



# Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 23.02.22 at 5.30 pm by video conference using Zoom

<b>Attendance:</b>	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Jane Marley	JM	Committee Member
	Ellen McVey	EMcV	Committee Member
	Alastair Firth	AF	Committee Member
	Gail Sherriff	GShf	Co-optee
<b>Staff/Adviser(s)</b>	Jill Cronin	JC	Interim Director
<b>Attendance:</b>	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Ann Dundas	AD	Minute Secretary
<b>In Attendance:</b>	[s.38(1)(b)]	[s.38(1)(b)]	Chiene and Tait

NO.	ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	The Chair welcomed everyone to the meeting. JC advised that she had received an email from the Scottish Housing Regulator advising that they would not be attending the meeting as advised but would now attend the meeting on 30.03.22.	
<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Mr McCrudden, Ms Brodie, Ms Willan and Mrs Lowe.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no new declarations of interest.	
<b>3.</b>	<b>MINUTES</b>	
<b>3.1</b>	<b>Minutes of Management Committee Meeting (02.02.22)</b>	
	The Management Committee noted the Minutes of the meeting of 02.02.22.	
	The Minute of 02.02.22 was approved on a proposal by JM and seconded by HM.	

<b>4.</b>	<b>COMMITTEE MEETING MATTERS ARISING SCHEDULE</b>	
	<p>The Management Committee noted the Committee Meeting Matters Arising Schedule.</p> <p>AF asked for clarification on the amber and white items. JC advised that amber are ongoing items and white are items that require further work. JC will include a legend on future reports.</p>	<b>JC</b>
<b>5.</b>	<b>INTERIM DIRECTOR'S REPORT</b>	
	<p>JC presented the Interim Director's Report.</p> <p>HM asked for clarification of time and frequency of the F&amp;A Sub-Cee. EM advised that this sub-cee meets quarterly on a Tuesday at 3.00 pm but the time of the meetings could be changed to suit. HM volunteered to sit on this sub-cee until Mrs McInnes returned. AF suggested that the meeting time should be 6 pm to allow HM to attend. AF asked that JC approach the committee not present to ask if they would also be willing to sit on this sub-cee.</p> <p>The Management Committee:</p> <p>10.1.1 <b>agreed</b> to the 3 month leave of absence request for Mrs McInnes from Management Committee [ s.38(1)(b) ] and <b>agreed</b> that the Interim Director continues as Secretary for this period.</p> <p>10.1.2 <b>agreed</b> for Alastair Firth to take on the role of Chair of the Finance and Audit Sub-Committee and to HM joining this sub-committee on a temporary basis.</p> <p>10.1.3 <b>noted</b> the remainder of the report.</p>	<b>JC</b>
<b>6.</b>	<b>GOVERNANCE</b>	
<b>6.1</b>	<b>Internal Auditor Appointment Report and Tender Evaluation Model Summary Appendix</b>	
	<p>JC presented the report and appendix.</p> <p>The Management Committee noted that 2 submissions had been received and after discussion it was <b>agreed</b> to appoint Wylie Bisset to the contract of Internal Auditor based on the Quality/Cost/Interview assessment process as outlined in Appendix 1 of the report</p>	<b>JC</b>
<b>6.2</b>	<b>Committee/Sub-Committee Structure and Original Structure and Proposed Structure Appendices</b>	
	<p>JC presented the report and appendices.</p> <p>AF agreed with the proposed structure but asked if there should be an additional ad-hoc HR Sub-Cee. JC advised</p>	

