

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 23RD SEPTEMBER 2019 AT 5.00PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	ALAN BROWN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	LYNDA MULHOLLAND	TREASURER
	ANDREW WILKIE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MAGS BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

ANDY WHITE	COMMITTEE MEMBER
RACHEL COOPER	COMMITTEE MEMBER
MARK SHANNON	COMMITTEE MEMBER
CAITLIN HEANEY	COMMITTEE MEMBER
ROSS LOVE	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER

2.0 ELECTION OF OFFICE BEARERS

The Corporate Governance Officer presented a power point presentation on the Code of Conduct for Governing Body members. All Committee Members then duly signed and returned the Code of Conduct for Governing Body Members.

Office Bearers were then duly elected to office as follows:

CHAIRPERSON

Alan Brown nominated Charlie Lunn for the position of Chairperson.

Seconded by Clare O'Donnell.

There were no other nominations. Charlie accepted the position.

VICE CHAIRPERSON

Clare O'Donnell nominated Alan Brown for the position of Vice Chairperson.

Seconded by Lynda Mulholland.

There were no other nominations. Alan accepted the position.

SECRETARY

Alan Brown nominated Clare O'Donnell for the position of Secretary.

Seconded by Lynda Mulholland.

There were no other nominations. Clare accepted the position.

TREASURER

Alan Brown nominated Lynda Mulholland for the position of Treasurer.
Seconded by Clare O'Donnell.
There were no other nominations Lynda accepted the position.

At this point, Charlie Lunn took on his elected position as Chairperson.

2.1 Cheque Signatories

Committee agreed that the following cheque signatories for the coming year would be Fiona Murphy, Charlie Lunn, Alan Brown and Clare O'Donnell.

3.0 MINUTES OF PREVIOUS MEETING

3.1 Minute of Management Committee Meeting 26th August 2019

The minute of the Management Committee meeting held on 26th August 2019 was proposed by Alan Brown and seconded by Clare O'Donnell.

3.2 Minute of Joint Office Bearers Meeting 14th May 2019

The Minute of Joint Office Bearers Meeting held on 14th May 2019 was noted.

4.0 MATTERS ARISING (including Actions Tracker)

The Management Committee noted that there were 2 items open on the actions tracker. The Director advised that the Finance Agent had not yet prepared the 30 year projections and therefore sought permission to move completion of this task to 28th October 2019. . Committee approved the request. The other remaining item open on the actions tracker was contained within the current agenda and would be discussed in more detail at item 10.1.

5.0 DECLARATION OF INTEREST

There were no declarations of interest.

6.0 Health and Safety

6.1 Landlord Safety Manual Action Plan

Committee noted that an external audit of Health and Safety will be carried out on 1st November 2019.

6.2 Legionella Compliance

Committee noted the content of the report (copy available) and agreed the recommendation to appoint William McWilliams to progress these works.

7.0 FINANCE REPORTS

7.1 Revised Budget for 2019/20

Committee noted content of report. In the absence of the Finance Agent, the Director went over the content of the revised budget and the reasons for the revisions. Committee approved the revised budget.

7.2 Revised 30 year Projections

The Director apologised that the 30 year financial projections were as yet incomplete. As agreed at item 4.0, this item will be carried forward to 28th October 2019.

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Self-Assessment and Annual Assurance Statement

Committee carefully considered the content of the 'self-assessment' element of the report and noted the progress that has been made over the past 6 months. The Director advised that, whilst John Mulholland

was unable to attend the meeting, he has reviewed the report and the action plan and advised that he is satisfied with the content.

Committee considered the draft 'Annual Assurance Statement' and following some discussion agreed that the content was acceptable and approved signing by the Chairperson. The Director will then submit this to the Scottish Housing Regulator.

8.2 Spire View Community Hub

The Director apologised that Cost Report 15 was not attached to the papers. However, the content of this had been reported verbally at the meeting on 26th August 2019. A copy will be emailed to all members following the meeting.

Whilst we have possession of the building, some snagging works are still on going and final Building Warrant approval is still awaited to address the requirements relating to the roller shutters at fire exits. It is hoped that this will come to a conclusion very soon.

