



Agenda Item 3.2 Minutes

Reidvale Housing Association Management Committee meeting held on 27.11.24 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Denise Dempsey	DD	Chairperson
	Helen Richman	HR	Vice Chair
	Ian Elrick	IE	Committee Member
	Gerry Bitten-O'Prey	GBP	Committee Member
	Eddie Marley	EM	Committee Member
	Carmen Rubio-Gutierrez	CRG	Committee Member
	Jim Hastie	JH	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Helen Moore	HM	Committee Member
	Linda Wishart	LW	Committee Member
	Michael Carberry	MC	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Ellen McVey	EMcV	Committee Member
Staff/Adviser(s)	Julie Smillie	JS	Interim Director/ Secretary
Attendance:	Paul Rydquist	PR	Regulatory Compliance Consultant
	Terry McKenna	TMcK	Maintenance Manager
	William Boale	WB	Housing Manager

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting. It was noted that GD and HM would join the meeting late.	
1.	APOLOGIES	
	There were no apologies.	
2.	DECLARATIONS OF INTEREST	
	JS declared an interest for agenda item 10. GD will have a declaration of interest for agenda item 6.	

3.	MINUTES	
3.1	Minutes of Special Management Committee Meeting 25.09.24 – Self Assurance	
	The Minute of the Special Management Committee meeting of 25.09.24 – Self Assurance were proposed as a true record by EM and seconded by EMcV.	
3.2	Draft Minutes of FA&R Sub-Cee 13.11.24	
	It was noted the above minutes will be presented to the Mge Cee meeting on 11.12.24.	
3.3	Minutes of the Management Committee meeting 30.10.24	
	The Minute of the Management Committee meeting of 30.10.24 were proposed as a true record by JH and seconded by EM.	
4.	MATTERS ARISING SCHEDULE	
	The Management Committee noted the Matters Arising Schedule.	
	HM joined the meeting at this point.	
5.	INTERIM DIRECTOR'S REPORT	
	<p>JS presented the report and committee noted all items as below. Committee discussed and agreed to a donation for RAPA for their Christmas party and felt this was a worthwhile contribution to make.</p> <p>6.1 Management Committee:</p> <ul style="list-style-type: none"> i) Noted the position with service delivery. ii) Noted the update on the recent Notifiable Event reported to SHR. iii) Noted the update on Health and Safety. iv) Noted the updated position with the software contract. v) Noted the position with the Factoring Review. vi) Noted the current position with the decant process. vii) Noted the position with the Resident Engagement Strategy. viii) Noted the update on the Retirement Housing. ix) Noted the Strategy for drop-in sessions. x) Noted the engagement of CX Feedback. xi) Noted the staffing update. xii) Noted the governance update in relation to training. xiii) Noted the update on the Tenant Satisfaction Survey. xiv) Noted the intention to support the Retirement Housing Christmas Party xv) Considered and agreed a donation of £1k to RAPA Christmas Party xvi) Noted the update on the meetings with [REDACTED]. 	JS/AD

6.	<p>BELLFIELD STREET REPORT and App. 1 Minutes of 2nd Design Meeting 30.10.24 App. 2 Updated Pre-Contract Programme for Bellfield Street Project</p>	
	<p>PR presented the report and appendices.</p> <p>PR advised that the security works will start when the last flat becomes vacant and this should be by 04.12.24.</p> <p>In relation to the programme of works it was noted that it was very tight to have tenders returned before the end of February in order to take proposals to GCC to seek grant approval before the end of the financial year. At the Design Team meeting on 27.11.24 it was noted that the structural engineer requires the site investigation work to be completed and the report will hopefully be available before Christmas to allow this work to be done and to allow the other consultants to put their input into the design and tender documents in order to keep to the programme.</p> <p>PR reported that in a recent meeting with [REDACTED] (GCC) [REDACTED] was very positive about GCC potentially receiving more money from Scottish Government for its own programmes, and advised that it was not critical to submit proposals for grant before the end of March. It was noted that this was not a commitment that grant would be available.</p> <p>It was noted that RHA have taken advice on the position regarding insurance and liability around neighbouring properties. JS reported that she has contacted [REDACTED] and they have advised that as there are no shared common areas there is no liability or legal obligation but did advise that there would need to be dialogue in terms of letting the residents know what is happening. JS advised that the insurance company are of the same view.</p> <p>PR advised that there has been discussion on the procurement approach to be taken and whether we go open via the Public Contract Scotland tender register or a framework agreement where there would be more control over who the contractors might be. It was noted that if we went via the framework we could seek a commitment to tender from the most appropriate contractors. It was noted that the view was to go via the Scottish Procurement Alliance framework. This would allow RHA to indicate interest in specific demolition sub-contractors and the consultants are very clear that we need control over contractors with the correct expertise and this can be done if we go with the SPA framework. It was noted that we intend to go to the tender mid-January but this timescale is not now as crucial.</p>	<p>JS/PR</p>

