

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 30TH OCTOBER 2019 AT 5.00PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	LYNDA MULHOLLAND	TRESURER
	CAITLIN HEANEY	COMMITTEE MEMBER
	ROSS LOVE	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	ANDREW WILKIE	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

ALAN BROWN	VICE CHAIRPERSON
ANDY WHITE	COMMITTEE MEMBER
MAGS BROWNLIE	DEPUTE DIRECTOR

The Director read out a letter from Andrew Samson advising of his resignation from the Management Committee with immediate effect.

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 23rd September 2019

The Minutes of the Management Committee meeting held on 23rd September 2019 was proposed by Lynda Mulholland and seconded by Andrew Wilkie.

3.0 MATTERS ARISING (including Actions Tracker)

The Management Committee noted that that there was 1 item open on the actions tracker however this was on the agenda to be discussed at tonight's meeting.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 FINANCE REPORTS

5.1 Revised 30 year Projections

Committee noted the content of report. The Finance Agent and Committee discussed the 30 year financial projections. The Finance Agent answered all questions put forward by Committee. Committee took into

account all the information provided and discussed the impact of introducing an estate management service. After a lengthy discussion on the impact of introducing this service Committee agreed to approve the 30 year financial projections. Committee requested that 2 budgets are brought back for Committee consideration based on the proposed CPI + 3.5% rent increase, with and without including funds for an estate management service. Committee noted that extensive tenant consultation will be carried out before any final decision is reached on the rent increase and the estate management service.

5.2 Donation Report

Committee noted the content of the report. Committee discussed the donation budget and spend to date. There were no further questions.

The Finance Agent was then excused and left the meeting at 5.45pm.

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Business Plan Progress Report to 30th September 2019

Committee carefully considered the content of the KPI report, Delivery Plan Report and the Risk Report and noted the progress that has been made in the year to date.

6.2 Spire View Community Hub

The Director advised Committee that the Hub will officially opened to all groups that were decanted to the blue roof on Monday 4th November 2019. Preparations for the move are well underway. The hub now has its own Facebook site and its own logo.

The Director advised Committee that a draft final account has been provided by the Contractor to the QS and negotiations are now underway.

The Director advised that the association has been successful in securing funding from Power Up to provide Digital Engagement workshops for community benefit from the new Hub. These sessions will be run in partnership with Rosemount Lifelong Learning and Access Technology Scotland over an 18 month period from November 2019.

6.3 Internal Audit Report – Allocations and Lettings

Committee noted content of report (copy available). Committee noted that Quinn Internal Auditors recently carried out an audit of allocations and lettings and received full assurance with no recommendations. Committee congratulated the Housing Management team on their efforts. It was noted that the Internal Auditor did not feel it necessary to attend the meeting given the outcome of the audit and this had been agreed with the Chairperson.

6.4 Model Publication Scheme – Guide to Information

The Director advised that due to a change in classification the Association now falls under the freedom of information legislation. Committee considered the content of the report and agreed the following;

- (a) Adoption of the Scottish Information Commissioner's Model Publication Scheme.
- (b) Approval of the draft 'Guide to Information' for publication in order to fulfil the Association's duties under the Model Publication Scheme and FOISA.

The Director advised that the Guide to Information will be updated with all the relevant links to the website and posted by the 10th November 2019 to comply with the legislation. Once this has been completed the Director will notify the Information Commissionaire and submit the compliance notification.

The Director advised that the Corporate Governance Officer will take on the role of Data Protection Officer and TC Young provide a support package to assist with any subject access requests that are received. This will require a review of our Privacy Policy and Fair Processing Notice which will be tabled at a future meeting.

6.5 ICT Disaster Recover Plan – Report on Testing

Committee noted content of report. The Director advised that the Senior Management Team and the Corporate Governance officer have all been briefed on the procedure should the worst happen, the IT company M2 are also in the process of implementing a new system which will mean we will be able to test the system fully without causing disruption to service provision.

6.6 Recruitment Report – Finance Assistant

Committee noted 29 applications received for this post with 6 being selected for interview. Committee noted that the successful candidate had now been offered the post and accepted. The start date for this new member of staff is 2nd December 2019. The temporary member of staff currently filling this role will remain in post until 20th December 2019 to allow a comprehensive handover.

6.7 Annual Business Planning / Away Day Event

Committee noted the date, time and venue of this event. Committee noted the progress made with arrangements of this event and discussed the agenda content.

6.8 Committee Appraisal

Committee noted the content of report. A discussion took place with regards to this years appraisal process. Committee agreed that the Chairperson with the support of SHARE should carry out the 1-2-1 appraisal discussions.. They also agreed that the Chairperson should under go a 360 appraisal and agreed the timescales to complete this years appraisals.

