



## AGENDA ITEM 4.1

**Reidvale Housing Association Management Committee** meeting held on 27.08.25 at 5.30 pm at the offices of Reidvale Housing Association

<b>Attendance:</b>	Denise Dempsey	DD	Chairperson
	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
	Ellen McVey	EMcV	Committee Member
	Gerry Bitten O'Prey	GBOP	Committee Member
	Kevin Peden	KP	Co-opted at Agenda Item 7.3
	Paul Sweeney MSP	PS	Co-opted at Agenda Item 7.3
<b>Staff/Adviser(s) Attendance:</b>	Julie Smillie	JS	Interim Director/ Secretary
	William Boale	WB	Housing Manager
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	(Agenda Item 8.2 only)		
<b>In Attendance:</b>	[REDACTED]	[REDACTED]	Scottish Housing Regulator (SHR)
	[REDACTED]	[REDACTED]	Scottish Housing Regulator (SHR)
	[REDACTED]	[REDACTED]	Scottish Housing Regulator (SHR)

	<b>WELCOME AND ORDER OF MEETING</b>	
	<p>The Chair advised that [REDACTED], [REDACTED] and [REDACTED] from the SHR would be present observing the meeting. [REDACTED], [REDACTED] and [REDACTED] gave a brief introduction.</p> <p>PR was not present for this meeting.</p>	

<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Helen Richman, Ian Elrick and Eddie Marley.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	JS and WB declared an interest for part of agenda item 8.2.	
<b>3.</b>	<b>MINUTES</b>	
<b>3.1</b>	<b>Minutes of the Management Committee meeting 30.07.25</b>	
	<p>The Management Committee asked that it be noted that it was the Vice Chair that called standing orders at agenda item 7.5 and also to remove the sentence from agenda item 7.1 that PR left the meeting as this was fully explained in the welcome and order of meeting.</p> <p>The minutes of the Management Committee meeting of 30.07.25 were then proposed as a true record by CRG and seconded by JH.</p>	
<b>4.</b>	<b>MATTERS ARISING</b>	
	<p>The Management Committee noted the Matters Arising Schedule.</p> <p>Committee asked for an update on [REDACTED] Bellfield Street. JS reported that a pre-start meeting had been held on 21<sup>st</sup> August and the site start date will be 29<sup>th</sup> September. Currently we are liaising with the architect and engineers and Lochlie Construction to carry out "march ins" to the properties to either side of [REDACTED] and [REDACTED] to identify any issues or potential issues for the occupants. A suitable site for storage is currently being sought and the Roads Department have been contacted as Bellfield Street will require to be closed in its entirety.</p> <p>An update has been sent to all resident advising that the works will now be going ahead and concrete dates will be issued once the 19 decant residents have been advised. JS advised it is not anticipated that there will be any delay in the work starting as all parties are quite confident with the arrangements that have been made.</p> <p>Committee asked if there was an estimated timescale for the works and JS advised that it was previously 26 weeks but is now 30 weeks and this is due to the fact that the works will run over the Christmas and New Year period and also gives allowances for bad weather. Committee asked that the consultants are asked to make it clear what the security arrangements will be over the holiday period.</p>	<b>JS/PR</b>

