



AGENDA ITEM 3.1

Reidvale Housing Association Management Committee meeting held on 17.12.25 at 5.30 pm at the offices of Reidvale Housing Association

In Attendance:	Denise Dempsey	DD	Chairperson
	Helen Moore	HM	Vice Chair
	Carmen Rubio-Gutierrez	CRG	Committee Member
	Jim Hastie	JH	Committee Member
	Michael Carberry	MC	Committee Member
	Kevin Peden	KP	Committee Member
	Margaret McCabe	MMcC	Committee Member
	Helen Richman	HR	Committee Member
	Paul McCrudden	PMcD	Committee Member
	Geraldine Dempsey	GD	Committee Member
	Paul Sweeney MSP (via Teams)	PR	Committee Member
	Ellen McVey	EMcV	Committee Member
	Ian Elrick	IE	Committee Member
Staff/Adviser(s) Attendance:	Julie Smillie	JS	Interim Director/ Secretary
	William Boale	WB	Housing Manager
	Paul Rydquist	PR	Compliance Consultant
	██████████	██	██████████
Adviser in Attendance:	██████████ (via Teams)		██

	WELCOME AND ORDER OF MEETING	
	The Chair welcomed everyone to the meeting. It was noted that agenda item 7 would be brought after agenda item 4 and agenda item 6.4 would be moved to the end of the meeting.	
1.	APOLOGIES	
	Apologies were received from Gerry Bitten O'Prey. The standing apology for Eddie Marley was noted.	
2.	DECLARATIONS OF INTEREST	
	There were no new declarations of interest.	

3.	MINUTES	
3.1	Minutes of the Management Committee meeting 26.11.25	
	It was noted that the minute of the Management Committee of 26.11.25 would be presented at the meeting on 28.01.25.	
3.2	Draft Minutes of AGM 10.09.25	
	It was noted that the draft minute of the AGM of 10.09.25 would be presented at the meeting on 28.01.25.	
3.3	Draft Minutes of Finance Audit and Risk (FA&R) Sub-Committee 11.11.25	
	It was noted that the draft minute of the Finance Audit and Risk Sub-Committee of 11.11.25 would be presented at the meeting on 28.01.25.	
3.4	Draft Minutes of the Housing Services Sub-Committee (HSSC) 13.11.25	
	It was noted that the draft minute of the Housing Services Sub-Committee meeting of 13.11.25 would be presented at the meeting on 28.01.25.	
4.	MATTERS ARISING SCHEDULE	
	There was no Matters Arising Schedule presented at this meeting.	
5.	INTERIM DIRECTOR'S REPORT	
	<p>JS presented the report and appendix.</p> <p>JS advised from her report that one of the temporary housing officers resigned [REDACTED]. JS advised that a temporary housing officer has been identified to take this position, and they will start in the middle of January. It was noted that recruitment for permanent posts will be started early in the new year.</p> <p>[REDACTED]</p> <p>MS gave an update on the works at Bellfield Street advising that works are behind programme, but it is hoped that this can be caught up. It has been reported that the stonework is coming away easily which shows how bad the stonework is. MS has asked for pictures and a report will be brought to a future meeting. MS advised that he submitted the 3rd grant draw down claim on 16.12.25 which takes all the payments received to</p>	MS

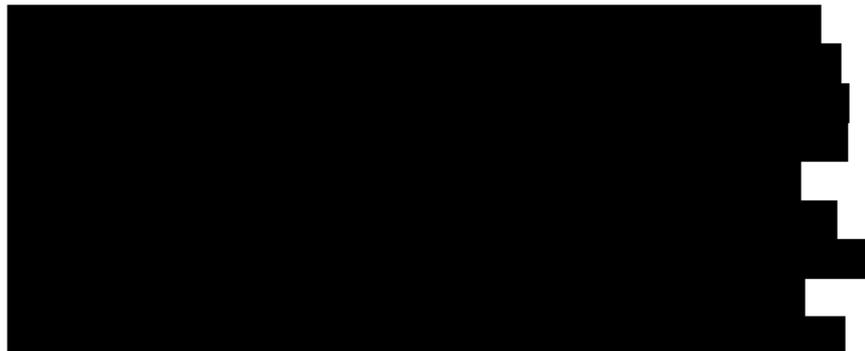
November being on the HARP system. The December claim is being worked on. MS advised that he has asked for full reassurance that if the grant fund is not spent by 31.03.26 it will be rolled in to the next financial year. This has been requested in writing.