7.1	<p>Interim Business Plan – Quarter 2 Review and App. 1 – Operational Work Plan App. 2 – Risk Management Cover Report App. 3 – Risk Register App. 4 – KPI’s App. 5 – Cover Report from FA&R 13.11.24 and Quarterly Management Accounts</p>	
	<p>JS presented the report and appendices and advised that within the Interim Business Plan there were 5 goals to be met within the timescale to the end of the financial year. This report gives a visual in terms of the progress made to date and committee agreed that great strides are being made towards achieving these goals.</p> <p>JS advised that there will be new KPI’s set in future when we move in to the full Business Plan which will be more realistic to the RHA journey.</p> <p>PR advised that the areas reported will be the way the association will focus on reporting on a quarterly basis in future. This is an important part of the Business Plan control framework and evidence that these areas are being monitored and controlled. There will be a 3 year Business Plan and at the beginning of each individual year there will be an updated quarterly operational plan; kpi’s, budget and risk register associated with the Business Plan throughout the year.</p> <p>PR advised that the Risk Register presented was presented to the FA&R sub-tee for their observation and comment and is in the traditional style used by RHA but also includes risk scoring which will possibly be used moving forward.</p> <p>Committee advised that they wished to defer approving the quarterly management accounts until the next Mge Cee meeting due to accounting for the cost of the stonework and lack of clarity on accruals from the previous year. JS asked if this is in relation to 8.1 Clarification re Repairs Costs or Management Accounts and committee advised that it was both.</p> <p>Committee asked what is meant by “high tenant expectations on house standards” in the Risk Register. PR advised that this will come from discussions on asset management and we will be looking for feedback from tenants on their aspirations to what sort of standards the association is currently producing and whether there is a need for increased standards moving forward, and then building costs into our plan. Unrealistic high expectations would be suggestions that are unaffordable or require exceptionally high rent increases.</p>	JS

	<p>Committee advised that the association will have to be very clear on this issue. PR advised that a presentation on the recent tenant survey will be made at the Mge Cee meeting in December which will include what tenants have said about our current services and standards and satisfaction with their home.</p> <p>It was noted that the evidence column in the Interim Risk Register has not been fully populated at this stage.</p> <p>Committee asked if a short paper could be prepared between now and January regarding lessons learned on stonework repair programme from the 2 pilot projects. This would be based on the 4 completed properties in the pilot project with an evaluation on the cost; how much work was required; was it correct to do 3 closes or would one close at a time have been better and contract duration. It was felt that this might alleviate any nervousness from Government and GCC and would help when approaching funders around the uniqueness of [REDACTED] and would help to show a positive story. Committee asked that any other stonework incidents that have happened in the past be included in the report. It was felt that this would also help with regards to communicating with residents going forward. PR advised that he will aim to bring such a report to the January 2025 meeting.</p> <p>Committee asked that the notifiable event for stonework at [REDACTED] be raised with the SHR at the next meeting as this event is still showing as “open” on the portal.</p> <p>10 Recommendations 10.1 Management Committee noted the contents of this report and agreed to defer approval of the quarterly management accounts until the Mge Cee meeting on 11.12.24.</p>	<p>PR</p> <p>PR</p> <p>PR</p> <p>JS/PR</p>
<p>7.2</p>	<p>Governance Structure Review and App. 1 RHA Business Planning Day 05.10.24 – Governance Structure Briefing App. 2 – Current Membership of all Governing Body Groups App. 3 – Proposed Draft Remit for the HSSC</p>	
	<p>PR presented the report and appendices. It was noted that presentation of the Committee Appraisal report from [REDACTED] will be brought to the Mge Cee in December. One recommendation from this report was that “proposals to establish additional sub-committees should include consideration of the staff and committee resource requirements taking account of existing commitments and demands”.</p>	<p>JS</p>

