



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 29.05.24 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Denise Dempsey	Chair/DD	Chairperson
	Helen Richman	HR	Vice Chair
	Linda Wishart	LW	Committee Member
	Eddie Marley	EM	Committee Member
	Carmen Rubio Gutierrez	CRG	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Ian Elrick	IE	Co-optee
	Michael Carberry	MC	Co-optee
	Jim Hastie	JH	Co-optee
Staff/Adviser(s) Attendance:	Julie Smillie	JS	Interim Director/ Secretary
	Paul Rydquist	PR	Consultant
	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	██████████ – Via Teams (Agenda Item 7.1 only)	██	██████████
	Ann Dundas	AD	Corporate Support/Minute Taker
In Attendance:	██████████ (Agenda Item 6.3 only)	██	Architectural Consultant ██████████
	██████████ (Agenda Item 6.3 only)	██	Quantity Surveyor ██████████

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting. The Chair asked if committee would agree to Agenda Items 6.3 and 7.1 being brought to the beginning of the meeting. Committee agreed to this change.	
1.	APOLOGIES	
	Apologies were received from Jane Marley, Ellen McVey, Helen Moore, Paul McCrudden, Gerry Bitten O'Prey.	

2.	DECLARATIONS OF INTEREST	
	GD declared an interest in Agenda Item 6.3.	
3.	MINUTES	
3.1	Minutes of the Management Committee 24.04.24	
	The Minutes of the Management Committee of 24.04.24 were approved on a proposal by GD and seconded by LW.	
3.2	Draft Minutes of the Finance Audit and Risk Sub-Committee 17.05.24	
	The Management Committee noted the Draft FA&S Sub-Cee minutes of 17.05.24.	
4.	MATTERS ARISING FROM THE PREVIOUS MEETINGS	
	The Management Committee noted the Matters Arising.	
5.	INTERIM DIRECTOR'S REPORT	
	<p>JS presented the report.</p> <p>IE asked if additional support would be needed due to the Finance Officer becoming part time from 1st July 20024. JS advised that this will be monitored.</p> <p>EM asked that future reference for John Butterly House should be retirement housing and not sheltered housing. JS and PR will ensure that this will be done.</p> <p>MC stated that the newsletters were quarterly but felt that extra communication should be issued to residents. JS advised that if there were any particular issues that required urgent communication then this can be looked at. JS advised that how we communicate with tenants will be looked at through the ongoing work to develop a Resident Engagement Strategy. JS advised that open days will also be arranged.</p> <p>The Management Committee noted the report.</p>	<p>JS/PR</p> <p>JS</p>
6.	GOVERNANCE	
6.1	Annual Return on the Charter (ARC) and App. 1 – ARC Submission Document	
	<p>JA presented the report and appendix.</p> <p>MC asked if the EICR inspections were causing any issues and TMcK advised a few with consumer units. MC also asked what the noted issues with utility companies failure to address meter issues referred to and asked if this was with new tenants moving in. JA advised that this is not the issue and it is across the board in general with the utility</p>	

	<p>companies. JA advised that this has been highlighted to the SHR as this affects void loss. Other associations having the same problems and they have also been asked to report this to the SHR. This issue has also been reported to the SFHA.</p> <p>IE asked if there were KPIs to support the figures and also if the figures were compared against comparable housing associations for benchmarking. PR advised that JA has advised that we do benchmark with various local housing associations and these comparisons will be shown in the Interim Business Plan.</p> <p>10. Recommendations 10.1 The Management Committee 10.1.2 noted the contents of this report. 10.1.3 agreed the ARC to be submitted to the Scottish Housing Regulator by 31st May 2024.</p>	JS
6.2	Regulatory Compliance Report and App. 1 – Governance and Financial Improvement Plan Update	
	<p>PR presented the report and appendix.</p> <p>Improvement Plan Progress Committee commented that they found the layout of the GFIP Update easy to follow.</p> <p>EM stated that he would hope that the timescales were realistic and not setting anything up for failure. PR acknowledged that this will be challenging, however, we want to get to the position where the association is compliant, but agreed that this needs balanced with realism.</p> <p>IE asked if we expected to be fully compliant by October 2024 and PR advised that this would not be the case but discussion will be around moving from non-compliant to possibly partially compliant and then fully compliant.</p> <p>JH asked that the dates for management committee meetings is reissued and JS agreed to do this.</p> <p>JH asked if a full list of retiring committee members at the AGM would be provided and JS advised that this will be provided at the committee meeting in July.</p>	AD