	<p>Committee asked regarding any items on the Matters Arising still being marked for the previous Maintenance Manager and JS advised that these are being looked at by the consultant and Maintenance officer currently in place and will be taken over by the new Head of Asset when they are in post.</p> <p>Committee asked about the Tenant Reward Scheme item and JS advised that a general conversation had been held and further discussion will be required to see how financially viable this scheme would be. Committee asked that it be placed on the agenda for a future meeting and JS confirmed that this would be done.</p>	JS
5.	<b>INTERIM DIRECTOR'S REPORT</b>	
	<p>JS presented the report.</p> <p>JS reported that the interviews for the recruitment of the Head of Asset have been arranged for Wednesday 3<sup>rd</sup> September and given that this is a senior post, a committee member is required to sit on the panel. There are 6 interviews over the 3<sup>rd</sup> and 5<sup>th</sup> September and JS asked if anyone would be available. After discussion JH volunteered to sit on the panel.</p> <p>Committee asked about office security for entering the building [REDACTED]</p> <p>[REDACTED] Committee asked that a shared reception with RHA be looked at in the future. JS advised that a remodel of the RHA reception will be looked at [REDACTED]</p> <p>[REDACTED] A control panel at the second through door of the RHA office will also be put in place that only staff will be able to access.</p> <p>7. Recommendations  7.1 The Management Committee  i) <b>noted</b> the position with service delivery  ii) <b>noted</b> the position with Notifiable Events  iii) <b>noted</b> the update on Health and Safety  iv) <b>noted</b> the update on the website  v) <b>noted</b> the current position with the security upgrades  vi) <b>noted</b> the update in relation to staffing  vii) <b>noted</b> the update on recruitment  viii) <b>noted</b> the update on staff absence  ix) <b>noted</b> the update on communication  x) <b>noted</b> the governance update</p>	<p>JS</p> <p>JS</p>

<b>6.</b>	<b>BELLFIELD STREET REPORT</b>	
	There was no report. JS gave an update on this item in Matters Arising.	
<b>7.</b>	<b>GOVERNANCE</b>	
<b>7.1</b>	<b>Regulatory Compliance Report and</b> <b>App 1 – Governance and Financial Management</b> <b>Improvement Plan (GFIMP) – Updated Version for August 2025</b> <b>App 2 – Draft notes of second Detailed Review Group held 29.07.25</b> <b>App 3 – Operational Work Plan 2025-26</b> <b>App 4 – KPI Performance Report Q1</b>	
	<p>JS presented the report and appendices.</p> <p><b>Appendix 1 – GFIMP – Update August 2025</b></p> <p>Committee commented that the fact that £1.2m grant has been granted is not mentioned as one of the tasks that has been completed and that the achievement of this turns the whole financial perspective of the association around. It was felt that this would have been very helpful to have reported to the media that we have made great progress and the SHR recognise that we now have a governing body who are controlling and leading this. Committee felt that it would have been useful to say that we are fully compliant in this issue.</p> <p>JS agreed that we have made massive strides forward and the committee and staff have worked tirelessly but what we do not want to do is put something out saying we are compliant when we are not. JS advised that, in RHA's opinion we are compliant with the majority of the standards and are hoping to be fully compliant by the time the Assurance Statement is submitted in October but the compliance is being assessed by the SHR currently and would be premature. JS advised that it is correct to put the “good news stories” out but in a controlled way and be entirely factual to where we are now and we are currently still deemed to be non-compliant or partially compliant.</p> <p>Committee asked that the GFIMP be adjusted to include the achievement of the £1.2m grant and JS advised that she would speak to PR.</p> <p>Committee asked that all the achievements made over the last year and all the work undertaken by the committee and staff be advised to shareholders at the AGM as it was felt that all the work the committee are doing is invisible to the residents. JS advised that the AGM would be an opportunity to give this information to the residents and that there will also</p>	<p><b>JS/PR</b></p> <p><b>JS</b></p>

	<p>be a resident's consultation at the AGM for residents to give their feedback. A resident consultation questionnaire will also be sent out to residents who cannot attend the AGM.</p> <p>Committee asked that Regulatory Standard 1 heading should read "new governing body" for the next year.</p> <p><b>Appendix 2 – Draft Notes of second detailed Review Group</b></p> <p>Committee thanked the group who had undertaken this task for the preparation for submission of the Annual Assurance Statement for 20205 and noted that no further meeting would be required.</p> <p><b>Appendix 3 – Operational Plan 2025-26</b></p> <p>JS reported that the vast majority of items required to be completed in Q1 have been achieved. An update will be provided every quarter.</p> <p>Committee advised that they felt this appendix relates back very well to the new Business Plan.</p> <p><b>Appendix 4 – KPIs</b></p> <p>JS advised that the KPI's have been based on the Business Plan and are then broken down into goals and that a lot of these indicators are Charter indicators from the Annual Return on the Charter to the SHR. JS also advised that some of the information is taken from the annual Tenant Satisfaction survey.</p> <p>JS advised that some of the indicators marked red will improve over time once the new Asset Management Strategy and Investment Programme are bedded in.</p> <p>JS advised that the figures in red are still fairly good, but it is recognised that they could be better.</p> <p>JS reported that WB has been working hard building relationships with GCC to improve services. Committee commented that they felt the area was looking cleaner.</p> <p>Committee advised that this was a good report to receive.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the updated Governance and /Financial Management Improvement Plan for August 2025/26 and</p>	<p><b>JS</b></p> <p><b>JS/PR</b></p>
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	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
7.3	<b>Management Committee Recruitment Report</b>	
	JS presented the report.	

