



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 26.06.24 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Denise Dempsey	Chair/DD	Chairperson
	Linda Wishart	LW	Committee Member
	Ellen McVey	EMcV	Committee Member
	Eddie Marley	EM	Committee Member
	Gerry Bitten-O'Prey	GBO	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Jane Marley	JM	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Helen Richman	HR	Committee Member
	Ian Elrick	IE	Co-optee
	Jim Hastie	JH	Co-optee
	Michael Carberry	MC	Co-optee
	Helen Moore	HM	Co-optee
Staff/Adviser(s)	Julie Smillie	JS	Interim Director/ Secretary
Attendance:	Paul Rydquist	PR	Consultant

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting. The Chair apologised to committee for the absence of hard copies of the papers for this meeting. [REDACTED]	
	[REDACTED]	
1.	APOLOGIES	
	Apologies were received from Carmen Rubio-Gutierrez.	
2.	DECLARATIONS OF INTEREST	
	The chair advised that Geraldine Dempsey declared an interest relating to Agenda Item 6.4	
	The Vice-Chair advised Committee that she would be leaving the meeting early.	

3,	MINUTES	
3.1	The minutes of the meeting of 29 th May were proposed as a true record by MC and seconded by EM.	
3.2	The minutes of the meeting of 5 th June 2024 were proposed as a true record by IE and seconded by LW.	
4.	MATTERS ARISING	
	The interim Director advised that the matters arising schedule was not attached and would be presented to Committee at the meeting on 24 th July	JS
5.	INTERIM DIRECTOR'S REPORT	
	<p>JS presented the report and advised committee that mostly the contents were for noting however there were some points that required further discussion and or decisions.</p> <p>3.5 Allocations - JS advised that the Allocations Policy was due for review.</p> <p>4.3 Drop-in sessions - JS advised that there was not a great turnout to the sessions, however, there was good feedback from the residents who did attend. JS will carry out an analysis of the feedback and present a report to committee at the July meeting highlighting any follow up actions required. JS advised that the sessions will be held bi-monthly. JS advised that the Association are also in the process of developing a resident participation strategy in conjunction with TPAS and that there will be increased activity in the community over the coming weeks and months. EMcV asked if a session was planned for the Retirement Housing, it was confirmed that that it was. EM advised that participation at these events has historically been low. There was discussion round the table in relation to issues being experienced by residents, the demographic within the area and putting the Association's resources to best use.</p> <p>4.4 Staffing - JS advised that the Housing Manager will leave the Association 30.06.28. JS advised that the Housing Manager will be replaced with a Secondment from another Association. Committee members met with the new Housing Manager and agreed that they seemed suitable for the post and would fit into the Association well. EM enquired to the duration of the secondment, it was noted this would be initially for a six-month period and reviewed thereafter. Committee were advised that the salary will be in line with the current EVH pay grades.</p> <p>JS advised that the vacant temporary Maintenance Assistance post will be backfilled and that a suitable candidate had been identified, and accepted the position. Again it was agreed that this will be for an initial six month period and that no permanent contracts will be issued by the Association at this time.</p>	<p>JS/SMT</p> <p>JS</p> <p>JS</p> <p>JS</p>

	<p>5.4 Decants are ongoing with 10 agreed. Discussions are ongoing with tenants and Housing Management staff.</p> <p>5.5 Retirement Housing - JS advised Committee that a full review of the Retirement Housing will be carried out and apologised for referring to this as sheltered housing.</p> <p>5.7 Neighbourhood Centre- JS advised that the Heads of Terms have been received from [REDACTED]. These will now be reviewed and once agreed work will commence to enter into a lease with the [REDACTED].</p> <p>Recommendations; Committee agreed to all recommendations in the Interim Directors Report.</p>	<p>JS</p> <p>JS/PR</p> <p>JS</p>
6.	GOVERNANCE	
6.1	<p>Committee Appraisals and Skills Audit Report App 1 – Brief for the Procurement of Governance Consultancy service for Committee Appraisals and Skills Audit App 2 – Proposal from [REDACTED] prospective Governance Consultant</p>	
	<p>Julie Smillie presented the report and appendices.</p> <p>JS explained that [REDACTED] was approached based on [REDACTED] expertise, and the short time frame to have committee appraisals completed.</p> <p>HM commented that we were lucky to have received a proposal from [REDACTED] as attempts to engage [REDACTED] services in the past have been unsuccessful.</p> <p>JH asked about the timing of the appraisal and skills audit process. JS advised that although the timescales are tight assurances have been given by the consultant that timescales will be met for both the Assurance Statement and AGM. PR noted that the timings are not ideal and the analysis of the skills audit may not be as in-depth as we would want it to be. It was noted that circumstances have been the cause of a delayed start to this year's appraisal process.</p> <p>Committee agreed to accept the proposal from [REDACTED] to carry out the Committee Appraisal process, and to carry out a Skills Audit.</p>	<p>JS</p> <p>JS</p>

