



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 30.03.22 at 5.30 pm by video conference using Zoom

Attendance:	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Ellen McVey	EMcV	Committee Member
	Alastair Firth	AF	Committee Member
	Victoria Willan	VW	Committee Member
	Isabel Brodie	IB	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Catherine Lowe	CL	Co-optee
Staff/Adviser(s) Attendance:	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Ann Dundas	AD	Minute Secretary
In Attendance:	[s.38(1)(b)]	[s.38(1)(b)]	Chiene and Tait

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting.	
1.	APOLOGIES	
	Apologies were received from Mrs Marley. The leave of absence was noted for Mrs McInnes.	
2.	DECLARATION OF INTEREST	
	There were no new declarations of interest.	
	AMENDMENT TO MINUTE OF 02.02.23 PRESENTED TO MANAGEMENT COMMITTEE ON 23.02.22	
	CL asked for further clarification on the amendment. JA explained that the Rent Review paper previously presented showed that we were passing a 50% increase of the gas figures on to the tenants with a plan to see where we could make savings over the course of the contract. The electricity charges are all within the service charge and the electricity charges have been raised by 100% but a decision	

	<p>had been made to increase the gas charges by 50% to the residents.</p> <p>CL accepted the explanation but asked a small change be made to the amendment and JA agreed to do this.</p> <p>The Management Committee noted and agreed the amendment to the minute of 02.02.22 presented to the Management Committee on 23.02.22.</p>	JA
3.	MINUTES	
3.1	Minutes of Management Committee Meeting 23.02.22	
	<p>The Management committee noted the Minutes of the meeting of 23.02.22.</p> <p>The Minute of 23.02.22 was approved on a proposal by AF and seconded by HM.</p>	
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Meeting Matters Arising Schedule.	
5.	INTERIM DIRECTOR'S REPORT	
4.1	<p>In the absence of the Interim Director the Housing Manager presented the Interim Director's Report.</p> <p>Management Committee Matters</p> <p>EM advised that JC has approached a potential new co-optee with asset management skills and will report back at the next Management Committee meeting.</p>	JC
4.7	<p>Notifiable Event</p> <p>CL asked what the issue was regarding rodents in the area. JA advised that there have been a number of reported issues of rats/mice within properties. JA advised that RHA have been struggling getting GCC to deal with issues in the area and JA advised that after a case conference it has been agreed, as a temporary measure, to bring in our own contractors to do individual surveys within the properties. Ongoing discussions are being held with GCC in terms of their approach. CL advised that stopping the vermin getting in to the properties is the landlord's responsibility and both JA and TMcK agreed.</p> <p>EM asked if this issue is contained to one street and TMcK advised that it is not. It was noted that this problem is also city wide.</p>	

<p>4.4</p>	<p>CL asked that a summary of what is being carried out and costs be brought to the next Management Committee. JA and TMcK agreed to bring this report.</p> <p>Commercial Assets</p> <p>The Management Committee agreed that a report detailing a plan for managing commercial assets is presented to a future Management Committee.</p> <p>The Management Committee noted the Interim Director's Report.</p>	<p>JA/TMcK</p> <p>JC</p>
<p>6.</p>	<p>GOVERNANCE</p>	
<p>6.1</p>	<p>Governance Quarterly Report Q4 and Work Plan Update; Governance Improvement Plan Update; Risk Register Update and Business Plan Operational Objectives Update Appendices</p>	
	<p>The Management Committee noted the Governance Quarterly Report Q4 and appendices.</p> <p>JA asked that the SGM be removed from the work plan as this related to 2021.</p> <p>The Management Committee: 10.1.1 noted the progress contained within the appendices. 10.1.2 agreed the work plan for the first quarter of 2022.</p>	<p>JC</p>
<p>6.2</p>	<p>3 Year Investment Plan and Investment Plan Spend Profile Appendix</p>	
	<p>TMcK presented the 3 Year Investment Plan and Appendix.</p> <p>AF asked if the figures in the appendices match the figures in the Business Plan. TMcK advised that these figures have only been drawn up recently and advised that JC will not have updated the Business Plan until agreed by the Management Committee. AF asked if the figures have moved significantly from the Business Plan and TMcK advised that the only figure in the Business Plan was for the next financial year and the figure is now significantly more than what was being planned.</p> <p>AF advised that in practice the figures presented in the appendix should support the Business Plan and if not then the Business Plan should be changed. TMcK advised that the appendices were just draft until Mge Cee approval was agreed.</p>	