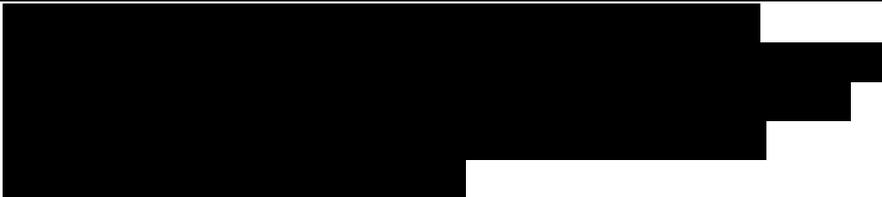
JS advised that a Tenement Summit has been arranged for the end of January which will bring together Directors/Asset Managers who have pre 1919 stock. This will allow discussion on, for example, joint procurement exercises; developing a framework etc. It was noted that JS and MS will attend this summit.

JS advised that the development day at John Butterly House held on 17.12.25 was not well attended. JS advised those present that the reason for the session was to see if RHA could identify any interests the residents had; how the common room was being used for any activities. JS advised that a lot of good ideas had been given from the residents present and these will now be looked at. A further meeting will be held in January, and a draft programme will be presented at that meeting, and discussion can be held on how the programme can be rolled out. Refurbishment of the common room was also discussed, and this will be progressed in the new year.

JS advised that at the development day at JBH there has been a brief discussion around what residents felt JBH was and what their expectations were. JS explained that there is some confusion with residents as it is not a “sheltered housing” but is a “retirement housing complex” but that there is a warden call system in place. JS advised that we are not registered with the Care Commission, and this has been clarified as being correct due to what services are provided at JBH. JS advised what needs to be discussed is whether residents want to be registered as a sheltered housing and engage with the Care Commission or whether it remains as a retirement housing and does not have an alarm system.

JS



	 <p>Committee asked that the positions of the 3 defibrillators in the area be made known to residents and it was confirmed that this item and how to use them will be placed in the next newsletter. It was also acknowledged that use of the defibrillator at the retirement housing would need discussion with residents and JS advised that a letter would be sent to all residents.</p> <p>Decisions / Approvals Required from the Committee Committee;</p> <p>1 Noted the update on Operational Performance 2 Noted the update on Development and Asset 3 Noted the update on Factoring 4 Noted the update on Staffing 5 Noted the update on Resident Engagement 6 Noted the update on General Matters. 7 Noted the update on Governance</p>	JS JS
6.	GOVERNANCE	
6.1	Regulatory Compliance Report and App 1 – GFMIP Update App 2 – Business Planning Review Day Report	
	<p>PR presented the report and appendices.</p> <p>PR advised that in the wake of our Annual Assurance Statement submission, SHR has completed its review of our compliance and, to much jubilation and celebration at RHA, has concluded that we now meet all regulatory requirements, including the Standards of Governance and Financial Management. Our regulatory status has been changed, and for the first time in more than 6 years the association is now “Compliant”. PR advised that the new engagement plan was published on 05.12.25.</p> <p>PR advised that committee can now decide if the Regulatory Compliance Report should still be reported monthly or whether it should now be quarterly, although advised that this report should continue monthly until the end of the financial year. It was noted that compliance will still be reviewed via the annual assurance statement.</p> <p>PR advised that we will no longer be holding monthly progress meetings with SHR, but must send them copies of</p>	PR

this report every month, including the accompanying progress report on the delivery of the Governance and Financial Management Improvement Plan, as well as:

- Providing SHR with quarterly updates about progress in addressing the safety of its stonework;
- Keeping SHR informed about plans to recruit a permanent senior officer;
- Providing information about governing body succession plans.

PR advised that following discussion at the Business Planning Review Day, and at November's management committee meeting, about the pace of improvement plans and seeking to manage workloads in a more sustainable way, the management team has reviewed the timescales included in both the Governance and Financial Management Improvement Plan and the 2025/26 Operational Work Plan, and is now seeking approval for deferring the completion of a number of tasks into the 2026/27 financial year. Committee noted the suggested items for deferral and the revised timescales.

PR referred committee to the report (app 2) of the key outcomes from group discussions from the November Business Planning Day [REDACTED]. It was noted that the next steps in the process of updating our key business planning documents will be:

- Draft budget 2026/27 and outcome of rent consultation – January 2026 committee meeting.
- Draft Operational Work Plan and final budget 2026/27 – February 2026
- Final Operational Work Plan; KPIs 2026/27; and 30-year financial projections, March 2026

Committee noted that one of the conclusions from the Business Planning Day is that "In order to avoid burnout, we should look at ways to make the committee's job less intensive and time-consuming". PR reported that the Management team will report back on this to the next Management Committee meeting with some suggestions.