6.2	<p>Factoring Review Report App. 1 – Brief for Procurement of Factoring Review Consultancy Services App. 2 – Proposal from [REDACTED] prospective Factoring Review Consultant</p>	
	<p>JS presented the report and appendices.</p> <p>JS requested that Committee accept the proposal from [REDACTED] to carry out a comprehensive Factoring Review. DD advised that she felt this was badly needed. Committee discussed anomalies in the current charges and endorsed the need for review.</p> <p>Committee accepted the proposal to appoint [REDACTED] to carry out a review of the Factoring Services.</p>	<p>JS</p> <p>JS</p>
6.3	<p>Regulatory Compliance Report App 1 – Governance and Financial Management Improvement Plan Update to June 2024 App 2 – Self-Assessment Questionnaire App. 3 – SHR updated Engagement Plan</p>	
	<p>PR presented the report and advised that this is for information. The report includes an updated Governance and Financial Management Improvement Plan (GFMIP). This is the third version and takes us into June. The report gives an update on progress, and information in relation to the self- assessment review that was agreed at the last meeting, and training provided. The GFMIP has 28 tasks, 3 are now completed. 26 tasks are for 24/25 and 2 are for 25/26. Of the 26 for 24/25 all but one have specific dates attached to them for completion. The one that hasn't is the staff structure/salary review. PR advised that this has been discussed with JS and that proposal will be brought as to how this can be moved on. PR suggested that the Salary review element should be carried out sooner, with the structure review following later. This fits better with the Business Plan. The general message is that it is now clear who is responsible for delivering each of the actions required.</p> <p>PR noted the updated Engagement Plan had been circulated to committee. He noted the changes to the Engagement plan were largely in relation to timescales and acknowledged that these in large, met with our improvement programme.</p> <p>PR discussed the upcoming Self-assessment review to which 3 committee members agreed to participate. Paul will issue a schedule of meetings which will most probably start at the end of July 2024. The meetings will take place over the course of July and August. PR discussed the self-assessment questionnaire that had been circulated to committee and the SMT to gather thoughts on current position with compliance. PR thanked all who had completed and submitted the questionnaire. PR will provide an</p>	<p>PR/JS</p> <p>PR</p>

	<p>analysis of the results at the management committee meeting in July 2024. IE enquired what the process would be with SHR when the self- assessment is complete. PR advised of the general process but advised that this would form part of the discussion at one of the Business planning sessions. MC asked to be added to the self-assessment review group, this was agreed. PR advised that a meeting was planned with the consultant the next day and will discuss the Business Plan preparation process. He will discuss streamlining the programme and bring this back to committee. PR asked committee the best days to arrange the planning days. PR agreed that a programme will be brought to the meeting in July.</p>	PR
6.4	Stone Repairs at ██████ Bellfield Street – Options	
	<p>PR presented the report.</p> <p>PR advised that the new information on the report related to the meeting with GCC. He noted this was an encouraging development although no definitive answer was given. It was noted however that the Senior Council Officer is supportive of Reidvale and are keen to help if they can. The matter was deferred to their most experienced officer who was involved throughout the period of the original rehab of the properties in the 80's and 90's. ██████ has asked for a meeting with our consultants to gain assurance on the stability of the buildings on either side. PR advised that JS had met with the previous director of the Association and had managed to gather valuable information on the timing and extent of previous works. PR advised that DT also advised that stonework repairs are a city wide issue, and not unique to Reidvale. PR will set up the meeting with all parties concerned.</p> <p>PR advised committee that a suggestion has been made that we could look at works to strengthen the structure internally which would allow the scaffold to be removed. This could bring a significant value for money benefit. PR advised that he will take advice, and use the support of colleagues in the sector for the potential start of a capital programme of works associated with this property. PR is hopeful that he will bring a proposal in relation to this to the next meeting.</p> <p>PR updated Committee on decanting. DD noted concerns regarding the security of the buildings whilst scaffolding is in place.</p> <p>JH stated that this update is encouraging and that the suggestion is the right direction of travel. JH impressed the importance of this being considered as the first phase of a capital works programme. JH feels It's important to obtain initial costs for the first phase of this and the importance of securing the building. PR advised that he had relayed the committee's instruction to seek grant support to the senior officers at GCC.</p>	<p>PR</p> <p>PR</p>

