



# Agenda Item 3.2 Minutes


**Reidvale Housing Association Management Committee** meeting held on 31.08.22 at 5.30 pm by video conference using Teams

<b>Attendance:</b>	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Irene McInnes	IMcl	Secretary
	Jane Marley		Committee Member
	Isobel Brodie		Committee Member
	Alastair Firth		Committee Member
	Catherine Lowe		Co-optee
<b>Staff/Adviser(s) Attendance:</b>	Jill Cronin	JC	Interim Director
	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Graeme Bruce	GB	Finance Agent
	Ann Dundas	AD	Minute Secretary

NO.	ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	The Chair welcomed everyone to the meeting.	
<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Mrs McVey, Mr McCrudden, Ms Anderson and Ms Willan.	
	The Chair welcomed Ms Moore back to the Management Committee after her leave of absence.	
<b>2.</b>	<b>DECLARATION OF INTEREST</b>	
	Mr Marley and Mrs Marley declared an interest for Agenda Item 10.2.	
<b>3,</b>	<b>MINUTES</b>	
<b>3.1</b>	<b>Confidential Item</b>	
	See Agenda Item 12 – 3.1.	
<b>3.2</b>	<b>Confidential Item</b>	
	See Agenda Item 12 – 3.2.	

<b>3.3</b>	<b>Minutes of Draft Finance, Audit and Risk Sub-Committee Meeting 16.08.22</b>	
	The Management Committee noted the minutes of the Draft Finance, Audit and Risk Sub-Committee of 16.08.22.	
<b>3.4</b>	<b>Confidential Item</b>	
	See Agenda Item 12 – 3.4.	
<b>4.</b>	<b>COMMITTEE MEETING MATTERS ARISING SCHEDULE</b>	
	The Management Committee <b>noted</b> the Committee Meeting Matters Arising Schedule.  JM asked if there was any further progress on the Tenants Participation Working Group restarting and JC advised that this will be shaped depending on the outcome of the final decision on the Transfer of Engagement.  CL commented that it was good to see that the Association's offices are now open permanently and the Management Committee present agreed.	
<b>5.</b>	<b>INTERIM DIRECTOR'S REPORT</b>	
<b>5.1</b>	<b>Confidential Item</b>	
	See Agenda Item 12 – 5.1.	
<b>6.</b>	<b>GOVERNANCE</b>	
<b>6.1</b>	<b>Internal Audit On Complaints Handling and Complaints Handling Report (Draft to Client) Appendix</b>	
	JC presented the report and appendix. JC advised that this report has also been presented to the FA&R Sub-Committee. JC reported that our checks and balances are substantial and strong, however, we are looking at improving how we capture front line complaints which tend to be dealt with at the time.  <b>10. Recommendations</b> <b>10.1</b> The Management Committee: 10.1.1 <b>noted</b> the internal audit report into Complaints Handling. 10.1.2 <b>approved</b> the Management response to the findings.	JA
<b>6.2</b>	<b>A.G.M.</b>	
	JC gave a verbal update advising that all arrangements are in place for the AGM.	
<b>6.3</b>	<b>Shareholders Memberships</b>	
	AD presented the Shareholders Memberships report.	

	<p><b>10. Recommendations</b></p> <p><b>10.1</b> The Management Committee:</p> <p>10.1.1 <b>noted</b> the contents of the report</p> <p>10.1.2 <b>considered</b> and <b>approved</b> the new shareholder memberships at para 4.1.1</p> <p>10.1.3 <b>approved</b> the removal of 3 additional shareholders identified at para 4.2.1 for the period 01.04.21 to 31.03.22 and the 15 shareholders identified at para 4.2.2 for the period 01.04.22 to 10.08.22</p> <p>10.1.4 <b>noted</b> the summary of shareholders at para 4.3.</p>	
<b>7.</b>	<b>STRATEGY</b>	
	There was no Strategy Report.	
<b>8.</b>	<b>FINANCE</b>	
<b>8.1</b>	<b>Audited Accounts 2021/22</b>	
	<p>The Audited Accounts for 2021/22 had been sent separately to the Management Committee. The staff left the meeting for this item.</p> <p>CL advised that, in their Audited Accounts for 2021/22 presentation, Chiene and Tait did not talk about the “Note the movement in the Management Accounts compared to Financial Statements”. GB explained that in the Management Accounts it shows a surplus of £159k and in the Financial Statements it shows £623k surplus. The main movement is the actuarial gain in the pension scheme valuation which is £557k with some other adjustments which have been made in rent and voids of £52k, grant release from deferred income of £61k, direct costs being repairs were moved by £18,900, overheads moved by £74k and provision on bad debts increased by £29k. There were further financial costs of £16k as a result of the pension valuation.</p> <p>CL asked why there was a rent adjustment and GB advised that there has been some issue with the void reporting through the Kypera system and as much as the Association was aware of this situation the level could not be verified until after the Management Accounts had been prepared. CL asked if the rental income has been overstated throughout the year and GB and JA confirmed that was correct. CL asked if the information that was input into the ARC was correct and JA confirmed that it was as all work to correct this had been carried out before the ARC submission.</p> <p>GB reported that a Letter of Representation is a letter is comfort which give the auditors a degree of comfort that the</p>	

