

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF MANAGEMENT COMMITTEE MEETING**  
**HELD ON MONDAY 22ND FEBRUARY 2021 AT 5.00PM**  
**VIA ZOOM**

<b>PRESENT:</b>	ALAN BROWN	CHAIRPERSON
	CHARLIE LUNN	VICE CHAIRPERSON
	LYNDA MULHOLLAND	TREASURER
	CLARE O'DONNELL	SECRETARY
	CAITLIN HEANEY	COMMITTEE MEMBER
	ROSS LOVE	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER
	ANDREW WILKIE	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER
	SUSAN COSTLEY	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER

<b>IN ATTENDANCE:</b>	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT
	ALEX CAMERON	QUINN INTERNAL AUDITORS (Until end of Item
6.0)	OLWYN GAFFNEY	SHARE

**1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

Committee welcomed both Alex Cameron and Olwyn Gaffney to the meeting.

**1.1 Apologies**

There were no apologies.

**2.0 MINUTES OF PREVIOUS MEETING**

**2.1 Minute of Management Committee Meeting 25th January 2021**

The Minute of the Management Committee meeting held on 25<sup>th</sup> January 2021 was approved by Committee.

**3.0 MATTERS ARISING**

**3.1 Actions Tracker**

Committee noted 1 open items contained within the actions tracker;

*Item 5.1 30 Year Financial Projections:*

Committee agreed at the meeting on 25<sup>th</sup> January 2021 to review the 30 year projections along with the Business Plan therefore this item is still within timescale and will be presented in March 2021

**4.0 DECLARATION OF INTEREST**

Mark Shannon and Andrew Wilkie declared an interest in item 11.1 EVH Wages Ballot.

**5.0 Health & Safety Report**

Committee noted the content of report (copy available). Committee noted that a Health & Safety Walkabout was carried out by the Maintenance Officer. A couple of minor issues were highlighted and addressed from

this walkabout. The Depute Director advised that she would ask the Maintenance Officer to update Committee on these issues and the action taken to resolve.

## **6.0 Internal Audit Feedback Report – Financial Regulations**

Alex Cameron took Committee through the Internal Audit Report on Financial Regulation. Committee noted that 'full assurance' was given with no recommendations. Alex drew Committee attention to LIBOR rate ending soon and the introduction of SONIA (Sterling Overnight Interest Average). The Finance Agent advised that the Association has been notified that the banks will be moving away from LIBOR however we are still awaiting a further update and guidance on this.

Alex also made reference to the fact that all of the Association's loans are on variable interest rates. The Finance agent has prepared a report at item 7.3 in response to this comment. Alex acknowledged that there are sound reasons for the loans being left as they are at the moment and would not contravene the Treasury Management Policy.

Alex summarised his report for Committee and advised that he was very happy with the support he received from the Finance Assistant during this process.

Committee thanked Alex for carrying out this audit and for his time.

*Alex left the meeting after discussion of this item at 5.22pm*

## **7.0 FINANCE REPORTS**

### **7.1 Final Draft Budget 2021/2022**

Committee noted the content of report (copy available). The Finance Agent apologised to Committee that his reports were circulated late.

The Finance Agent went over the content of his report. He advised that IT support and capital planned maintenance has been increased due to increased tender returns for works due to be carried out. A committee member asked why the capital planned works for James Nisbet Street tenders returned higher than expected. The Depute Director advised that this could be for many reasons one of which could be the impact of COVID-19 and a rise in material cost.

The Depute Director advised that she had noted an error contained within the report at note 6 where it states £1,356,250 this should be £1,439,200.

A Committee member asked if the ongoing new build development would see an increase in costs due to COVID-19, The Depute Director advised that this is possible however negotiations on this matter are ongoing and she is currently working on an additional funding application which will be submitted to DRS to assist with any additional costs.

Committee approved the Final Draft Budget for 2021/22.

### **7.2 Management Accounts to 31<sup>st</sup> December 2020**

Committee noted the content of report (copy available). The Finance Agent went over the Statement of Comprehensive Income, Statement of Financial Position and Budget v Actual Comparison. The Finance Agent advised that the Association is currently operating well in these unprecedented circumstances and are performing better than target in all key ratios. Committee noted that the Association is currently underspent on budget. He went on to advise that overall the Association has a very strong balance sheet and that he has no concerns at this time.

The Director pointed out that a substantial amount of Hub income is not detailed in the income section of the Management Accounts. The Finance Agent advised that this information will be detailed in the End of Year accounts. Committee then approved the Management Accounts to 31<sup>st</sup> December 2020.

### **7.3 Borrowing Terms**

Committee noted the content of report (copy available). Committee discussed the current loan structure with the Finance Agent following the Financial Regulation Internal Audit and approved the recommendation to keep all borrowings on a variable interest rate and review every six months or sooner should the interest rates increase.