	<p>MC advised committee that he became aware of issues with these blocks some time ago. He also suggested having discussion with ██████████ who were involved in the original rehabilitation of the area.</p> <p>DD commented that she was encouraged to see such swift progress being made. IE also commented that he is impressed with the work done so far and the comprehensive reports that have been issued.</p>	
6.5	<p>Interim Business Plan 2024/25 App 1 – Final Version of Interim Business Plan</p>	
	<p>PR apologised that the covering report was not included in the papers.</p> <p>PR covered the key points within the report. He advised that this was split into the core part of the report and the appendices. The core part of the report was a final draft for approval. PR advised that he had actioned all the points raised in the minutes and incorporated them into the report. PR advised that the consultant had revised the document and made clear the goals for the Association within the period of the Interim Plan.</p> <p>PR discussed the contents of the appendices and highlighted the work that requires to be done prior to approval.</p> <p>PR proposed that the consultant be instructed to develop a summary version of the Interim Business Plan and asked that the Chair plus one other committee member be delegated authority to sign off the summary plan and the final version of the appendices.</p> <p>Once work is complete the Summary Interim Plan and appendices will be shared with our stakeholders. The full document will be shared with SHR, GCC, GWSF, SFHA and other HA's. The plan will be sent along with a covering letter from the Chair.</p> <p>IE stressed that the message should be that this is an Interim Plan and could be subject to change. JH was complimentary of the work that has been done. He pointed out a couple of small amendments required prior to approval. JH also said he would be interested in the breakdown of unit sizes within the Association stock. PR advised that this information could be incorporated in the Business Plan. JH stated that this information is important to inform the strategic direction of the Association. JH impressed the importance of communicating with members and noted that it was impressive the Association has the membership they have.</p> <p>MC enquired about the peer group currently being used to compare performance. He noted that the peer group does not relate to Reidvale. PR advised committee that we will consider this as part of the business planning process but highlighted the Association's strong performance against the Scottish standards.</p>	<p>PR</p>

	Committee approved all recommendations. HR left the meeting.	
7.	FINANCE	
	There was no Finance report.	
8.	OPERATIONS	
8.1	New Policy Report App. 1 – Severance and Settlement Policy	
	This policy will now be presented to the July meeting.	
8.2	New Policy Report App.1 - Damp and Mould Policy	
	<p>JS presented the proposed Policy.</p> <p>DD asked if the Association had this policy previously. JS advised that this was a new policy and damp and mould had previously been dealt with in general maintenance policies. IE expressed the need for the Association to deal with all matters of damp and mould promptly and sensitively. GBO advised that the Association could previously have dealt with damp and mould issues within the area better and he welcomed the new policy and training opportunities for staff. MC asked if complaints received were noted in a register, this was confirmed.</p> <p>Following discussion on this subject Committee agreed to adopt the Damp and Mould Policy.</p> <p>.</p>	TM
9.	ANY OTHER BUSINESS	
	<p>PR asked committee to agree that the Interim Business Plan and Governance and Financial Management Improvement Plan (GFMIP) be shared with staff. This was approved.</p> <p>MC enquired as to the position with the staff structure and salary review. PR advised that following discussion with JS this task will be split with the salaries being addressed shortly and the structure forming part of the Business Plan. MC asked if he felt this would be an issue for staff. JS advised that discussions have been held with staff and they are aware that these matters will be looked at.</p>	PR/JS
	The meeting finished at this point.	
10.	DATE OF NEXT MEETING	
	24.07.24	