

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 27th JANUARY 2020 AT 5.00PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	ALAN BROWN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	CAITLIN HEANEY	COMMITTEE MEMBER
	ROSS LOVE	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	ANDREW WILKIE	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	ALISTAIR MACPHEE	FINANCE ASSISTANT
	DONNA MILTON	ARNEIL JOHNSTON

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

LYNDA MULHOLLAND	TRESURER
RACHEL COOPER	COMMITTEE MEMBER
MARGARET BROWNLIE	DEPUTE DIRECTOR
DONNA RICHARDSON	HOUSING MANAGER
CLARK DAVIDSON	FINANCE AGENT

1.2 Welcome

The Chairperson introduced and welcomed Alistair MacPhee to the meeting and to the Association.

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 25th November 2019

The Minute of the Management Committee meeting held on 25th November 2019 was approved by Committee.

2.2 Minute of Joint Office Bearers Meeting 13th August 2019

The Minute of the Joint Office Bearers meeting held on 13th August 2019 was noted by Committee.

3.0 MATTERS ARISING (including Actions Tracker)

Committee noted 2 open items contained within the actions tracker. With regards item 8.1 (26th November 2019) Committee noted that the Finance Agent had confirmed the future rent increases contained within the 30 year financial projections are based on CPI + 3.5% for 3 years. Following discussion of this Committee instructed this item to be now closed.

In relation to item 10.2 (26th November 2019), Committee agreed a further extension to the review of the Allocation Policy until February 2020. The policy is currently being prepared by the Housing Manager..

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 HEALTH AND SAFETY REPORT

Committee noted the content of the report and agreed to approve and sign the Management Committee Health & Safety responsibilities sheet.

6.0 SERVICE SHARING REVIEW

The Chairperson welcomed Donna Milton from Arneil Johnston to the meeting.

Donna thanked Committee for their time and for welcoming her along to this meeting. Donna proceeded to give Committee some information on Arneil Johnston and their background drawing Committee attention to their experience of conducting reviews similar to that being carried out for SVHA and CHA in relation to their service sharing arrangements. Donna outlined to Committee the format in which the review will be carried out and went over in detail the information that would be gathered in order to provide Committee with an extensive report at the end of this process to allow them to consider the options available to them.

Donna advised that some of this information had already been gathered and staff consultation sessions would be arranged. Donna advised that at the end of this process Committee will have an in depth report which will enable the Association to continue to deliver the best possible service that it can to tenants while considering value for money. Donna advised that this is a 5 step process however Arneil Johnston will, in the first instance, carry out steps 1-3 and Committee can consider taking steps 4 and 5 once they have received and considered the initial report.

Donna left the meeting at 5.25pm

7.0 FINANCE REPORTS

7.1 Financial Regulations

Committee noted the content of the report submitted by the Finance agent to accompany the revised Financial Regulations. Committee considered the revised Financial Regulation and noted the amendments contained. Committee approved this document for implementation.

7.2 Financial Procedures

Committee noted the content of report submitted by the Finance Agent and the proposed changes within the Financial Procedures. Committee discussed the changes within sections 6, 8, 10 and 17. Committee approved this document for implementation. .

7.3 Donations Register Report

Committee noted content of report (copy available). Committee noted the total donations made to date and the remaining budget for 2019/2020.

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Business Plan Progress Report to 31st December 2019

Committee carefully considered the content of the Business Plan Progress report to 31st December 2019. The Director drew Committee attention to the progress made in the KPI report, Delivery Plan Report and Risk Report. Committee noted that there were no areas causing concern and stated that the particularly liked the layout of the Risk Report as they felt it was clear and easy to follow.

8.2 Rent Review 2020/2021

Committee noted content of report (copy available). Committee noted that following on from the last report the association had consulted with tenants on a rent increase of 5.0% (CPI plus 3.5%) from the 1st April 2020. The Director confirmed that the association received a total of 116 responses from tenants, representing a response rate of 18.4%. Committee noted that this was a significant increase on previous years where the average response rate was very low. Committee discussed the success of using various methods on gaining tenant feedback and advised that they would like to build on this in the future.