	<p>Management Committee are in agreement with the estimates and assumptions that have been made.</p> <p>The Management Account <b>noted</b> and <b>approved</b> the Letter of Representation</p> <p>AF asked if a representative from Chiene and Tait would be addressing the AGM on 7<sup>th</sup> September and JC confirmed that someone from C&amp;T would be present.</p> <p> (REDACTED – COMMERCIALLY SENSITIVE/CONFIDENTIAL)</p> <p>CL also stated that the auditor felt that component accounting should be reviewed as the number is very light. JC advised that herself and GB would look at this.</p> <p>GB asked if delegated authority could be given to JC to authorise the submission of the Audited Financial Statement Return to the SHR. GB advised that redacted accounts will also be loaded on to the SHR portal. The Management Committee <b>approved</b> the delegated authority.</p>	<p>GB</p> <p>JC/GB</p> <p>JC/GB</p>
<p><b>8.2</b></p>	<p><b>Financial Regulations &amp; Financial Procedures and Financial Regulations and Procedures Appendices</b></p>	
	<p>GB presented the report and appendices.</p> <p>CL asked that assurance be given that training for Staff and Management Committee will take place as this is a significant change to the way the Association operates at present and affects everyone.</p> <p>AF asked that this paper be looked at again after 3 months in case any changes have been identified.</p> <p><b>10. Recommendations</b></p> <p><b>10.1</b> The Management Committee: 10.1.1 <b>noted</b> and <b>approved</b> the revised Financial Regulations and Financial Procedures subject to assurance that training for Staff and Management Committee will be</p>	<p>GB</p> <p>GB</p>

	<p>carried out and that the Regulations and Procedures are looked at again in 3 months to make any changes that may be identified.</p>	
<b>8.3</b>	<p><b>Annual Internal Financial Assurance Report 2021/22 and Annual Internal Report on Internal Control Assurance Appendix</b></p>	
	<p>GB presented the report and appendix.</p> <p>CL asked if a 3 Year Business Plan had been approved in February 2021. JC advised that she understood that it was an update to the existing Business Plan, which was more than the Financial Projections but did not stretch the life of the Business plan any further.</p> <p><b>10. Recommendations</b>  <b>10.1</b> The Management Committee:  10.1.1 <b>noted</b> the contents of the report.  10.1.2 <b>approved</b> the Annual Assurance report for 2021/22 at Appendix 1 of the report.</p>	
<b>8.4</b>	<p><b>Investment Plan and Investment Plan Year 1 Addresses Appendix</b></p>	
	<p>JC and TMcK presented report and appendix.</p> <p>CL asked why the records are not up to date and TMcK explained that information had previously been kept on a previously used spreadsheet and various other places but that there is now a new asset management hub and the information is now being updated on the hub and also on the association's computer system. TMcK advised that it is only information from more than 10 years ago that needs updated. CL advised that she felt that residents components should be replaced in an orderly fashion.</p> <p>CL was concerned about para. 4.3 the 62 properties considered in abeyance. JC confirmed that there was an audit trail in relation to what work has been carried out in order to try and gain access and reduce this number and we are looking at the operational issues involved. JC also confirmed that in relation to the record keeping being kept in various different places being brought together, this is being worked on with Housing Management and Maintenance. JC also confirmed that in previous years investments have been carried out in an ad hoc basis as opposed to a programme and TMcK is looking at this to give a comprehensive basis.</p>	

