



# Agenda Item 3.1

## Minutes

**Reidvale Housing Association Management Committee** meeting held on 02.07.25 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

<b>Attendance:</b>	Denise Dempsey	DD	Chairperson
	Ian Elrick	IE	Committee Member
	Carmen Rubio-Gutierrez	CRG	Committee Member
	Jim Hastie	JH	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Michael Carberry	MC	Committee Member
	Helen Moore	HM	Committee Member
	Paul McCrudden	PMcC	Committee Member
<b>Staff/Adviser(s)</b>	Julie Smillie	JS	Interim Director/Secretary
<b>Attendance:</b>	Paul Rydquist	PR	Regulatory Compliance Consultant
	Terry McKenna	TMcK	Maintenance Manager

NO.	ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	The Chair welcomed everyone to the meeting and advised that Agenda Items 6 and 7 would be brought before item 5 as PR would then be leaving the meeting after these 2 items.	
<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Helen Richman; Linda Wishart; Ellen McVey; Eddie Marley and Gerry Bitten-O'Prey.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	TMcK declared an interest in Agenda Item 7.2.	
<b>3.</b>	<b>MINUTES</b>	
<b>3.1</b>	<b>Minutes of Management Committee 28.05.25</b>	
	The Minutes of the Management Committee meeting of 28.05.25 were proposed as a true record by MC and seconded by HM.	

<b>3.2</b>	<b>Confidential Minute of Management Committee 30.04.25</b>	
	The Minutes of the Confidential Management Committee of the 30.04.25 were proposed as a true record by GD and seconded by CRG.	
<b>3.3</b>	<b>Minutes of Finance Audit and Risk Sub-Committee 13.05.25</b>	
	<p>The Management Committee <b>noted</b> the FA&amp;R Sub-Committee draft minutes of 13.05.25.</p> <p>MC commented that with reference to Agenda Item 6 rent arrears, the debit date should be the 28<sup>th</sup> as that is what is stated in the tenancy agreement and he didn't think that finance could move the debit date. He asked that the debit date remain at the 28<sup>th</sup>. JS advised that the debit date has been changed and that this was done on advice from the Finance Consultant; Homemaster and also from TC Young, in terms of what was required and advised that the new tenancy agreements show the rent due date at the 1<sup>st</sup> of the month. JS advised that all tenants have also been given notice of the change.</p>	
<b>3.4</b>	<b>Minutes of the Housing Services Sub-Committee 14.05.25</b>	
	The minutes of the HSSC are deferred until the Management Committee meeting of 30.07.25.	
<b>4.</b>	<b>MATTERS ARISING SCHEDULE</b>	
	<p>The Management Committee <b>noted</b> the Matters Arising Schedule.</p> <p>IE asked about the items with the additional colour and PR explained that they were the items that were brought forward from the previous Detailed Review Group meeting tracker and that this colour description would be added to the Matters Arising Schedule.</p>	AD
<b>5.</b>	<b>INTERIM DIRECTOR'S REPORT</b>	
	<p>JS presented the report.</p> <p>JS reported that item 3.2 was in relation to staffing matters and advised that we have been advised by the SHR this notifiable event has now been closed. JS advised that the final staff member, through the settlement agreements, left the association on Monday 30<sup>th</sup> June.</p> <p>TMcK advised that the security cameras have been reinstated in the car park.</p> <p>7. Recommendations i) <b>noted</b> the position with service delivery</p>	

	<ul style="list-style-type: none"> <li>ii) <b>noted</b> the update on the recent Notifiable Event reported to SHR</li> <li>iii) <b>noted</b> the update on Health and Safety</li> <li>iv) <b>noted</b> the update on the website</li> <li>v) <b>noted</b> the current position with the security upgrades</li> <li>vi) <b>noted</b> the update on the request for an SGM</li> <li>vii) <b>noted</b> the update in relation to the Reidvale Neighbourhood Centre</li> <li>viii) <b>noted</b> the update on staffing</li> <li>ix) <b>noted</b> the update on communication</li> <li>x) <b>noted</b> the governance update</li> </ul>	
<b>6.</b>	<b>■■■■■ BELLFIELD STREET REPORT</b>	
	<p>PR presented the report.</p> <p>PR reported that JS had contacted ■■■■■ at GCC on 01.07.25 advising that the Management Committee meeting was being held on 02.07.25 and asked if he could give an update as the extension deadline was approaching. JS received a call from ■■■■■, GCC who advised that they could not give funding from this year's mainstream budget as it was fully allocated. ■■■■■, however, advised that ■■■ had contacted the Scottish Government as they had an underspend on their acquisition budget and ■■■ has approached them to ask their permission to pay this scheme from that budget. The Scottish Government have advised that this would be acceptable and ■■■■■ will submit the details of the scheme and will report back within a few days. ■■■■■ asked JS if RHA had received the costs from GCC on what the 70% grant eligible costs were and JS advised that she had not received this. ■■■■■ advised that ■■■ will speak to GCC and ask for this information to allow exact figures to be submitted to the Scottish Government. Committee expressed its thanks for ■■■■■ intervention and stated that they were very appreciative for ■■■ help on this matter. JS asked what the grant would be and ■■■■■ advised that it would be 70% of approved costs, but at the moment we are not sure what these will be. PR advised that ■■■ does expect some costs to be taken out as "non eligible" but that it would still be more than 50% of the total costs which were set as the benchmark for the level of grant required. Committee advised that the officers should be given discretion to accept the grant.</p> <p>Committee stressed the urgency with this matter and urged that residents are advised immediately of proposed work start dates as soon as they are available.</p>	<p>JS/PR</p> <p>JS/PR</p>