	<p>JS reported that interest has been received from 2 members who have asked to be co-opted on to the Management Committee. JS confirmed that they understand that they would be required to stand down at the AGM and seek election and both members have confirmed that they would wish to seek election at the AGM. JS and the Chair have interviewed both parties and they have completed the relevant application forms. JS advised that herself and the Chair feel that both members would be a good addition to the Management Committee, with each bringing their own individual strengths. [REDACTED]</p> <p>[REDACTED] JS advised that both members are great advocates for Reidvale HA in the past and present.</p> <p>The 3<sup>rd</sup> person who was interested in joining the Management Committee has withdrawn their interest [REDACTED]</p> <p>JS reported that Eddie Marley is presently on a leave of absence and asked committee to consider Eddie's continued effectiveness on the Management Committee under the 9-year rule. Committee had no hesitation in agreeing his commitment and effectiveness. [REDACTED]</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>approved</b> the co-option of two new management committee members after further reporting on the outcome of the committee recruitment progress from the Interim Director.  10.1.2 <b>noted</b> the willingness of these new appointees, who must stand down at the forthcoming AGM, to stand for election at the AGM, which they are entitled to do, according to our Rules, without nomination, again subject to further reporting from the Interim Director.  10.1.3 <b>confirmed</b> Eddie Marley's continuing effectiveness as a management committee member subject to the 9 year-rule, so that he can stand for re-election at the 2025 AGM.</p>	
<b>7.3.1</b>	<b>Nominations to be Elected to the Management Committee</b>	
	<p>JS advised that nominations have been received from 2 tenant members to join the Management Committee. [REDACTED]</p> <p>[REDACTED]</p>	



	<p>Committee noted that there are 7 vacancies at the AGM. There are 4 existing members who wish to stand for re-election, 2 co-optees who wish to stand for election and 2 nominations received from tenant members.</p> <p>[REDACTED]</p> <p><b>10. Recommendations</b>  10.1 After a lengthy and difficult discussion it was <b>agreed</b> that both nominations should be allowed and that a voting process be held at the AGM of the 8 nominations for the 7 available places.  10.2 It was also <b>agreed</b> that both nominees should be interviewed before the AGM when all aspects of joining the Management Committee should be explained in full and the rules of the Code of Conduct, that will be required to be followed and signed, be stressed to both. Committee agreed that JS and JH will carry out these interviews.</p>	JS
<b>7.4</b>	<b>Committee Digest</b> <b>App 1 – GWSF Update</b>	
	<p>JS presented the report and appendix.</p> <p>Committee <b>noted</b> the report and appendix and agreed that there was a lot of good information contained within.</p> <p>10. Recommendations  10.1 Management Committee  10.1.1 <b>noted</b> the contents of the report.</p>	
	<b>There was a short break in the meeting at this point. Standing Orders were called and committee agreed to continue.</b>	
<b>8.</b>	<b>FINANCE</b>	
<b>8.1</b>	<b>Management Accounts Report and</b> <b>App 1 – Management Accounts to 30.06.25</b>	
	<p>[REDACTED] presented the Management Accounts report and the Management Accounts to 30.06.25.</p> <p>It was reported that the Association prepares management accounts quarterly to monitor the financial position of the organisation and that the estimated figures are extracted from the revised annual budget for the year and the actuals are based on the books of account to date.</p> <p>Management Committee noted the following:</p>	

### **Income and Expenditure Account (SOCl)**

The budget for the period to June 2025 projected a deficit of around £345k. Based on the results to date there is an actual deficit of around £249k. Therefore, there is an overall positive variance of £96k at this stage in the year. The first quarter includes property insurance costs for 12 months as well as staffing settlement costs.