	<p>that this sub-tee could be appointed as and when or there could be a sub-tee set up with agreed members. EM asked that JC identify members for this sub-tee.</p> <p>GShf asked if there should also be an Audit and Assurance Sub-Tee or if this would be something Management Tee would deal with direct. JC advised that the topics around assurance would be dealt with at the Management Tee and anything around day to day audit, internal and external audit issues would go to Finance and Audit Sub-Tee firstly and then brought to Management Tee. JC will check that the Standing Orders make all this clear.</p> <p>GShr suggested that JC present the Proposed Structure again to include the short term working groups and what their remits are.</p> <p>JC advised that she will update the Standing Orders terms of reference in order to assure the Management Committee that the right committees are making the right decisions.</p> <p>The Management Committee <b>agreed</b> the proposed structure in principle and asked that JC should update the Proposed Structure and Standing Orders and bring this back to the Management Committee for full approval.</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p>
<b>7.</b>	<b>STRATEGY</b>	
<b>7.1</b>	<b>Working Group Update and Tenant Participation Working Group Remit Appendix</b>	
	<p>JA presented the report and appendix.</p> <p>JA reported that the meeting with TIS (Tenants Information Service) had been very positive and worthwhile. From that meeting a training session for this group has been arranged with TIS. HM asked what this training would be centred around and JA advised that this would be around how to truly involve and engage with the community and implement the tools TIS can provide.</p> <p>EM advised that he felt that it was important to have residents involved on this working group.</p> <p>The Management Committee <b>noted</b> and <b>approved</b> the updated TPWG Remit.</p>	

8.	<b>FINANCE</b>	
8.1	<b>December 2021 Management Accounts Report and Management Accounts Appendix</b>	
	<p>[s.38(1)(b)] gave a brief overview of the Management Accounts to 31.12.21.</p> <p>GShr asked if the void costs were the total void costs including components or if the components had been taken out and allocated to the correct budget. TMcK advised that the void costs are against Major Repairs. GShf then asked for clarification that void costs are actual void repair costs and any components have been coded to the components budget. TMcK confirmed that was correct. GShf asked that moving forward there should be separate void repairs costs as this would be easier to track actual void costs and compare to peers.</p> <p>GShf asked what the anticipated costs in cyclical maintenance were that had not happened. TMcK advised that one of the main savings had been stair cleaning for covid costs as this service had been reduced with quite a significant saving.</p> <p>GShf asked why the actual budget against medical adaptations was down and asked if all the Social Work referrals had been addressed. TMcK confirmed that they had and that another 2 received this week were being finalised.</p> <p>AF asked for clarification on Major Repairs (Less components) and asked if the component costs were going straight to the balance sheet. [s.38(1)(b)] confirmed that this was the case. AF felt that visibility should be shown on current account money being able to fund components. [s.38(1)(b)] agreed.</p> <p>The Management Committee:</p> <p>10.1.1 <b>reviewed</b> and <b>scrutinised</b> the Management Accounts.</p> <p>10.1.2 <b>approved</b> the Management Accounts for the period ended 31.12.21.</p>	<p>TMcK</p> <p>TMcK</p>
9.	<b>STAFFING</b>	
	There was no staffing report.	
10.	<b>OPERATIONS</b>	
10.1	<b>Housing Manager's Report</b>	

	The Management Committee <b>noted</b> the contents of this report.	
<b>10.2</b>	<b>Out of Hours Emergency Service Report</b>	
	<p>TMcK presented the report.</p> <p>GShf advised that in terms of procurement as the Association has found itself in an emergency situation what is being proposed is correct but advised that costs need to be clear showing value for money. It was noted that a clear end date in terms of longer term procurement needs to be shown if this is going to be part of the framework contractors. TMcK advised that he would get costs and bring them back to the meeting on 30.03.22, however, GShr felt that was too late and asked that a report be provided for delegated authority to the Chair and Interim Director if the Standing Orders allow. JC advised that this would be acceptable.</p> <p>The Management Committee <b>approved</b> delegated authority for a report to be presented to the Interim Director and the Chair to seek a suitable contractor to provide out of hours emergency service until the new framework is in place.</p>	<p><b>TMcK</b></p> <p><b>JC/EM</b></p>
<b>10.3</b>	<b>Repairs and Maintenance Framework Report</b>	
	<p>TMcK presented the report.</p> <p>GShr advised that she thought that delaying the procurement exercise made good business sense but asked that confirmation is received in writing from existing providers that they are happy to continue and at the current agreed rate. TMcK agreed that he would write to all existing tradespeople.</p> <p>EM asked if there was a possibility that this exercise could be deferred again and TMcK advised that this was hard to predict.</p> <p>The Management Committee:</p> <p>10.1.1 <b>approved</b> the delay in placing the Repairs and Maintenance Framework tender on PCS until June 2022.</p> <p>10.1.2 <b>approved</b> extending the current Framework until June 2022.</p>	<b>TMcK</b>
<b>10.4</b>	<b>Bad Debt Write Off Report</b>	
	JA presented the report.	

