



# Agenda Item 3.1 Minutes

**Reidvale Housing Association Management Committee** meeting held on 26.04.23 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
	Paul McCrudden	PMcC	Committee Member
	Ellen McVey	EMcV	Committee Member
	Alastair Firth	AF	Committee Member
	Steven Campbell	SC	Casual Member
	Ian McLean	IMcL	Co-optee
	Catherine Lowe	CL	Co-optee
	Helen Moore	HM	Vice Chair
<b>Staff/Adviser(s) Attendance:</b>	Jill Cronin	JC	Interim Director
	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 Rona Anderson and Isabel Brodie.	
<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 29.03.23</b>	
	The Management Committee noted the Minutes of the meeting of 29.03.23.	
	The Minute of 29.03.23 was approved on a proposal by IMcL and seconded by JM.	

<b>3.2</b>	<b>Confidential Minutes of Management Committee Meeting 29.03.23</b>	
	See Confidential Minutes.	
	<b>TRANSFER OF ENGAGEMENT VERBAL UPDATE</b>	
	The staff left the meeting for this item.	
<b>4.</b>	<b>COMMITTEE MEETING MATTERS ARISING SCHEDULE</b>	
	The Management Committee <b>noted</b> the Committee Members Matters Arising Schedule.	
	Committee asked if there was any way of obtaining any fuel vouchers for tenants and JA advised that she will check.	JA
	Committee also asked why the Estate Management Report had not been presented this month. JA advised that this report will be brought in May with a full break down of findings and costings.	JA
	JC asked for committee volunteers to take part in an estate management walk about. JA took note of committee who advised their availability and she will email suitable dates.	JA
<b>5.</b>	<b>INTERIM DIRECTOR'S REPORT (Confidential)</b>	
	JC presented the report.	
	10. Recommendations	
	10.1 Management Committee <b>noted</b> the contents of the report.	
<b>6.</b>	<b>GOVERNANCE</b>	
<b>6.1</b>	<b>Freedom of Information and Environmental Information Regulation 2022/23</b>	
	JA presented the report.	
	Committee asked about the 1 "Failure to Respond" at 4.1.2 and JC advised that this did not come in labelled as an FOI it came in as a question and that part of the question had been answered and the remainder was not and therefore it was missed as being dealt within proper FOI timescales. It was then reviewed and responded to.	
	10. Recommendations	
	10.1 Management Committee	
	10.1.1 <b>noted</b> the content of the report.	

<b>6.2</b>	<b>Shareholders Update</b>	
	AD presented the report.  10. Recommendations  10.1 Management Committee  10.1 <b>noted</b> the contents of the report.  10.2 <b>noted</b> there were no new shareholders at para 4.1.1.  10.3 <b>approved</b> the removal of shareholders identified at para 4.2.1 for the period 14.10.22 to 31.03.23.  10.4 <b>noted</b> the summary of shareholders at paras 4.3.1 and 4.3.2.	
<b>7.</b>	<b>STRATEGY</b>	
	There was no Strategy Report.	
<b>8.</b>	<b>FINANCE</b>	
	There was no Finance Report.	
<b>9.</b>	<b>STAFFING</b>	
	There was no Staffing Report.	
<b>10.</b>	<b>OPERATIONS</b>	
<b>10.1</b>	<b>Housing Services Report</b>	
	JA and TMcK presented the report.  <b>4.1.2 Factoring Arrears Statistics – 18.04.23</b> Committee asked if the factoring arrears also included commercial properties. JA that the arrears were private residential properties.  <b>4.2.1 Backcourt and Streetscape Maintenance</b> [REDACTED] [REDACTED] [REDACTED] (COMMERCIALY SENSITIVE/CONFIDENTIAL)  Committee noted that the contract had been tendered through Quick Quotes for 1 year advised that there should be flexibility to extend the contract of 6 months plus 6 months to give comfort. TMcK advised that he will do this.  <b>4.2.5 Conversion – 44 Bathgate Street</b>	TMcK

	<p>Committee asked that a visit to 44 Bathgate Street be arranged. TMcK will arrange this visit.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 <b>noted</b> the contents of the report.</p>	TMcK
<b>10.2</b>	<p><b>Housing Services Overview and Request from GHSCP and Appendices –</b></p> <p><b>1. Overview of Allocations 2022/23</b></p> <p><b>2. Letter from GCHSCP – Request for 60% Lets to Homeless Households 2023/24</b></p>	
	<p>JA presented the report and appendices.</p> <p>Committee asked if we have a sense of how many offers are made do not turn in to lets. JA advised that all the stats will be brought to the May meeting.</p> <p>Committee asked that the word “minimum” be added to the reply to GCHSCP. JA will do this.</p> <p>Standing orders were suspended as the meeting was now over 2 hours.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1 <b>agreed</b> to offer GCHSCP 60% of its vacant properties, net of transfers, up to 31<sup>st</sup> March 2024 with the caveat that if referrals cannot be given on time then RHA move to their internal list to avoid accruing additional rent loss.</p> <p>10.2 <b>agreed</b> to maintain other referrals to 6% of its vacant properties, net of transfers, up to 31<sup>st</sup> March 2024.</p> <p>10.3 <b>agreed</b> the proposed allocation quotas for 2023/24.</p>	<p>JA</p> <p>JA</p> <p>JA</p> <p>JA</p> <p>JA</p>
<b>11.</b>	<b>QUARTERLY REPORTS</b>	
	There were no Quarterly Reports.	
<b>12.</b>	<b>ANY OTHER COMPETENT BUSINESS</b>	
<b>12.1</b>	<p><b>Management Committee Training – Sharepoint Demo</b></p> <p>This demonstration was postponed to a later date. Committee asked if this could possibly be arranged via Teams/Zoom. AD will arrange this.</p>	AD
<b>12.2</b>	<p>████████████████████ (Commercially Sensitive) – Summer Fayre Donation Request</p>	

	A request had been received from the above school seeking a donation for their summer fayre. JC asked if herself and the Office Bearers could make a decision on this donation. Management Committee agreed.	JC
<b>12.3</b>	<b>Committee Training Plan</b>	
	AD presented a list of identified training from the Committee Appraisals.  Committee suggested that these could be arranged on a Wednesday that does not have a Mge Cee meeting. It was felt that the order of the training should be prioritised and that the trainers should be identified and reported back before booking. At this point it was felt that "Risk" and "Business Planning" should be arranged first, possibly over 2 sessions. Finance training should also be looked at. Committee also felt that Team Building was important.	JC/AD
	The meeting finished at this point.	
<b>13.</b>	<b>DATE OF NEXT MEETING(S)</b>	
	FA&R – 16.05.23 Management Committee 31.05.23	