With 51% of tenants in agreement with a 5% rent increase Committee agreed to this increase from 1st April 2020.

8.3 Spire View Community Hub

Committee noted the content of the report (copy available) and discussed the most appropriate way forward in concluding the final account. Committee discussed the offers that had been made and counter offers received including the risk items and the costs that could be incurred should we fail to reach an agreement. Following discussion and consideration of all these issues Committee agreed to allow the Director to negotiate on the final account within the parameters between the offer from the contractor and the counter offer from the Association.

8.4 Internal Audit Report – Planned and Cyclical Maintenance

Committee noted content of report (copy available). Committee noted that full assurance had been awarded and that there were no recommendations made. Committee congratulated staff on this achievement. The Director advised that as there were no recommendations, the Internal Auditor was happy not to attend the meeting. This was agreed with the Chairperson. The Director reminded Committee that should they wish to meet with the Internal Auditor at any time, this can be arranged.

8.5 Committee Appraisal Update

Committee noted content of report (copy available). The Corporate Governance Officer updated Committee on progress made thus far with regards to Committee Appraisal. Committee noted that the 1:1 interviews were almost complete with the remaining interviews scheduled to take place in the coming weeks. Committee noted that following this SHARE would collate all the information gathered and issue Individual Learning Statements and Organisational Training Plan.

8.6 Complaints Handling Report to 31st December 2019

Committee noted the content of the report (copy available)

8.7 Membership Report

Committee noted the Content of the report (copy available). Committee approved 1 new membership application and use of the seal.

9. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available) and approved the tender list for works to 73-85 James Nisbet Street.

9.2 Glenbarr Street Development

Committee noted the content of report (copy available). Committee noted that construction of these new build properties would likely commence in January 2020. The Director advised that completion of this project would be in December 2020 however handover would likely be in January 2021. A discussion took place on the allocation of these properties and how the association planned to progress this. Committee also discussed the rental sum of these properties and the components that will be used. The Director advised that Committee would be updated as these works progress.

9.4 Environmental Report 91-99 James Nisbet Street – Verbal Report

Committee noted the content of the report and following discussion approved the cost for the landscaping works at 91-99 James Nisbet Street. The Director advised that providing canopies at these properties is still currently being investigated by staff and an update on this would be provided as this project proceeds.

10.0 HOUSING MANAGER REPORTS

10.1 Housing Management Performance Reports to 31st December 2019

Committee noted the content of report (copy available) The Director advised that an error was noted within this report (section 4.4.1) after the papers had been issued and where it states 5 properties exceeded the target timescale it should read 3 properties. In addition, the correct void turnaround time is 6.43 days and the correct target is 8 days.

11.0 POLICY REVIEW

11.1 Privacy Policy

Committee considered the revised draft Privacy Policy and after some discussion Committee agreed to adopt and implement.

12.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place on Monday 24th February 2020 at 5.00pm.

13.0 AOCB

13.1 Dolly Parton Imagination Library

The Director advised that she had recently been contacted by our local MSP and a representative from the Dolly Parton Imagination Library with a view to the Association signing up to a new initiative where every child under the age of 5 is issued with 1 book per month for £25 per year per child. Committee discussed the cost implications of this and the benefits to these children and their families and agreed that this would be beneficial to our Community therefore to sign up to this project, subject to there being sufficient fund remaining in the budget. Current estimate is that there are 33 children under the age of 5 years, which would result in a cost of £825 per annum. However this needs to be confirmed. . The Director advised that she has requested some assistance from our Solicitors with regards to remaining GDPR compliant and will clarify where and how tenant information will be stored and processed prior to signing up.

13.2 Thank you – Glasgow City Mission

Committee noted a thank you letter from Glasgow City Mission thanking Committee for their recent donation to their night shelter.

Meeting closed at 6.55pm

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 _____