █████ advised that there is currently a Value for Money Policy and this strategy aligns with that policy. █████ advised that the strategy makes reference to a consultation to be carried out at some point and JS and █████ will discuss the best way to carry this out and will report back. Committee noted that reference to the tenant scrutiny panel should be removed at this time.</p> <p>10. Recommendations 10.1 Management Committee 101.1 approved the Value for Money Strategy with the removal of the reference to the tenant scrutiny panel. .</p>	<p>█████/JS</p> <p>█████</p>
10.	ANY OTHER BUSINESS	
	<p>JS asked Management Committee to consider changing the date of the next Management Committee from 25.06.25 to 02.07.25. PR explained that this was to allow the recommendations from the Expressions of Interest meetings, to be held at the end of June regarding the RNC, to be tabled. Committee agreed to the 02.07.25 date. JS advised that it is proposed to have an extra Management Committee meeting at the end of July as well.</p> <p>Committee asked when the proposed public meeting was planned and JS explained that this would be the end of June/beginning of July. Committee felt that this should be held after the next Management Committee.</p>	<p>JS</p>
11.	DATE OF NEXT MEETING	
	Management Committee – Wednesday 02.07.25 – 5.30 pm	

Signed Date