	<p>Self-assessment review of compliance with Regulatory Standards. The Committee agreed to have a training session on regulatory compliance after the Management Committee meeting on 5th June.</p> <p>After discussion it was agreed that, dependant on timings, then GD and EM may be available to be involved in the detailed appraisal process.</p> <p>11. Recommendations 11.1 Management Committee 11.1.1 approved the changes to the version of the Governance and Financial Management Improvement Plan and noted the progress since the last meeting. 11.1.2 approved the immediate commencement of a comprehensive self-assessment review of RHA's compliance with Regulatory Standards and requirements, co-ordinated by the Regulatory Compliance consultant. 11.1.3 agreed to participate in a preparatory training session in June 2024. 11.1.4 agreed that the group which will conduct detailed provisional assessment and scoring of each Regulatory Standard will consist of the management team, plus up to two members of the Management Committee who may wish to be part of the process and can commit to the work programme with timings of meetings to be agreed. 11.1.5 noted that final decisions about scoring, and particularly any identification of ongoing material non-compliance, will be made by the Management Committee at a special session to be arranged in September 2024.</p>	<p>PR</p> <p>PR</p>
<p>6.3</p>	<p>Stone Repairs Contract App. 1 - Rebuild Front Elevation – cost estimate (██████) App. 2 - Demolish and leave – cost estimate (██████) App. 3 - Demolish and rebuild option – 4 x Architects drawings: ground floor; 1st floor; front elevation; rear elevation App. 4 - Demolish and rebuild – Feasibility Cost Estimates (██████) App. 5 - Prospective new build scheme – submission to City Council</p>	
	<p>████ and █████ joined the meeting at this point.</p> <p>PR presented the report and appendices. █████ advised that the contract is not terminated as such and a Practical Completion Certificate has been issued for the works done to the rear of █████ and █████ and front and rear at █████ Bellfield Street. This then means that, rather than terminating the contract, the contractor is still responsible for the works that have been executed by them and any work that has been carried out on the rear elevation of the █████ and █████ and the front and back of █████ Bellfield Street that the contractor is duty bound to make good any defects as a consequence of</p>	

their performance. This will be for a 12 month period and gives some protection.

PR advised that from a financial point of view once the final account has been received the total cost of the scheme will be around [REDACTED]. There will be some expenditure for 2024/25 due to the interim certificate not being issued until May. [REDACTED] advised that there was an extension of time granted on the basis of the additional works which had been intended to be carried out. [REDACTED] advised that the 12 months defects liability period doesn't end until May 2025 so any final payment would fall in to 2025/26, although there will be a small balance due in 2024/25.

With regard to Option 3, demolish only, PR advised that if this option is agreed some thought would have to be given to the use of the gap site. [REDACTED] advised that in this particular proposal there is no current design for this space but there are suggestions ie. small park; car park.

With regard to Option 4, demolish and rebuild, PR stated in his report that it will be helpful to know what the demolition cost might be in the context of rebuilding at the same time. PR asked [REDACTED] if he was able to provide an estimated cost. [REDACTED] advised that the 2 gable walls would not be needed as it would be straight in to a new build. [REDACTED] advised that there would be some associated costs as over the last 100 years the adjoining properties have become reliant on these party walls. The difficulty is that if there is any deterioration in the party walls then there would be serious issues with the structural stability. This would mean that the tenants/residents who live in the adjacent properties would have to be decanted as well to make the party walls tied in to gable walls. Costs will be guess work at the moment as the party walls would need to be opened up and this cannot happen at the moment. PR noted that any demolition costs, whatever they turned out to be, may fall on RHA.

PR advised the committee that he did not think that a final decision on a preferred option could be made at this meeting although he felt that to demolish and rebuild would be the best financial and quality option, albeit, with additional issues and significant additional burden to the association's future finances. PR advised that according to the [REDACTED] [REDACTED] the financial burden is something that the association should be able to bear.