	<p>JS asked if the committee felt that the first meeting of the HSSC should be left to be in line with the normal programme which would be February. Committee asked JS what she would recommend and she advised that waiting until February would be acceptable and that a revised programme of meetings would be distributed to include sub-committees. This would also allow the programme for the meetings to be worked on. Committee agreed that the first meeting of the HSSC should be held in February.</p> <p>JS asked committee to clarify their membership on each of the committees. JH stated that that staffing secondments and agency services should be brought to the staffing sub-committee and he would be keen to be brought on to that sub-tee.</p> <p>Committee suggested that the Chair of the Association should not be a member of any sub-tee but has the right to attend any as they wish and the Chair's attendance could be requested by the convenor if it was felt that there were matters on the agenda that may need a deciding vote. JS advised that this would need discussion and the association's rules would need to be looked at but will be considered and reported back.</p> <p>EMcV volunteered to join the Staffing sub-tee and HSSC.</p> <p>After discussion:</p> <p>9. Recommendations 9.1 Management Committee 9.1.1 confirmed its decision to establish a Housing Services Sub-Committee meeting on a quarterly basis 9.1.2 reviewed and amended the current membership of all existing governance structure sub-groups, including confirmation of the membership of the proposed new Housing Services Sub-Cee as follows: FA&R – EM, PMcC, HR, IE, DD, HH Staffing – DD, PMcC, LW, MC, JH, EMcV HSSC – HR, EM, EMcV, GD, CRG, MC Policy – HM, C~RG, MC</p> <p>9.1.3 referred the draft Housing Services Sub-Committee remit to the first meeting of the sub-committee to prepare a final draft to be brought back to the Management Committee for approval.</p>	<p>JS</p> <p>JS/AD</p> <p>AD</p> <p>JS</p> <p>AD</p> <p>JS/PR</p> <p>JS/WB/ TMcK</p>
7.3	Factoring Review Cover Report and App. 1 Factoring Review Report	

	<p>JS presented the report and appendices.</p> <p>Committee felt that the report was slightly disappointing and JS advised, however, that this now gives us the basis and steer to move forward to find definitive answers. Committee asked that staff start to record their time spent on factoring issues and JS agreed that this would be done.</p> <p>Committee asked if other associations, who they felt carried out successful factoring services, could be approached regarding seconding a member of staff. JS advised that she has already asked and has been advised that they do not have capacity.</p> <p>After discussion:</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 approved the instruction of [REDACTED]. 10.1.2 noted the possible future requirement of a temporary staff member.</p>	<p>JS</p> <p>JS JS</p>
7.4	Committee Digest	
	<p>JS presented the report and appendices.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the contents of the report.</p>	
8.	FINANCE	
8.1	Clarification re Repairs Costs	
	<p>The Chair advised that this report will be deferred to the Mge Cee meeting of 11.12.24.</p> <p>IE and JH will meet with the FA to discuss this report in the interim.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the contents of the report.</p>	<p>JS</p>
9.	OPERATIONS	
9.1	SHN Quarterly Data Return Q2	
	<p>WB presented the report and appendices.</p> <p>WB advised that there will be a more extensive report presented to the HSSC.</p> <p>The Management Committee noted the contents of the report.</p>	

9.2	Gutter Cleaning Report	
	<p>TMcK presented the report and appendices.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>10. Recommendations 10.1 Management Committee</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	TMcK
10.	ANY OTHER BUSINESS	
10.1	Succession of Tenancy – Exceptional Circumstances	
	<p>WB presented the report and explained the circumstances surrounding this case.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 Approved the Housing Manager to grant succession to tenancy under exceptional circumstances.</p>	WB
10.2	Interim Director Secondment	
	<p>Staff left the meeting for this item.</p> <p>The Chair reported that MPHA has advised that they are close to being liable to pay VAT on the current services they are providing to RHA. A solution would be for RHA to issue a temporary fixed term contract to the Interim Director with her substantive post remaining at MPHA.</p> <p>Management Committee approved entering into a temporary fixed term contract for the direct employment of the Interim Director by RHA, to match the timing of the existing secondment agreement.</p>	PR/JS
11.	DATE OF NEXT MEETING	
	<p>Committee lunch 8th December – 2 pm – Drygate Asset Management Training 11.12.24 – 4.30 pm Mge Cee 11.12.24 – 5.30 pm</p>	