	<p>JA highlighted Rechargeable Repairs Accounts No's. [s.38(1)(b) ] and explained that these were 2 properties that were left in a very bad condition. It was noted that the debts for [s.38(1)(b)] were very small when first reported in 2015 and the significant value was at the end of the tenancy. GShf asked if somewhere between 80 and 90% of the total rechargeable repairs for [s.38(1)(b) ] had only become known at void stage and JA confirmed that was correct. GShf asked that JA confirm this before it is minuted and JA confirmed that she would do this.</p> <p>AF asked why the costs for these properties wasn't against voids. TMcK advised that it is not reported separately but TMcK would be happy to do this moving forward. TMcK also advised that [s.38(1)(b)] had advised that the void costs reported were only for rent loss and no repair costs are included in the void costs at present. AF asked if it is known how much the void costs has actually cost and TMcK advised that this is separated in the costs in the budget and this information can be provided.</p> <p>GShf advised that void costs do need to be reported separately in the budget with separate void reports for Finance and Audit.</p> <p>JC advised that void repairs will be accounted for separately moving forward.</p> <p>AF commented that in relation to the turnover these figures are very small.</p> <p>The Management Committee:</p> <p>10.1.1 <b>noted</b> the contents of the report.</p> <p>10.1.2 <b>approved</b> the write offs as follows:  Former Tenant Rent Arrears - £7396.80  Former Tenant Credits - £148.69  Former Tenant Rechargeable Repair Debt - £12230.07.</p>	<p>JA</p> <p>TMcK</p> <p>TMcK</p> <p>TMcK / [s.38(1)(b) ]</p> <p>JA</p>
<b>10.5</b>	<b>Policy Review</b>	
	TMcK and JA presented the Policy Review paper.	
	<b>Mutual Exchange Appendix</b>	
	JA presented the Appendix.	
	The Management Committee <b>approved</b> the Updated Mutual Exchange Policy.	
	<b>Alterations and Improvements Appendix</b>	

	<p>TMcK presented the Appendix. The Management Committee <b>approved</b> the Updated Alterations and Improvements Policy.</p>	
	<b>Asbestos Management Appendix</b>	
	<p>TMcK presented the Appendix.</p> <p>The Management Committee <b>approved</b> the Asbestos Policy.</p>	
	<b>Legionella Appendix</b>	
	<p>TMcK presented the Appendix.</p> <p>The Management Committee <b>approved</b> the Legionella Policy.</p>	
<b>11.</b>	<b>QUARTERLY REPORTS</b>	
	There were no quarterly reports.	
<b>12.</b>	<b>ANY OTHER BUSINESS</b>	
<b>12.1</b>	<b>Authorised Signatories</b>	
	<p>JC presented the report.</p> <p>The Management Committee <b>agreed</b> to the proposed amendments to authorised signatories for RHA's bank account,</p>	<b>JC</b>
<b>12.2</b>	<b>Public Holidays</b>	
	<p>JC presented the report.</p> <p>The Management Committee <b>agreed</b> the staff public holidays for 2022</p>	
<b>12.3</b>	<b>Gail Sherriff</b>	
	<p>GShr advised that she was tendering her resignation from the Management Committee for professional and personal reasons. GShr advised that it had been a pleasure to work with RHA and stated that there were a lot of good things happening and wished RHA every success for the future.</p> <p>JC advised that she has approached the SHR to seek a new co-optee. JC hoped that the SHR could suggest someone who has somewhere near the same experience as GShr. EM stated that he felt it was important that the new co-optee should have Asset Management experience and that being on the working group with GShr with her knowledge and experience had been invaluable. JC will report back.</p>	<b>JC</b>
<b>13.</b>	<b>DATE OF NEXT MEETING(S)</b>	

	<p>The Management Committee noted the dates of the next meetings as follows: Management Committee meeting – 30.03.22 Finance and Audit Sub-Committee – 10.05.22</p>	
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