



# Agenda Item 3.1

## Minutes

**Reidvale Housing Association Management Committee** meeting held on 20.03.24 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

<b>Attendance:</b>	Eddie Marley	Chair	Chairperson
	Ian McLean	IMcL	Vice Chair
	Isabel Brodie	IB	Committee Member
	Steven Campbell	SC	Committee Member
	Linda Wishart	LS	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Ellen McVey	EMcV	Committee Member
	Jane Marley	JM	Committee Member
<b>Staff/Adviser(s)</b>	Lynn McCulloch	LMcC	Interim Director
<b>Attendance:</b>	Paul Rydquist	PR	Interim Director
	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Ann Dundas	AD	Minute Taker
<b>In Attendance Via Teams:</b>	Alan Grant	AG	Grant Murray Architects

NO.	ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	The Chair welcomed everyone to the meeting. The Chair asked LMcC, PR and all committee to introduce themselves give some background on themselves.	
<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Catherine Lowe.	
<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 21.02.24</b>	
	The Minute of 21.02.24 was <b>approved</b> on a proposal by JM and seconded by LW.	

3.2	<b>Confidential Minutes of Management Committee 21.02.24</b>	
	The Confidential Minute of 21.02.24 was <b>approved</b> on a proposal by IMcL and seconded by PMcC.	
3.3	<b>Draft Minutes of Finance Audit and Risk Meeting 07.03.24</b>	
	The Draft Minutes of the Finance Audit and Risk meeting were <b>noted</b> by committee.	
4.	<b>COMMITTEE MEETING MATTERS ARISING SCHEDULE</b>	
	The Chair advised that there was no Matters Arising Schedule being presented at this meeting and that as per the new Governance Improvement Plan, that was sent to the SHR, anything that is added tonight will start a new Matters Arising Schedule.	
5.	<b>INTERIM DIRECTOR'S REPORT</b>	
	<p>LMcC presented the report on behalf of JC (previous Interim Director), PR and herself.</p> <p>The Committee noted with regret the letters of resignation received from Catherine Lowe, Ian McLean, Steven Campbell and Isabel Brodie, effective from 21<sup>st</sup> March 2024 and noted Alastair Firth's resignation letter from 08.03.24. The Management Committee wished to thank all resigning committee members for their hard work and commitment to RHA and wished them well for their future endeavours.</p> <p>[REDACTED]</p> <p><b>REDACTED – COMMERCIALLY SENSITIVE</b></p> <p>LMcC and PR had also met with Michael Carberry which was felt to also be a positive meeting where he said that he wanted the best for the organisation and also stated that he wished to be co-opted to the Management Committee after the forthcoming SGM.</p> <p>LMcC advised that she felt that talking would be good but would be dependent on mutual respect from all parties.</p>	

	<p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 <b>noted</b> the contents of the report</p> <p>10.1.2 <b>confirmed its approval</b> of the appointment of Lynn McCulloch and Paul Rydquist to the shared post of Interim Director</p> <p>10.1.3 <b>agreed</b> to hold an informal meeting of up to 30 minutes of the new committee immediately after the SGM for introductions and to issue induction material to any new members.</p>	<b>LMcC/AD</b>
<b>6.</b>	<b>FINANCE</b>	
<b>6.1</b>	<b>Stonework Contract and Report from Alan Grant</b>	
	<p>TMcK presented the report.</p> <p>Committee asked how the meeting with the 19 residents from Bellfield Street was received and TMcK and JA advised that it had been a good meeting and that there were no issues. JA advised that the association was engaging with the residents to identify their requirements are and advised that a hold has been placed on allocations to keep flats for decant.</p> <p>AG joined the meeting at this point and spoke to his report on the reconstruction of front elevations at 149/157 and 166 Bellfield Street.</p> <p>In his summary AG concluded that this was an unusual circumstance where residents had to be decanted from the properties to facilitate the construction works mid-contact. Both the Association and staff and design team were working together to ensure that not only a proper permanent solution was provided, but the residents were decanted and protected throughout the duration of this exercise.</p> <p>SC asked how many properties we owned with regard to the report and LMcC advised that the closes were fully owned by RHA; there were no owners involved.</p> <p>AG Advised that he would appreciate another meeting in person, in possibly 2 weeks, on costs and extent of works, to have a better and current discussion.</p> <p>AG left at this point and the Chair thanked him for his attendance.</p> <p>The Chair asked TMcK to confirm that the original stonework contractors were Lafferty Construction and TMcK confirmed that was correct.</p>	