The Director confirmed that the recent Community day which took place on 21st September 2019 was very well received by the community with lots of tenants in attendance and very good feedback received.

8.3 Wider Role – Tenancy Support and Financial Capability Funding

Committee noted content of report (copy available). Committee considered the content of the report and approved the recommendation to bridge the funding gap in relation to Financial Capability and Tenancy Support Services for a period of up to 3 months from 1st October 2019.

8.4 Staffing Report – Finance Assistant Recruitment

The Director advised that 29 applications had been received. The Director and Corporate Governance Officer had shortlisted this down to 10 and both Spire View and Copperworks Chairpersons and Vice Chairpersons shortlisted this down again to 6 applicants to invite to interview. Committee discussed this and agreed that both the Director and Corporate Governance Officer would carry out interviews along with 1 Committee member from each organisation.

8.5 Membership Report

Committee noted the Content of the report (copy available). The Corporate Governance Officer advised that an exercise will now require to be carried out to assess if any shares require to be cancelled under the '5 year rule'.

9. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Maintenance Performance Report to 30th June 2019

Committee noted the content of report (copy available)

9.2 Insurance Report – Annual Update

Committee noted the content of the report and approved the recommendation that the Depute Director proceed with the renewals to ensure that the Association continues to have appropriate cover.

9.3 Planned/Cyclical Maintenance Report

The Depute Director went over the current kitchen and boiler replacement programme, spend to date and the overall spend against budget. The Depute Director advised that staff have been disappointed with the finish and time taken to complete painterworks however following a meeting with the contractor we have been given assurance that this will be rectified and brought up to speed. Staff will continue to monitor this issue.

The Depute Director advised that an advert for smoke and heat detection upgrade contract has been placed on Public Contract Scotland. Committee noted the timetable for the tender process.

9.4 Glenbarr Street New Build

The Depute Director advised that demolition began on 12th August 2019 and is now almost complete. The Depute Director advised that the Architects attended the recent 30th Anniversary event on the 21st August 2019 to showcase some visuals and carry out some consultation however they did not receive a huge amount of feedback. The Depute Director advised that a further open event will be planned in the near future.

Committee noted the approved costs and spend to date.

10.0 HOUSING MANAGER REPORTS

10.1 Estate Management Review

Committee considered the content of this report. As agreed previously, Committee will consider the proposals on this subject further once they have had an opportunity to consider the revised 30 year financial projections on 28th October 2019. These projections will include a sensitivity analysis to show the long term financial impact of introducing estate management services such as close cleaning and grass cutting.

11.0 POLICY REVIEW

11.1 Asset Management Strategy

The Depute Director advised Committee that she had hoped to present a report on the Asset Management Strategy at this meeting however, to do this she required the 30 year projections which are currently being prepared by the Finance Agent. The Depute Director advised that she will bring this back for Committee consideration on 28th October 2019.

11.2 Protocol for Management, Appraisal & Support of Director.

Committee considered the revised draft protocol in relation to the management, support and appraisal of the Director. Committee agreed to the adoption and implementation of this revised Protocol.

11.3 Equality and Diversity Policy

The Director advised that whilst this policy is not due for review until 2020, the intention was to bring forward the review to align with the introduction of revised equalities monitoring (including all protected characteristics). The equalities monitoring guidance has not yet been received and it was therefore suggested and agreed by Committee that the policy review date will remain at 2020 for the time being, until guidance on monitoring has been received and considered / implemented.

11.4 Confidential Protocol

Committee considered the content of the confidential report and draft document and approved this for adoption.

12.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place on Monday 28th October 2019 at 5.00pm.

Post meeting: Please note that the date of the next meeting has been changed to Wednesday 30th October 2019 @ 5.00pm.

13.0 AOCB

13.1 Christmas 2019

The Corporate Governance Officer circulated a report on Christmas night out options and venues. She asked that Committee consider these and contact her with their preferred option.

Meeting closed at 6.44pm
Minutes taken by Gillian Spence

I certify that the above minute has been approved as a true and accurate reflection of the proceedings

Signed (Chair) _____
Date _____