Main variances to date are as follows-

- Higher net rents £6k
- Higher management costs (£68k)
- Lower repair costs £135k
- Lower service charge costs £17k
- Non housing activity £7k
- Lower interest income (£1k)

Various comments are included in the notes contained in the management accounts file.

### **Balance Sheet (SOFp)**

Capital property spend to date is around £24k. Bellfield Street shall commence later in the year.

The cash position of the Association remains healthy with overall cash at around £1.9m.

Gross rent arrears in June are currently noted at 6.79% (March 6.47%). After accounting for the bad debt provision, this is reduced to 2.78%.

Various comments are included in the notes contained in the management accounts file.

### **Covenants**

No loans are in place.

### **Ratios**

Higher management costs arose in period to date primarily due to higher IT, legal and professional fee costs.

### **Cash Flow**

There are no imminent issues for the Association regarding cash resources or liquidity.

Cash is currently £439k above budget expectations.

	<p><b><u>Financial Implications</u></b></p> <p>There are no major concerns at this early stage in the year. While potential exists for higher overhead costs in the year this can be accommodated. The capital grant for Bellfield Street will be higher than projected.</p> <p>Committee asked when the capital grant for Bellfield Street will be paid. [REDACTED] advised that as the start date is the end of September it is anticipated a bill will be received and grant will start to be cleared then. Committee asked if it will be cleared in this financial year and [REDACTED] confirmed that this was correct.</p> <p>Committee asked about the rent arrears position and asked WB to explain. WB explained that when the new IT system was implemented there were a few teething issues with £23k of payments not being posted in Q1 which caused the arrears to be mitigated against that. WB advised that with regard to voids we have managed to reduce the relet days from 45 days to 4.2 days, which is a significant improvement. WB also advised that there is also a current issue with staff resources, through training issues and a housing officer short, which impacts on the arrears as this area needs a lot of continuous focus. Committee asked if the £23k payments not being posted were manual postings and WB confirmed that this was caused by discrepancies with the new IT system in terms of how accounts were migrated over, in that they were not recognized on the new system. WB confirmed that this issue has been resolved.</p> <p>Committee asked if the factoring post has been filled and JS confirmed that it has not.</p> <p>10. Recommendations  10.1 The Management Committee  10.1.1 noted, <b>reviewed</b> and <b>approved</b> the management accounts,</p>	
8.2	<p><b>Annual Accounts to March 2025 and</b>  <b>App 1 – Draft Annual Accounts;</b>  <b>App 2 – Auditors Management Letter (Audit Summary Report);</b>  <b>App 3 – Letter of Representation;</b>  <b>App 4 – Response to Management Letter;</b>  <b>App 5 - Reconciliation to Management Accounts</b>  <b>App 6 – RSL Technical Update</b></p>	
	<p>[REDACTED] presented the report and appendices.</p> <p>[REDACTED]</p> <p>HM advised that she was named on the Statement of Comprehensive Income as the Vice Chair and that this should</p>	