	<p>The Committee asked if RHA would have an obligation to inform Building Control. TMcK advised that will depend on the engineers detail but that there is a possibility a warrant will be required and that the Chief Building Control Officer has been approached. Committee also asked regarding available grants, TMcK advised that there are some grants for external wall insulation for the back of the buildings but no grants for the association for the works to the fronts, although it was noted that owners can apply for a grant of 50%. Committee asked that TMcK keeps checking the availability of any new grants.</p> <p>TMcK to provide an updated report for the next Management Committee meeting.</p> <p>10. Recommendations  10.1 The Management Committee:  10.1.1 <b>noted</b> the contents of the report and the further report from Alan Grant.  10.1.2 <b>instructed</b> the Maintenance Manager to provide a report to the next Management Committee specifying likely costs for 149 and 157 Bellfield Street.</p>	<p>TMcK</p> <p>TMcK</p>
6.2	<p><b>Final Budget 24/25 and Appendices 1. Final Budget 24/25; 2. Investment Programme 2024/25; 3. Cash Flow 2024/25</b></p>	
	<p>GB advised that the budget should be considered as it stands but it would soon need to be looked at again, as moving forward an additional Stock Condition Survey; updated Stoneworks costs, and Confirmed Insurance Premiums would need to be built in.</p> <p>GB reported that the Finance, Audit &amp; Risk sub-committee had asked that the Pension Employers and Employees Contribution be split in the budget when presented to the Management Committee. It was also asked that provision for Borrowing Support and Management Committee Appraisals be added. GB had advised that he felt that the cleaning budget should be reduced and all these changes had been made in the budget now presented.</p> <p>Committee felt that what has been produced in this budget was the best option for the forthcoming year but acknowledged that it would change but that this gives the association the ability to manage its resources at the present time.</p> <p>A Committee member asked if it was possible that the budget presented could be referred to as an Interim Budget, rather than approve a budget known to be subject to early</p>	<p>GB</p>

	<p>review. LMcC advised that GB had reported that we have a responsibility to set a budget by the end of the financial year, even though we do have the knowledge that it will need to be revisited with new figures which will be presented in Quarter 1.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the Final Budget for the financial year 2024/25  10.1.2 <b>approved</b> the budget for the financial year 2024/25 with the understanding that it is a working document and that revisions will have to be made.</p>	
<b>6.3</b>	<b>Value for Money and Appendix 1 Value for Money Statement</b>	
	<p>GB presented the report.</p> <p>Committee asked if the association had properties that they could sell. GB advised that we do have assets that could be sold as part of a wider financial strategy and this can be revisited.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the VFM report.  10.1.2 <b>approved</b> the VFM Statement.</p>	
<b>6.4</b>	<b>Management Accounts to 31.12.23 and Appendix 1 December 2023 Management Accounts</b>	
	<p>GB presented the report.</p> <p>Committee acknowledged, after explanation from GB, that the Net Current assets of £2.1m at 31.12.23 compared with £2.3m at 31.03.23 was due to investment in stock.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the Management Accounts for the 9 months to 31 December 2023.  10.1.2 <b>approved</b> the Management Accounts for the nine months ended 31 December 2023.</p>	

<b>6.5</b>	<b>Treasury Management Report and Appendices 1. Annual Treasury Management Report: 2. Investment Strategy</b>	
	GB presented the report.  10. Recommendations 10.1 Management Committee 101.1 <b>noted</b> the Treasury Management Reports.	
<b>6.6</b>	<b>Gas Servicing Contract and Appendix 1 Letter From James Frew</b>	
	TMcK presented the report.  10. Recommendations 10.1 Management Committee 10.1.1 <b>approved</b> the 1 year extension to the gas servicing and maintenance contract. 10.1.2 <b>approved</b> the [REDACTED] for the year's extension.	<b>TMcK</b>
<b>6.7</b>	<b>Removal/Approval of Bank Signatories</b>	
	GB presented the report.  10. Recommendations 10.1 Management Committee 10.1.1 <b>noted</b> the report. 10.1.2 <b>approved</b> the removal of Jill Cronin and Alistair Firth as bank signatories and the addition of Lynn McCulloch and Paul Rydquist as bank signatories.	<b>GB</b>
<b>6.8</b>	<b>Gutter Cleaning Tender Return</b>	
	TMcK presented the report.  10. Recommendations 10.1.1 The Management Committee <b>noted</b> the report. 10.1.2 <b>Accepted</b> the lowest tender from K&G Roofing.	
<b>7.</b>	<b>GOVERNANCE</b>	
<b>7.1</b>	<b>Governance Improvement Plan</b>	
	PR advised that he had read previous plans arriving at the latest Plan which was presented to the SHR at the beginning of March. PR advised that he will give a written report at every meeting, in terms of progressing what is on the plan. He advised that there will be another self-assessment on where RHA are and an internal audit at the end of the self-assessment to review and ensure that the committee can make the Annual Assurance Statement with confidence.	<b>PR</b>