JS advised that the residents being decanted should be given as much information as possible to assure that the association is working closely with them and recognising

	<p>that we understand that residents are being displaced from their homes.</p> <p>PR asked that it be noted that the association has negotiated a deal with the scaffold provider as maintaining the scaffolding in place is essential to the ongoing safety of the building and residents. There will also be a security risk as the building empties for the rest of the building and for those remaining and proposals will be brought with proposals on how to deal with these risks and costs.</p> <p>IE asked if there should be discussion with GCC regarding grant being available for a retention model as if the building is demolished then Option 2, rebuilding the front elevation, would cheaper to the public purse. PR advised that it is hoped [REDACTED] Bellfield Street is a one off case and will not be repeated elsewhere in RHA's stock, but that the issue should be raised around the need for funding for repair to the stonework.</p> <p>CRG stated that as all the proposed units are all 2 bedroom and that there is a shortage of 3 bedroom properties in the area could this not be accommodated and strike a balance for the community? [REDACTED] advised that this is a skeletal design and the detail could be revisited.</p> <p>JH felt it was important that the residents understand that the association, at the present moment, are unable to commit to rebuild the front wall, nor are we able to new build as there is no guarantee of resources. JH agreed that the importance of decanting or rehousing the residents was high as there was no guarantee they would be able to return to their present house. JH felt that there should be a plan for rehousing where residents can move between now and 31st December 2024 in a way that does not put the building at risk or the risk of vandalism. This would then allow the progression of discussions of the options, and a better understanding about what grant may be available. Residents should be advised that the options are still being explored and would like the recommendations reworded to show that the rehousing and decanting discussions should start now but the planned moving of residents should take place over a 6 month period. JS stated that it should be made clear that there is an expectation that residents will need to be moved within the next few months. JH said tenants should be advised that the decanting is for their own safety as the association does not have the grant funding at this present time and be open and honest with residents.</p>	JS
--	--	----

	<p>MC asked if a bank of decant properties are available now and JS advised that was correct. JS advised that she had met with the residents and although there is a bank of properties the residents have advised that the condition of some of the properties offered is not suitable. JS advised that the properties shown were in void condition and they will be decorated and carpeted ready for decant and this needs to be communicated.</p> <p>JH advised at that at the last meeting it was recorded that although the scaffolding is in place, the building is safe, and therefore it can be a planned programme and that this gives the association time. [REDACTED]. MC advised that it should be managed to ensure that no one is left alone in the property when decants happen.</p> <p>CRG asked that as the association is not compliant with regulatory requirements, would there be issues with securing any necessary borrowing. PR advised that this is correct and is a significant factor.</p> <p>14. Recommendations The Management Committee</p> <p>14.1 endorsed the decision made under urgency procedures in the Standing Orders with respect to the existing contract with [REDACTED]</p> <p>14.1.2 agreed to the commencement of the decanting of existing tenants, with an expectation that this would take up to 6 months to complete.</p> <p>14.1.3 requested officers to report back to the next meeting on medium-term options for the properties, once further clarification has been received from GCC about the prospects of a grant-funded new build scheme being supported.</p> <p>14.1.4 noted that regular and careful communication will be maintained with tenants of [REDACTED] Bellfield Street in the meantime.</p> <p>[REDACTED] and [REDACTED] left the meeting at the end of this agenda item.</p>	<p>TMcK</p> <p>JS</p>
<p>6.4</p>	<p>External Data Protection Services</p>	
	<p>JS presented the report.</p> <p>MC asked if RHA had registers for FOI requests and data breaches at present and JS confirmed there were.</p> <p>EM asked if the cost for this service was value for money and JS advised that although it is dealt with in house at the</p>	

	<p>moment that external parties still have to be consulted for advice and that is an additional cost at present. JS again advised that it is not good practice to deal with these issues in house. Committee felt that the proposal was good value for money.</p> <p>11. Recommendations 11.1 Management Committee 11.1.1 considered the proposal from ██████████ Solutions to provide a DPO service to the Association. 11.1.2 agreed to engage the services of ██████████ ██████████ for an initial period of 6 months.</p>	JS
6.5	██████████ Affiliation Report and App. 1 – ██████████ Fee Structure	
	<p>JS presented the report and appendix.</p> <p>DD felt that this will be good for RHA for the future and support that may be required.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 considered the contents of this report. 10.1.2 agreed to re-affiliate to ██████████.</p>	JS
6.6	Shareholder Report	
	<p>JS presented the report.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the contents of the report. 10.1.2 considered and approved the 2 new shareholder membership applications received.</p> <p>Committee agreed to suspend Standing Orders after this item as it was now 7.30 pm.</p>	
7.	FINANCE	
7.1	5 Year Financial Projections 2024-2029 Report App. 1 – 5 Year Financial Projections 2024-2029	
	<p>██████████ presented the report and appendix.</p> <p>IE stated that it should be understood that there was still a lot of work to be carried out around stonework and repairs/maintenance of the properties and that these figures could change moving forward.</p>	