PR

Committee stated that issues at the Retirement Housing are a major concern and asked that this be progressed quickly. PR advised that this is an item under the Operational Workplan and not in the GFMIP and this decision will be made when the proposed operational workplan is produced. JS agreed that there are big decisions to be made at JBH and the current service provided requires to be reviewed sooner rather than

JS

	<p>later. It was noted that this needs to be done in consultation with residents and the Management Committee. Committee also felt that the website and communication with our tenants should also be a priority. Committee asked that the current website should be updated as and when positive messages are available for residents. Committee asked that a statement from the association be placed on the new engagement plan section of the website. Committee also asked that the new committee members are updated on the website. Committee also felt it was important that the current website is current and up to date.</p> <p>10. Recommendations</p> <p>10.1 Management Committee:</p> <p>1. Approved proposed changes to the timescales for completion of a number of tasks in the updated Governance and Financial Management Improvement Plan.</p> <p>2. Noted progress with the implementation of the Governance and Financial Management Improvement Plan, and follow-up action to be taken following the Business Planning Review Day</p>	<p>JS/PR</p>
<p>6.2</p>	<p>Review of Code of Conduct Report App 1 – SFHA Model Code of Conduct for Governing Bodies</p>	
	<p>PR presented the report and appendix.</p> <p>Committee noted that there is very little change and noted the main specific changes to the existing Code of Conduct. Committee acknowledged that they would sign the new version when next due.</p> <p>Recommendations</p> <p>Management Committee:</p> <ol style="list-style-type: none"> 1. Approved the revised Code of Conduct for Governing Body Members set out at Appendix A of the SFHA Model guidance. 2. Adopted the Protocol on dealing with an alleged breach of the Code (Appendix C of the Model guidance), being the approved process by which complaints will be investigated. 3. Agreed to apply the further guidance issued by the Scottish Federation of Housing Associations as part of the revised Model/code of Conduct wherever appropriate. 	

6.3	Review of Standing Orders Report App 1 – SFHA Model Code of Conduct for Governing Bodies	
	<p>PR presented the report and appendix.</p> <p>PR advised that the Standing Orders describe the roles and responsibilities of the management committee, sub-committees, office bearers and senior staff that make up the governance framework of RHA. They are part of a wider framework which includes our Rules; Financial Regulations and Procedures; Scheme of Delegated Authority (which is part of these Standing Orders); and the Code of Conduct for Committee Members.</p> <p>PR advised that recruitment priorities for the management committee will be looked at after the next committee appraisals.</p> <p>PR asked if committee had any suggestions regarding any required changes they may have.</p> <p>Committee asked for an explanation of the difference between a working group and an advisory panel. PR advised that a working group is intended to be short-term, no more than a year, and an advisory panel could be more than a year, depending on its remit, but does not have the same substance as a sub-committee.</p> <p>Committee asked if the Chair could sit on other panels and PR advised that the standing orders do not forbid this.</p> <p>Committee asked that presentation of draft minutes to the chair should be more timeous but acknowledged that delays are due to staff resources. Committee asked that draft minutes for sub-committees be presented to the Chair of each sub-committee within 7 days of the meeting and that this be added to each sub-committee remit.</p> <p>Committee noted that only once the Management Committee minutes are approved, are they submitted to the DPO for redaction and are then placed on the website.</p> <p>Committee also asked that there are no presentations before committee meetings in future.</p> <p>Committee felt that timing of summer meetings should be kept as there is a lot of work to be done in relation to the AGM but asked that there is no meeting in December.</p>	<p>PR</p> <p>PR</p>