	<p>Committee thanked PR and JS for all their work on this matter and asked to be contacted with updates as soon as they are received. JS advised that she will do this.</p> <p>10. Recommendations 101. Committee <b>noted</b> the progress with the scheme and <b>approved</b> delegated authority for officers to proceed to accept the tender of [REDACTED] based on an acceptable grant offer being received from Glasgow City Council.</p>	<p>JS/PR</p> <p>JS/PR</p>
<b>7.</b>	<b>GOVERNANCE</b>	
<b>7.1</b>	<p><b>Regulatory Compliance Report and App 1 – Governance and Financial Management Improvement Plan – Updated Version for June 2025</b></p> <p><b>App 2 – Letter from SHR</b></p> <p><b>App 3 – Proposed response to SHR letter</b></p>	
	<p>PR presented the report and appendices.</p> <p>Committee noted that the completed tasks have now increased to 30 (67% of the total) with a further 8 as “mostly completed” (18%), 4 as “partly” (or one third) completed and the final 3 not having reached this first milestone. It was noted that 6 tasks are now behind schedule, based on the revised timescales agreed at the beginning of 2025/26.</p> <p>PR advised that the first meeting of the Detailed Review Group for the preparation of submission of the Annual Assurance Statement had been held on 01.07.25. The group looked at Standards 1 and 3 which contain all of the current non-compliant detailed standards. The group decided, in their view, that 3 of four detailed non-compliant standards were now fully compliant and the 4<sup>th</sup> remained non-compliant, but with good progress being made. It is hoped that all areas will be fully compliant by the time the Annual Assurance Statement is due to be submitted.</p> <p>PR advised that as EM is not able to join the review group at this time he asked if another committee member would be willing to join the group for the final meeting on 29<sup>th</sup> July at 5.30 pm. HM agreed to join the group for the meeting.</p> <p>Committee discussed the draft of the proposed response to SHR’s letter of 23 April. Committee members observed that pre-1919 tenements are prevalent throughout the city. We are managing the risks associated with these, and should point out that something could happen anywhere in the city. PR agreed that the letter could be amended accordingly.</p>	

	<p>The Chair advised that an email had been received regarding SHR's attendance at the April Management Committee meeting. The Chair advised that there were some positives ie that the format of the agenda was clear and the overall quality of the reports were good. It was noted that there was a focus on strategic rather than operational concerns and that there was an overall mutual respect between committee and staff members. There were also some concerns identified, and the Chair reported that there will be a further meeting arranged with SHR to discuss these, and this will be reported back to committee.</p> <p>9. Recommendations</p> <p>9.1 Management Committee</p> <p>9.1.1 <b>noted</b> the updated Governance and Financial Management Improvement Plan for June 2025/26 and progress with other matters pertinent to the achievement of full regulatory compliance for information</p> <p>9.1.2 <b>approved</b> the draft response, with some amendments, to the Scottish Housing Regulator's letter of 23 April 2025.</p> <p>9.1.3 <b>nominated</b> Helen Moore to participate in the Detailed Review Group meetings that form the core element of the preparation process for submission of the 2025 Annual Assurance Statement.</p>	<p>JS/PR</p> <p>PR</p> <p>PR</p>
<b>7.2</b>	<b>Proposed Restructure</b>	
	<p>TMcK left the meeting for this item.</p> <p>See Confidential Minute.</p>	
<b>7.3</b>	<p><b>RNC Report and</b></p> <p><b>App 1 – Report from [REDACTED], Summary of Expressions of Interest received</b></p> <p><b>App 2 – Outline Draft of Potential Heads of Terms for a lease for the RNC</b></p> <p><b>App 3 – Press release “Community Groups express formal interest in running East End hub”</b></p>	
	<p>PR presented the report and appendices.</p> <p>Committee noted that the Working Group had met on Monday 23 June to score the 3 Expressions of Interest submissions received and shortlist them for potential interview. A full scoring exercise was carried out on the 3 parties. It was noted that this resulted in two organisations being recommended for interview, [REDACTED] and the [REDACTED], on Friday 27 June. The Working Group agreed that interviews should be conducted by Officers, including the Interim Director, Finance Agent (if available), [REDACTED] and the Regulatory Compliance consultant. This interview group confirmed that the [REDACTED] submission received the highest scores overall and was assessed as</p>	