	<p>PR advised that there has been good progress made with most aspects of the improvement plan with one of the biggest issues being the Business Plan as the strategy has changed and a written report will be presented to the next Mge Cee. PR advised that he felt that an interim plan that states we are going through a process and what is expected to be prioritised during that period of time should be presented. In order get a business plan that is workable the stonework is the biggest area of risk, threat and unknown to the RHA financial position.</p> <p>PR and LMcC will be working with TMcK to get the best projection on what the stonework issue means for RHA to produce a credible financial plan. It was pointed out that in the 2021 there were 150 properties on the list to be addressed under priority 1, 2 or 3 and that 2 have been done at a cost of £150k each.</p> <p>PR advised that with the stonework issues RHA cannot afford component replacements and as we are already behind on this programme this may get worse depending on the severity of the stonework.</p> <p>PR advised that the stock condition survey carried out in 2022, which was half of the properties surveyed and the other half cloned, does not provide a sufficiently accurate picture of future requirements and we need more information.. PR advised that we should be prioritising another stock survey for the other 50% to be clearer with our projections for the budget coming up.</p> <p>This item had been brought forward to after agenda item 6.2 and PR then left the meeting.</p>	<p><b>PR</b></p> <p><b>PR/LMcC/ TMcK</b></p>
	<p><b>Committee agreed to suspend standing orders at this time (7.30 pm) to continue beyond the 2 hours allowed for the meeting</b></p>	
<p><b>7.2</b></p>	<p><b>Internal Audit Plan 2024/25</b></p>	
	<p>LMcC presented the report which had been written by the previous Interim Director (JC).</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the contents of the report.</p>	

7.3	<b>Internal Audit Report and Appendices 1 Reactive Maintenance Final Report; 2. GDPR FOI Final Report</b>	
	<p>LMcC presented the report which had been written by the previous Interim Director (JC).</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the content of the report and the appendices  10.1.2 <b>approved</b> the Management response to the findings.</p>	
7.4	<b>Shareholders Report</b>	
	<p>LMcC presented the report on membership applications.</p> <p>LMcC asked to present 2 further items, verbally. Committee agreed.</p> <p>LMcC advised that an application to join the Management Committee has been received. LMcC advised that a reply should be sent, in line with the membership policy, advising that the Management Committee is not seeking new members and when we do we will advertise widely and they will be welcome to apply at that time.</p> <p>LMcC also advised that committee had previously agreed, via email, to the Chair and PMcC meeting with a potential co-optee, Ian Elrick. Both the Chair and PMcC agreed that they felt that Mr Elrick met the requirements for committee membership, was very experienced and would be suitable as a co-optee. The Chair advised that he felt that Mr Elrick would also be suitable to sit on the FA&amp;R sub-tee. It was agreed to invite Mr Elrick to the SGM as a co-optee provided he has signed his code of conduct.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the contents of the report  10.1.2 <b>noted</b> the new shareholder membership applications received.  10.1.3 <b>approved</b> the removal of 1 membership noted at paragraph 4.4 and reconsider the removal of the 2<sup>nd</sup>.removal at a future meeting.  10.1.4 <b>ended</b> the suspension on membership applications from 20 March 2024 and consider the backlog and any new applications at its next meeting.  10.1.5 <b>approved</b> the co-option of Ian Elrick</p>	<p><b>LMcC/AD</b></p> <p><b>AD</b></p> <p><b>AD</b></p>



8.	<b>OPERATIONAL</b>	
8.1	<b>Performance and KPI Report Quarter 3</b>	
	<p>JA presented the report.</p> <p>JA advised that staff will be working intensely on arrears and drilling down on every arrears case and that staff have had training on the migration from April 2024 over to Universal Credit in the next financial year and the fact that that anyone on legacy benefits under pensionable age will be moved to Universal Credit.</p> <p>Committee asked why there were no Targets for 23/24 on the KPI Summary Performance Targets for 2023/24 and JA advised that those indicators are external and we do not place internal targets on them and our assumption is that 100% is looked for.</p> <p>Committee also asked if the quotas for allocations would be affected due to the stonework to be carried out in Bellfield Street or would there be a different section for the decants. JA advised that an option of permanent move or decant would be offered, then if we allocate a permanent move then the transfer figure will change. JA advised that she has spoken to the Homeless Persons Unit and they have written to their referrals section indicating that for the time being we will not be allocating as we need a bank of properties. JA advised that she thinks it will be possible to keep everyone in the RHA area.</p> <p>Committee asked if anyone was on for a transfer to the retirement housing would they have to go to another property until their application was top of that list. JA advised that if there are retirement properties available and someone has an application in for them they will be considered first.</p> <p>Committee asked if there was a decant policy and JA advised that she is working on this policy.</p> <p>Committee asked if the arrears target of 2.3% was still sustainable and JA agreed that she did not feel that it was, along with void loss and other targets which had not been reviewed for a long time and that as we are working under a completely different set of circumstances, that she had discussed with this with Finance Agent and a report will be brought back to a future meeting.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the contents of the report.</p>	<p><b>JA</b></p> <p><b>JA</b></p>

<b>8.2</b>	<b>Bad Debt Write Offs</b>	
	JA presented the report.  10. Recommendations 10.1 Management Committee 10.1.1 <b>noted</b> the contents of the report 10.1.2 <b>approved</b> the write offs contained in sections 4.2(a), 4.2(b), 4.2(c) and 4.2(d).	
<b>9.</b>	<b>ANY OTHER BUSINESS</b>	
	There were no other items to note.	
<b>10.</b>	<b>DATE OF NEXT MEETING</b>	
	<b>24.04.24</b>	

Signed .....

Date .....