	<p>Committee asked that reference to the association’s practice to record meetings, and that they are then instantly deleted when the minutes are produced, be referenced in the standing orders. JS confirmed that all recordings are deleted immediately after the minutes are typed.</p> <p>PR advised that the association is currently looking at the use of A.I. for recording meeting outcomes and will report back.</p> <p>PR asked if anyone wished to volunteer to join the Policy Review Working Group. CRG, MC, HM and JH volunteered for this working group.</p> <p>Recommendations</p> <p>Management Committee:</p> <ol style="list-style-type: none"> 1. Approved the updated version of Standing Orders and Scheme of Delegated Authority attached at Appendix 1, subject to amendments agreed at this meeting, for immediate implementation and further review in 3 years’ time 2. Approved the setting up of a Policy Review Working Group for 2025/26 (up to September 2026) to pre-review and comment on all new or updated policies requiring Management Committee consideration, except those policies which are the responsibility of existing Sub-Committees to perform this role. 3. Agreed the nomination of CRG, MC, HM and JH to join the Policy Review Working Group which will be held primarily online. 	<p>PR</p> <p>PR</p> <p>PR</p>
6.4	Appointment of Director	
	<p>This item was moved to the end of the meeting and staff left the meeting for this confidential matter.</p> <p>PR presented the report, which asked Committee Members to agree whether to seek to extend the secondment of Julie Smillie as Interim Director for a further period, subject to the agreement of Molendinar Park Housing Association (MPHA), or to instruct the commencement of recruitment of a permanent Director.</p> <p>Julie was invited to remain for the first part of the meeting, so that the Committee could consult her before making a decision. Julie made it clear that she would prefer a continuing secondment, given that the job of transformation of RHA and embedding improvements was far from complete, alongside</p>	

	<p>exploration of the benefits (for both Associations) of closer partnership working between RHA and MPHA.</p> <p>Members asked whether, if the decision were made to proceed to recruitment, Julie was likely to apply for the job. She said she was currently uncertain – much as she loved the role and was committed to seeing the transformation through to completion, she was very loyal to MPHA and would not do anything which might damage its best interests.</p> <p>Julie then left the meeting.</p> <p>After discussion, it was agreed that a further 1-year secondment would be sought from MPHA, alongside a review of the potential scope and benefits of closer partnership working between the two Associations, particularly (but not exclusively) around procurement and staff sharing.</p> <p>It was further agreed that a check would be made as to the most appropriate salary and remuneration package for a Director of RHA that was aligned to EVH guidance and practice for the size and complexity of organisation. Whilst remuneration of the Interim Director is entirely a matter for MPHA, if there was a significant gap between her current remuneration and the “new Director” package, RHA should look at ways in which it could legitimately bridge that gap.</p> <p>A meeting is to be arranged between the Chairs of RHA and MPHA to establish whether agreement can be reached for a further extension.</p>	<p>PR</p> <p>PR</p>
6.5	<p>Committee Digest App 1 – GWSF Update November</p>	
	<p>JS presented the report and appendix and advised that this report was for noting.</p> <p>Management Committee noted the contents of this report.</p>	
7.	<p>Loan Arrangement Report App 1 – Various Documents In relation to Loan Arrangement</p>	
	<p>██████ presented the report and appendix.</p>	

	<p>At the Management Committee meeting on 27th August 2025 CAF Bank were approved as the preferred funder for a £1m loan facility which is required to part fund the project at Bellfield Street. Since that time discussions have been ongoing with CAF Bank and ██████████ around finalizing the loan terms and relevant documentation.</p> <p>██████████ explained that within the loan agreement there are various ratios and targets which need to be met and if these are not met, we would be in breach of the loan agreement. ██████████ advised that there will be no issues in meeting the covenants. It was noted that although the loan agreement is lengthy it was felt to be straightforward.</p> <p>██████████ provided a summary of the main loan terms and conditions and confirmed that there were no concerns around these matters. It was noted that the documents attached also show procedural matters to allow completion of loan arrangements. ██████████ advised that there is delegated authority to 2 committee members to make any changes as required to get them to final form i.e. dates and finalising description of the properties to be secured.</p> <p>Committee asked if draw down will be related to expenditure on Bellfield Street or just drawn down as and when. ██████████ explained that this will be dependent on the grant.</p> <p>Committee asked if we were in default of the loan would the secured properties then become the property of the bank, and this was confirmed as the worse case scenario.</p> <p>Recommendations</p> <p>Management Committee noted, reviewed and approved the loan arrangements. and approved delegated authority to JS, EM and DD.</p> <p>██████████ left the meeting at this point.</p>	
8.	ANY OTHER BUSINESS	
8.1	<p>Proposed Parking Charges</p> <p>Committee asked if the association had a view on the parking charges that are proposed to be implemented in the Dennistoun area and asked if we should consider a response to GCC. JS advised this is something that the association could do. JS advised that RHA could also ask residents for their views on this issue and report the outcome back to GCC. Committee agreed that a consultation by RHA should be carried out. Committee suggested that RHA could also contact the Dennistoun Community Council to discuss this issue. JS will report back to the January meeting. It was acknowledged that there is a definite issue with parking in the area.</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p>

9.	DATE OF NEXT MEETING	
	28.01.26 – Management Committee	
	The meeting finished at c. 8:10 p.m. and the Chair wished everyone a Merry Christmas.	