	<p>10. Recommendations 10.1 The Management Committee 10.1.1. noted the Five-Year Financial Projections 2024/2029. 10.1.2 approved the Five-Year Projections 2024/2029 and their submission to the SHR by 31.05.24.</p> <p>■■■ left the meeting after this agenda item. .</p>	■■■
8.	Operations	
8.1	Stonework Survey Report App. 1 – ■■■■■■■■■■ Survey Proposal	
	<p>TMcK presented the report and appendix.</p> <p>JH asked if the timescale was suitable for PR and he advised that it was and a report, as part of the business planning, would be presented in September. PR advised that processing will be carried out after the surveys to advise what the options are for the programme needed versus the costs and what safety issues have been identified. TMcK advised that surveys will be carried out 2/3 times per year regarding the safety aspect and these will incur a small charge.</p> <p>GD asked what was meant when it states that staff will do a walk round and will be asked to be vigilant, as she felt this was vague and a lot of responsibility for the staff. PR advised that a precise protocol will be drawn up stating what should happen to ensure the safety of the concrete including the role of staff and there will be training associated with the protocol. This will ensure that everyone will be clear what their roles and responsibilities are and what is expected from the individual. TMcK advised that there is also estate management visits carried out 3/4 times per year.</p> <p>CRG asked if meetings would be held with owner occupiers and TMcK advised that when stonework in a block is identified meetings are held with all tenants and owner occupiers and assistance applying for grants is given to owner occupiers if available at the time.</p> <p>10. Recommendations 10.1 The Management Committee 10.1.1 noted the contents of the report. 10.1.2 approved the proposal from ■■■■■■■■■■ and appointed them to carry out the stonework condition survey at a cost of ■■■■■■■■■■ and approved engaging a quantity surveyor to price up the works identified at a cost of ■■■■ approximately.</p>	TMcK

8.2	Stock Condition Survey Report App. 1 – ██████████ Survey Proposal	
	<p>TMcK presented the report and appendix.</p> <p>GD asked if the information gathered reflected accurately how RHA plan the budgets. PR advised that when the final survey is carried out, being the third of three surveys carried out over 6 years and covering the whole of the RHA stock, this will feed in to the asset management strategy discussions in the Autumn. TMcK advised this will also give the association a 30 year projection which will be presented back to the Management Committee.</p> <p>IE asked if there was a data base where all the information from these surveys is held and is updated when works to voids or any relevant work is carried out. TMcK advised that there is. MC asked if everything internally is up to date and TMcK advised that this is updated continuously.</p> <p>JH asked if the results will be available for September and TMcK advised that they will be.</p> <p>10. Recommendations 10.1 The Management Committee 10.1.1 noted the contents of this report. 10.1.2 approved the Stock Condition Survey proposal from ██████████ included at Appendix 1 and the unbudgeted additional expenditure of ██████████.</p>	TMcK
9.	ANY OTHER BUSINESS	
	<p>The Chair asked the staff to leave for this item.</p> <p>The Chair advised that ██████████ has tendered ██████████ resignation and asked that committee do not discuss this outwith this meeting as staff are not aware and ██████████ wished to speak to the staff ██████████.</p> <p>The Chair would like to thank ██████████ for all ██████████ years of determination, passion and commitment shown and stated that ██████████ will be a great loss to the association. Committee noted the enormous amount of skills that ██████████ has brought and also ██████████ impressive length of service.</p> <p>EM asked if this post will be filled and JS advised that this post will need to be back filled but will initially be on a temporary basis as this will be looked at within the staff restructure. EM asked if this position could be filled internally and JS said that it will not be an internal appointment.</p>	JS

10.	DATE OF NEXT MEETING/TRAINING	
	5th June 2024	