	<p>AF advised that the figures presented cannot be approved until the Business Plan figures have been updated and presented to see if there are any differences.</p> <p>CL asked that all 3 years should be shown consecutively rather than on separate pages to clearly show a comparison and trends.</p> <p>AF advised that he did not think that anything under £5k should be shown in the stock survey as this is a major expenditure and anything under £5k should be shown under normal day to day business.</p> <p>CL commented that whatever is shown on the appendices should have been reflected for 22/23 as this is our programme. TMcK advised that the budget for 22/23 was done before the stock survey was finished. CL then asked that the figures are reflected in the budget for this as we cannot approve figures where there might not be funding available.</p> <p>10.1 The Management Committee did not approve the 3 year investment programme and asked that it be deferred to the next Management Committee with the following provisos:</p> <ul style="list-style-type: none"> • the 3 year Investment Plan Spend Profiles should be shown together for comparison • the Budget, Business Plan and 5 year plan figures should be reconciled to reflect the figures presented • that the programmes should show the streets/blocks <p>[s.38(1)(b)]advised that he did not have the budget figure to hand but the figures presented will be reconciled to what is shown in the budget and the differences will be highlighted. [s.38(1)(b)]advised that the 5 year plan is being worked on presently.</p>	<p>TMcK</p> <p>TMcK</p> <p>TMcK</p> <p>TMcK</p> <p>JC/TMcK</p> <p>TMcK</p> <p>[s.38(1)(b)]</p>
7.	STRATEGY	
	There was no Strategy report.	
8.	FINANCE	
8.1	Finance Tender	
	In the absence of the Interim Director, JA advised that the Finance Tender had not been finalised and will now be emailed to all Mge Cee for a decision to be homologated at the next Mge Cee meeting.	JC
9.	STAFFING	
	There was no staffing report.	

10.	OPERATIONS	
10.1	Housing Manager's Report	
	10.1.1 The Management Committee noted the contents of the report.	
10.2	Maintenance Manager's Report	
	10.1.1 The Management Committee noted the contents of the report.	
10.3	Policy Review Report and Business Continuity Policy; Maintenance Policy; Assignment of Tenancy Policy and Equality and Diversity Policy Appendices	
	<p>The Management Committee noted the Policy Review Report and there was discussion as follows:</p> <p>Maintenance Policy</p> <p>TMcK advised that there was a proposal to change the reactive repairs times with the emergency repairs changing from 2hrs to 4hrs. It is also proposed to change the Urgent repair service from Same Day to 2 Days and Routine repair service from 10 days to 8 Days. TMcK advised that even if these proposals are agreed RHA will still aim to provide a same day repair service where possible.</p> <p>CL stated that she felt that 4hrs was still a very tight timescale but felt that the Routine repair service should stay at 10 days.</p> <p>EM asked why the Estate Management inspections are being carried out every 6 months instead of quarterly. TMcK advised that this was due to staff time and that this would also need to be reviewed in the Estate Management policy. CL advised that she felt that this should be done every 4 months and TMcK agreed that he would change this in the policy.</p> <p>Assignment Policy</p> <p>CL advised that an addition could be made to the policy stating that the association have a responsibility to remind tenants formally that they are required to advise the housing association of any changes of occupancy in their property as this is important for succession of tenancy. CL advised that this reminder should also be put in every newsletter. JA agreed to add this to the policy.</p>	<p>TMcK</p> <p>JA</p>

	<p>The Management Committee:</p> <p>10.1.1 approved the updated Business Continuity Policy</p> <p>10.1.2 approved the updated Maintenance Policy and proposed reactive repairs timescales subject to the Estate Management Inspections being changed from every 6 months to every 4 months.</p> <p>10.1.3 approved the Assignment of Tenancy Policy subject to the addition as discussed.</p> <p>10.1.4 approved the updated Equality and Diversity Policy.</p>	<p>TMcK</p> <p>JA</p>
<p>10.3</p>	<p>Donations and Small Grants Policy Covering Report and Donations and Small Grants Policy Appendix</p>	
	<p>In the absence of the Interim Director, JA presented the Donations and Small Grants Policy Report and Policy Appendix.</p> <p>[</p> <p>.33(1)(b)</p> <p>]</p>	<p>JC</p>

	<p>The Management Committee noted the Report and Policy Appendix and after discussion: Deferred approving the Donations and Small Grants Policy. Deferred agreement on the proposed 2022/23 budget of £27,050 to support the policy</p> <p>[</p> <p style="text-align: center;">s.33(1)(b)</p> <p>]</p>	JC
10.4	Extension to Close Cleaning Contract	
	<p>TMcK presented the Extension to Close Cleaning Contract paper.</p> <p>[</p> <p style="text-align: center;">s.33(1)(b)</p> <p>]</p> <p>The Management Committee: 10.1.1 approved the 1 year extension to the close cleaning contract.</p> <p>[s.33(1)(b)</p> <p>]</p>	TMcK
11.	QUARTERLY REPORTS	
	There were no quarterly reports.	
12.	ANY OTHER BUSINESS	
12.1	Office 365 for Committee	
	<p>AD advised the Management Committee that as Reidvale email address/user name and password have now been provided emails and invites to meetings on Teams should be accessed through their Reidvale Office 365 account. AD asked that Outlook through the Office 365 is checked on a regular basis. The committee were advised that full copies of minutes and policies were being added through the Sharepoint app on Office 365 and this will be built on.</p> <p>JA advised that laptops are still available for any committee member to use which has Office 365 front loaded. JA also asked that people do not use a shared device for Reidvale business.</p>	
12.2	SHR	

	EM advised that the SHR will attend the Management Committee meeting on 27 th April 2022.	
13.	DATE OF NEXT MEETING(S)	
	The next Management Committee will be held on 27th April 2022 via TEAMS.	