	<p>read Helen Richman. JS advised that this has already been amended. CRG also advised that her name was mis-spelled and [REDACTED] advised that this would be amended.</p> <p>[REDACTED] explained the purpose was to consider the financial statements for the year, to consider the management letter received from the external auditors, to consider a response from the Association to the management letter and to consider the letter of representation to be sent from the Association to the external auditors.</p> <p>It was reported that the format of the accounts largely follows the same format as prior years, and the report includes the Management Committee's statement on internal financial control.</p> <p>The bottom-line figures in the Statement of Comprehensive Income and Statement of Financial Position are in line with the information presented to the auditors for and during the annual audit. Changes to the year-end figures compared to the management accounts were issued.</p> <p>It was noted that there were no control or governance issues which the auditors wished to bring to the attention of the Management Committee.</p> <p>It was noted that the annual surplus for the year before pension adjustments was £601k. The budget for the year indicated a surplus of £39k. There is therefore a positive variance of around £582k (including gain on revaluation of £655k). All of this is prior to the annual pension accounting adjustment which totalled £3k. This adjustment results in a bottom-line surplus for the year of £604k.</p> <p>It was noted that the year end process had been relatively smooth with no difficulties encountered during the audit process from the Association's point of view.</p> <p>It was noted that no lenders were in place.</p> <p>In line with good practice JS and WB were asked to leave the meeting at this point.</p> <p>The Chair asked if committee had any questions and committee agreed that the opinions given and presentation of the Annual Accounts was very thorough. Committee thanked [REDACTED] for [REDACTED] attendance.</p> <p>5. Recommendations Management Committee</p>	
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	<p>preferred funder. [REDACTED] as they were the most pro-active in the process and had met with the Interim Director and Finance Agent to discuss the proposal.</p> <p>[REDACTED]</p>	
<b>9.</b>	<b>ANY OTHER BUSINESS</b>	
<b>9.1</b>	<b>Increase in Director and Housing Managers Delegated Authority for Payments</b>	
9.1	<p>JS reported in terms of the standing orders the Director has delegated authority to authorise payments up to £20k and the Finance Officer has advised this will be difficult particularly with the works starting in Bellfield Street with invoices that will be required to be paid. JS asked committee to grant delegated authority to increase the limits for herself from £20k to £200k. JS confirmed that anything over the current authorised £20k up to £200k would also have to be authorised by the Office Bearers.</p> <p>JS also asked that the delegated authorised limit be increased from £5k to £50k for WB and this is in relation to invoices over £20k that JS is not able to authorise i.e. for the fees to Molendinar Park HA for JS's secondment. JS also confirmed that anything over WB's current authorised limit up to a maximum of £50k would also have to be authorised by the Office Bearers.</p> <p>Committee asked if there would be a policy for the above and JS advised that it would be a temporary change to the scheme of delegation in the standing orders.</p> <p>Committee advised that as the Chair of the FA&amp;R sub-committee was not present that it be requested that any such payments be reported to that sub-committee and JS confirmed that this would be done.</p> <p>Committee asked if the above figures were comparable with other housing associations and JS advised that this change will only be for the duration that Bellfield Street is on site and not a permanent change and that it is probable that this would be case in any housing association with development schemes.</p> <p>Committee asked if the grant monies will be received in parts and JS advised that the funding is from the GCC Acquisition</p>	

	<p>Programme and all the monies could be accessed in the one go or drawn down as payments are required. JS advised that advance indication from the architect of what is due in a month should be advised, and a decision can then be made. It was noted that FA&amp;R will receive reports regarding this.</p> <p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>1. Management Committee <b>approved</b> increasing the delegated authorised limit for payments for the Interim Director to £200k from £20k for the duration of the Bellfield Street project. Any payments over £20k to be approved by Office Bearers.</li> <li>2. Management Committee <b>approved</b> increasing the delegated authorised limit for payments for the Housing Manager to £50k from £5k for payments that the Interim Director cannot authorise. Any payments over £5k to be approved by Office Bearers.</li> </ol>	
<b>9.2</b>	<b>Finance Officer Resignation</b>	
	<p>JS reported that the Finance Officer has tendered her resignation as she is planning of retiring and will be leaving on the 15<sup>th</sup> October and JS read the resignation letter to committee.</p> <p>Committee wished the Finance Officer well in her retirement. JS advised that the position of Finance Officer will be advertised as soon as possible.</p>	JS
<b>10.</b>	<b>DATE OF NEXT MEETING</b>	
	<p>AGM – 10.09.25  Management Committee – 24.09.25  FA&amp;R Sub-Cee – TBA  HSSC – TBA</p>	
	<p>The meeting finished at this point and the Chair thanked everyone for their contributions to the meeting.</p> <p>The Chair also thanked [REDACTED], [REDACTED] and [REDACTED] from the SHR for their attendance.</p>	