	<p>CL asked if there was sufficient funds for this year's programme and JC confirmed that there was.</p> <p>TMcK also confirmed that works had also stopped during Covid.</p> <p><b>10. Recommendations</b>  <b>10.1</b> The Management Committee:  10.1.1 <b>noted</b> the contents of this report.  10.1.2 <b>approved</b> the one year investment programme for 2022/23.</p>	
<b>8.5</b>	<b>Stonework Contract and Stonework Tender Report Appendix (Confidential)</b>	
	<p>CL asked that this paper be marked Confidential and not Open. JC confirmed that this would be changed.</p> <p>JC and TMcK presented this paper and appendix.</p> <p>JC felt that references should be taken up and that the quality element should be looked at again. CL asked that when taking up references tender price against actual costs should be asked for. CL requested that Quality scores should also be presented.</p> <p><b>10. Recommendations</b>  <b>10.1</b> The Management Committee:  10.1.1 <b>agreed</b> that this tender should be reviewed and presented to the September Management Committee.</p>	TMCK
<b>8.6</b>	<b>Veitchi Flooring Contract</b>	
	<p>TMcK presented the Veitchi Flooring Contract paper.</p> <p><b>10. Recommendations</b>  <b>10.1</b> The Management Committee  10.1.1 <b>accepted</b> the lowest tender for cleaning the Veitchi flooring within RHA closes.</p>	
<b>8.7</b>	<b>Management Accounts Quarter 1</b>	
	<p>GB presented the report and Appendix.</p> <p>GB advised that a major review of the budget should be carried out as the figures presented need to be drilled down further. GB asked AF if he felt that an additional Finance, Audit and Risk meeting should be held before the October Management Committee to look at the budget and AF agreed that this should be arranged. GB suggested that there should also be a mid year review and the Management Committee agreed.</p>	<p>GB</p> <p>GB</p>

	<p><b>10. Recommendations</b></p> <p><b>10.1</b> Management Committee</p> <p>10.1.1 <b>noted</b> the Management Accounts for the year to 30 June 2022.</p> <p>10.1.2 <b>approved</b> the Management Account for the year to 30 June 2022.</p>	
<b>9.</b>	<b>Staffing</b>	
	There was no staffing report.	
<b>10.</b>	<b>Operations</b>	
<b>10.1</b>	<b>Allocations 2022/23 and Overview of Allocations 2021/22 and Letter from GCHSCP – Request for 60% Lets to Homeless Households 2022/23 Appendices</b>	
	<p>JA presented the report and appendices.</p> <p><b>10. Recommendations</b></p> <p><b>10.1</b> The Management Committee</p> <p>10.1.1 <b>agreed</b> to offer GCHSCP 60% of its vacant properties, net of transfers, up to 31<sup>st</sup> March 2023.</p> <p>10.1.2 <b>agreed</b> to increase other referrals to 6% of its vacant properties, net of transfers, up to 31<sup>st</sup> March 2023.</p> <p>10.1.3 <b>agreed</b> the proposed allocation quotas for 2022/23.</p>	
<b>10.2</b>	<b>Sensitive Allocation</b>	
	<p>JM and EM left the meeting for this item.</p> <p>CL stated that this should have been reported to the full Management Committee for approval before the allocation was made in line with good governance. JC explained that she had raised this with JA and confirmed that the policy that committee approved in relation to allocations was carried out to the letter in line with the process in that policy.</p> <p>CL asked that the sections relating to sensitive allocations in the Entitlements, Payments and Benefits policies be amended.</p> <p><b>10. Recommendations</b></p> <p><b>10.1</b> The Management Committee</p> <p>10.1.1 <b>noted</b> the contents of the report and asked that the sections of the Entitlements Payments and Benefits policies relating to allocations to people related to the Management Committee be reviewed to bring it in line with normal practice being that it is approved by Management Committee prior to the allocation being made. The changes to the policies should be brought back to the September Management Committee.</p>	JC

<b>11.</b>	<b>Quarterly Reports</b>	
	There were no quarterly reports.	
	<b>The staff left the meeting at this point.</b>	
<b>12.</b>	<b>Confidential Items (See separate Confidential Minutes for the Items Below)</b>	
	<b>3.1 Confidential Minutes of the Management Committee of 29<sup>th</sup> June 2022.</b>	
	<b>3.2 Confidential Minutes of Special Management Committee of 29<sup>th</sup> June 2022.</b>	
	<b>3.4 Confidential Minutes of Finance Audit and Risk Sub-Committee 16.08.22</b>	
	<b>5.1 Interim Director's Report</b>	
	<b>13.1 Salary Negotiations</b>	
	<b>13.2 Brief for Audit</b>	
	<b>13.3 Letter from SHR</b>	
<b>13.</b>	<b>ANY OTHER BUSINESS</b>	
	<b>Contact From Councillor Redmond (See separate Confidential Minute)</b>	
	There were no other items of note.	
<b>14.</b>	<b>DATE OF NEXT MEETING(S)</b>	
	Management Committee – 28.09.22 Finance, Audit and Risk Sub-Committee – 18.10.22 (TBC)	