



# Agenda Item 3.1

## Minutes

**Reidvale Housing Association Management Committee** meeting held on 28.06.23 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

<b>Attendance:</b>	Eddie Marley	Chair	Chairperson
	Jane Marley	JM	Committee Member
	Isabel Brodie	IB	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Ellen McVey	EMcV	Committee Member
	Helen Moore	HM	Vice Chair
	Steven Campbell	SC	Casual Member
	Ian McLean	IMcL	Co-optee
	Catherine Lowe	CL	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
	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 Alastair Firth, Rona Anderson and Transfer Adviser.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	The standing declarations of interest were noted.	
<b>3.</b>	<b>MINUTES</b>	
<b>3.1</b>	<b>Minutes of Management Committee Meeting 31.05.23</b>	
	The Management Committee noted the Minutes of the meeting of 31.05.23.	
	The Minute of 31.05.23 was approved on a proposal by IMcL and seconded by JM	
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3.2	<b>Confidential Minutes of Management Committee Meeting 31.05.23</b>	
	The staff left the meeting for this item.	
4.	<b>COMMITTEE MEETING MATTERS ARISING SCHEDULE</b>	
	The Management Committee <b>noted</b> the Committee Members Matters Arising Schedule.	
5.	<b>INTERIM DIRECTOR'S REPORT (Confidential) and Appendix 1 – Timetable for Transfer Related Reports</b>	
	<p>JC presented the report.</p> <p><b>4. Discussion</b></p> <p><b>4.1 Managing Committee Workload and Committee Support</b></p> <p>Committee asked that some thought be given to what reports should be presented at meetings and what could be delegated to officers without too much oversight from Management Committee. JC advised that this has been discussed with Office Bearers in terms of paring back what is brought to cee as usual business but that financial, risk and governance business will still have to be presented. JC will identify what issues will need to be presented and report back.</p> <p><b>4.2 Dennistoun Community Council Meeting</b></p> <p>Committee suggested that a report should be proactively provided to the DCC if RHA are being kept on their agenda. JC advised that all correspondence issued to residents etc will also be passed to DCC. It was also suggested that DCC should be utilised for community engagement to publicise any communication. JC advised that the Community Councillors should have representation at some of the upcoming events.</p> <p>Committee asked if the RHA committee who are on the DCC should be provided with talking points, with facts and figures, before their meetings. It was felt that it would be good to try and encourage the DCC to engage with the process and attend some of the information sessions.</p>	<p>JC</p> <p>JC</p>

	<p><b>4.3 Letter to [REDACTED] (Redacted – Confidential)</b></p> <p>Committee felt that given the MSPs position then RHA should just respond and thank them for their letter and reiterate the invite to come and speak direct. After discussion Committee agreed that the original draft should be sent.</p> <p><b>10. Recommendations</b></p> <p><b>10.1 Management Committee</b></p> <p>10.1.1 <b>noted</b> the contents of the report.</p> <p>10.1.2 <b>agreed</b> the response to [REDACTED] (<b>Re-dacted-Confidential</b>) MSP.</p> <p>10.1.3 <b>noted</b> the Management Committee workload in relation to the transfer of engagements and <b>agreed</b> the additional dates for committee meetings.</p>	JC
<b>6.</b>	<b>GOVERNANCE</b>	
<b>6.1</b>	<b>AGM Arrangements</b>	
	<p>AD presented the report.</p> <p>Committee agreed that there should be the opportunity for informal one to one chat with staff or committee after the AGM business.</p> <p>10. Recommendations</p> <p>10.1 The Committee</p> <p>10.1.1 <b>approved</b> the arrangements for the Annual General Meeting.</p>	
<b>6.2</b>	<b>Election Process for AGM and Appendix 1 – Election History</b>	
	<p>AD presented the report.</p> <p>It was noted and agreed that Eddie Marley, Alastair Firth and Helen Moore would be the 3 committee members required to stand down at this year's AGM.</p> <p>From Appendix 1 provided it was noted that IMCl should be removed from the election history report.</p> <p>Committee commented that as the Chair would fall under the 9 year rule if this should be included in the election</p>	AD

	history. It was explained that this was covered under the appraisal process carried out earlier this year.	
<b>6.3</b>	<b>Shareholders Report</b>	
	AD presented the report.  10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the contents of the report. 10.1.2 <b>noted</b> the 2 cancelled share certificate numbers and the 2 new share certificate numbers issued at para 4.1.1.	
<b>7.</b>	<b>STRATEGY</b>	
	There was no Strategy Report.	
<b>8.</b>	<b>FINANCE</b>	
<b>8.1</b>	<b>Bad Debt Write Offs 2023/24</b>	
	JA presented the report.  10. Recommendations  10.1 <b>noted</b> the contents of the report.  10.1.1 <b>approved</b> the write offs contained in sections 4.1(a) and 4.1(b).	JA
<b>9.</b>	<b>STAFFING</b>	
	There was no Staffing Report.	
<b>10.</b>	<b>OPERATIONS</b>	
<b>10.1</b>	<b>Privacy Policy</b>	
	Committee commented that the Data Protection Officer is not named in the policy and JC advised that there was an argument for someone independent to be the DP Officer and not someone within the organisation. It was suggested that if the TOE does not proceed then this should be revisited and looked at to get some external support. JC advised that we do link into an external source if there is anything particularly complex but agreed that moving forward this is something we would have to discuss if transfer does not take place.	JC
<b>10.2</b>	<b>Housing Manager's Report</b>	
	JA presented the report.  10. Recommendations  10.1 Management Committee	



	<b>JA and TMcK, staff members, left the meeting at this point.</b>	
<b>12.</b>	<b>TRANSFER UPDATE (Confidential)</b>	
	See Confidential Minute.	
<b>13.</b>	<b>ANY OTHER BUSINESS</b>	
<b>13.1</b>	<b>[REDACTED]</b>	
	JC reported that the <b>[REDACTED]</b> <b>(Redacted – Confidential)</b> has now retired and sent a thank you letter to the committee which was passed round for the committee to read.	
<b>13.</b>	<b>DATE OF NEXT MEETING(S)</b>	
	Management Committee 16.08.23	