6.9 Complaints Handling Report to 30th June 2019

Committee noted content of report. Committee discussed recent complaints and a Committee member suggested that the association implement a 'you said' 'we did' section to the complaints newsletter articles. Committee felt that this was a good idea and will be considered by the Corporate Governance Officer.

6.10 Membership Report

Committee noted the Content of the report (copy available). Committee approved the removal of 16 members from the register and approved 3 new membership applications

7. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Planned/Cyclical Maintenance Report

Committee noted the content of report and agreed to approve the revised Investment Strategy.

7.1 Supplementary Report – Smoke and Heat Detectors

Committee considered the content of the report including a report on the outcome of the recent tender exercise conducted for these works. Following discussion and consideration, Committee agreed to the recommendation contained in the report to progress the appointment of the successful contractor.

7.2 Glenbarr Street Development

The Director advised the demolition of this site was almost complete and that construction would likely commence in January 2020. A Committee member advised that they had recently seen children playing on this site and asked if fencing would be put up during construction. The Director advised that fencing had been in place but had been removed. She would make enquiries and ensure that this is put back up immediately.

7.3 Environmental Upgrades 91-99 James Nisbet Street

Committee noted the content of this report and agreed to await a further report including costs once available. Committee went on to discuss other environmental issues within the area, such as illegal dumping at the gable end at 100 Roystonhill and overgrowth at the foot path behind St Joseph's View. The Housing Manager advised that the team are aware of these issues and have raised them with tenants and the appropriate Glasgow City Council departments.

8.0 HOUSING MANAGER REPORTS

8.1 Housing Management Performance to 30th September 2019

The Housing Manager advised Committee that arrears had increased during this quarter and currently stood at 1.99% however the team are still performing within the target of 2%. The Housing Manager advised that although Universal Credit went live on 31st October 2019 she is confident that the housing management team have this under control and will use all available resources to minimise the impact on both tenants and the association.

8.2 Outcome Update

Committee discussed the statistical information provided by the Money Advice, Tenancy Support and Financial Capability outreach services in the last quarter. Committee noted the health demand for these services and discussed continued funding to allow the association to continue these services. Committee noted that a funding application had been made to ICF to continue with the Financial Capability service and Hawthorn Housing Co-op has submitted an application to continue to fund the Tenancy Support Service. It was noted that the outcome of these applications would be received in later October/early November 2019.

8.3 Write off Report

Committee discussed the content of this report and following a detailed discussion on this matter regarding measures taken to recoup the loss Committee agreed to write off all rechargeable repair cases all legal expenses write offs and all former tenant arrears and credit cases put forward within the report.

8.4 Welfare Reform Impact Assessment Strategy

Committee considered the Welfare Reform Impact Strategy and the progress made to date. Committee noted that where some items were not yet complete that the actions were ongoing or underway.

9.0 POLICY REVIEW

9.1 Asset Management Strategy

Committee considered the Associations Asset Management Strategy and agreed to adopt and implement.

9.2 Factoring Written Statement of Services

Committee considered the revised draft Written Statement of Services. The Housing Manager confirmed that legal advice had been sought on the proposed changes and approved by the Solicitors. Committee therefore agreed to the adoption and implementation of this revised Written Statement of Services.

9.3 Code of Conduct for Governing Body

Committee discussed the revised Code of Conduct for Governing Body Members and agreed to the adoption and implementation of this document code of conduct.

9.4 Freedom of Information and Environmental Information Policy

Committee considered the draft Freedom of Information and Environmental Information Policy and approved this for adoption.

9.5 Committee Members Expenses

Committee considered the content of the revised Committee Expenses Policy and approved this for adoption and implementation.

10.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place on Monday 25th November 2019 at 5.00pm.

11.0 AOCB

11.1 Special Case

Committee considered a special case put forward by the Housing Manager and approved the recommendation to award the recommended special case points to an internal transfer applicant as permitted within the allocation policy.

11.2 Shared Ownership

Committee considered a report put forward, the financial implications and the benefit to the association and agreed to the buy back of the last remaining shared ownership property.

11.3 Christmas 2019

Committee discussed the upcoming Christmas dinner and agreed to attend the Garfield House Hotel on Friday 13th December 2019. The Corporate Governance Officer advised that she will process this booking for those attending.

11.4 Volunteer Event

The Corporate Governance Officer reminded all Committee that a volunteer event would take place on Monday 18th November 2019 at 5pm in the Hub and encouraged all members to attend.

11.5 Health & Safety

The Corporate Governance Officer requested 2 volunteers to attend a health and safety walkabout on Tuesday 26th November 2019 at 5pm. Alan Brown along with Clare O'Donnell volunteered to attend along with a Copperworks Committee Member.

Meeting closed at 7.10pm
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 _____