	<p>demonstrating a strong degree of alignment with RHA's strategic objectives, alongside strengths in inclusive programming and organisational governance.</p> <p>A further meeting of the working group was arranged for Tuesday 1 July. The purpose of this meeting was to determine what the working group would wish to recommend to the Management Committee: was there a prospective "preferred lessee" with whom RHA could enter into final due diligence checking and discussions/negotiations over the terms of a lease; or would progressing the "fall back" option of setting up our own charitable trust to offer a better way forward? It was agreed to recommend the [REDACTED] [REDACTED] to the Management Committee [REDACTED] [REDACTED] and to look at the "fall back" option for the future if it is felt that this lease is not working out. It was also felt that RHA should take on all maintenance responsibilities and then recharge and the rent being charged should be based on RHA's calculations and a plan is being drawn up for full component renewal and this can be included in the charge and put aside in to a sinking fund for future renewals. PR advised that the Heads of Terms will be reviewed and will be brought to the meeting on 30 July 2025.</p> <p>Committee noted that they were pleased with the communications which have been issued relating to the Reidvale Neighbourhood Centre. JS advised that communication announcing the preferred lessee will be prepared and released 3<sup>rd</sup> July.</p> <p>Committee asked if it could be looked at that the preferred lessee's rent could be based on a share of profits made and JS advised that this could be looked at when decisions are being made for the Heads of Terms.</p> <p>PR left the meeting at this point.</p> <p>11. Recommendations  11.1 Management Committee  11.1.1 <b>discussed</b> the recommendations of the Working Group and <b>agreed</b> to the lease being offered to the [REDACTED].</p> <p>11.1.2 <b>noted</b> the terms of the attached "outline draft Heads of Terms agreement.</p> <p>11.1.3 <b>agreed</b> to confer delegated authority to officers to finalise appropriate Heads of Terms, based on legal advice, on which to base negotiations with any agreed "preferred</p>	<p>TMcK</p> <p>JS/PR</p> <p>JS/PR</p> <p>JS/PR</p>
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	<p>lessee”, bringing any agreed version back to the committee for final approval.</p> <p>11.1.4 <b>noted</b> for information progress with communications relating to the Neighbourhood Centre issued since the previous meeting.</p>	
<b>7.4</b>	<p><b>Review of Retirement Housing Report</b>  <b>App 1 – JBH Retirement Housing Complex Operational Review and Staffing Recommendations</b>  <b>App 2 – Resident Survey</b></p>	
	<p>JS presented the report and appendices.</p> <p>JS advised the current effectiveness of John Butterly House Retirement Housing Complex (JBH) and suggested reducing the number of on-site wardens from two to one full time warden, Monday to Friday only and dispense of the weekend warden. JS advised that there is a 24 hour Careline system which provides reliable and responsive coverage for all residents, 24 hour a day. Fall alarm pendants are also being organised. The recommendation is informed by resident survey feedback, operational patterns, environmental conditions and the need to expand social engagement opportunities.</p> <p>It is intended that the Housing Services and Communities Manager will liaise with the Scheme Manager and the [REDACTED] to introduce more activities in the complex.</p> <p>JS advised that JBH should be a hub for any elderly in the area and not just for tenants in the complex.</p> <p>Committee asked if JS expected a reaction to the removal of the weekend warden and JS advised that is a possibility and it is important that residents feel supported and will follow up on their opinions on this.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>approved</b> that John Butterly House reduce its on-site warden staffing from two to one full time warden supported by the Interim Housing Manager.  10.1.2 <b>agreed</b> there is continued 24/7 Careline coverage for emergencies.  10.1.3 <b>approved</b> the reinvestment of savings are directed into refurbishment and social enrichment.  10.1.4 <b>approved</b> that ongoing resident feedback and service reviews are undertaken during a trial phase.</p>	

<b>7.5</b>	<b>Committee Digest App 1 – GWSF Update</b>	
	<p>JS presented the report and appendix.</p> <p>JH advised that himself, MC and the Housing Manager (WB) had attended the GWSF Summer Regeneration Conference on 20<sup>th</sup> June. JH advised that there was a good session on succession planning and recruitment and it was noted that the conference was well attended by committee members. JH advised that he was also very impressed with the presentation by the FLAIR group which is made up of local CBHA's in Paisley and encouraged RHA networking with this group.</p> <p>The Committee noted that the Chair and Interim Director gave a speech at this conference which was well received.</p> <p>JH advised that he felt it was important to attend and participate at conferences and be seen as Reidvale HA.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the contents of the report.</p>	
<b>8.</b>	<b>ANY OTHER BUSINESS</b>	
	The Chair gave her apologies for the next Management Committee on 30.07.25.	
<b>8.1</b>	<b>DATE OF NEXT MEETING</b>	
	Management Committee – 30.07.25	