The Finance Agent confirmed that the Treasury Management Policy allows the Association to work on the best available rate and he advised that at the moment the Association is on the best available.

The Director advised that she would add this six monthly report to the Committee Reporting Schedule.

*Item 9.2 Supplementary Planned / Cyclical Maintenance Report was discussed at this point*

### **9.2 Planned/Cyclical Maintenance Report**

Committee noted the content of report (copy available). The Depute Director apologised to Committee that this report was circulated late. Committee discussed this report and the advice provided to the Depute Director from TC Young.

Committee discussed the potential impact on any owner occupiers and the measures being investigated and put in place by the association to minimise this impact and to support current Owners.

Following discussion Committee agreed to appoint ProCast Building Contractors Ltd once the 28 day Challenge period has lapsed.

*The Finance Agent left the meeting at 5.50pm*

## **8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

### **8.1 Business Plan Progress Report to 31<sup>st</sup> December 2020**

The Director advised that following the Business Planning events in November 2020 where Committee reviewed the Business Plan information including the Mission, Vision, Values, PEST and SWOT analyses and Risk, the Director had now fed all this information into the revised Business Plan. The Director advised that once she has all the financial information from the Finance Agent she would include this and will have a final draft ready for Committee in advance of their meeting in March 2021.

### **8.2 COVID-19 Update**

Committee noted the content of the report circulated.

The Director advised that due to current restrictions there has not been much movement within this report however provided the following information, supplementary to the written report provided;

- Community Support -£127, 000 funding has been received to carry out capital works within the shop unit in the Hub. The Director advised that procurement for these works is currently underway and an update would be provided on this at the meeting in March. The Director advised Committee that Copperworks has been successful in securing £9,420 funding from the Scottish Government to purchase 30 Samsung digital devices. These will be used by the Digital Project at the Hub as a lending Library. Spire View was also successful in securing £12,700 from the same fund to continue to employ the Volunteer Assistant and the Tenancy Support Officer in post until 31<sup>st</sup> May 2021.
- SHR Figures – The Director advised that Committee could see all aggregate figures across the sector by visiting the Scottish Housing Regulators Website.

### **8.3 Wider Role Projects 2021/2022**

Committee noted the content of report (copy available) Committee approved the continuation of support to GEMAP, Simon Community and Volunteer Co-ordinator projects for the coming year.

#### **8.4 Staff Structure Review**

The Director advised that John Mulholland has now completed a draft Staff Structure Review Report and will present this to the Joint Office Bearers at an additional Office Bearers meeting on Tuesday 2<sup>nd</sup> March 2021. The Corporate Governance Officer will be circulating these papers to the Joint Office Bearers today.

#### **8.5 Committee Appraisal**

Committee noted the content of report (copy available) including the arrangements and timetable for 2020/21 Committee Appraisals.

Olwyn Gaffney presented Committee with feedback on the recent Committee Appraisal performance. Olwyn congratulated Committee on for performing effectively and enthusiastically throughout what has been a very difficult year. Olwyn commended Committee on embracing technology and for being one of the first Committee's to hold successful virtual meetings.

Olwyn went over the learning and development requirements that were identified during this years appraisal process and encouraged all Committee to use SHARE's free E-Learning service to refresh skills throughout the year. Olwyn advised that following tonight's meeting she would forward a copy of Individual Learning Statements to the Corporate Governance Officer to be distributed.

The Director thanked Olwyn for her report and advised that she would meet with the Corporate Governance Officer to go over the Learning and Development requirements for this year and start to programme in the relevant training sessions for Committee. She advised that they would also review the Committee Succession Strategy and Action Plan as part of this process.

Committee thanked Olwyn for her report and for attending the meeting.

*Olwyn Left the meeting at 6.35pm.*

*Lynda Mulholland left the meeting at 6.36pm*

#### **8.6 Membership Report**

Committee noted the content of the report (copy available). The Corporate Governance Officer noted an error contained within this report where it states 2 attachments. She advised that there were no attachments to this report nor any membership applications to be considered this month.

### **9.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS**

#### **9.1 Maintenance Performance Reports to 31<sup>st</sup> December 2020**

Committee noted the content of report (copy available). Committee noted an underspend on all budgets with the exception of landlord supply. The Depute Director advised that she expected some ground maintenance invoices to arrive in the coming days and this will affect the financial position in the next quarter.

#### **9.2 Planned/Cyclical Maintenance Report**

Committee noted the content of report (copy available). The Depute Director provided the following information, supplementary to the written report provided;

Kitchen / Boiler Replacement Contract

The Depute Director advised that unfortunately this contract remains on hold due to COVID restrictions.

#### Grounds Maintenance Contract

This contract is currently on going and staff are monitoring progress.

#### Smoke and Heat Detection Upgrade Contract

This Contract is progressing well with some minor issues with sourcing equipment however staff are aware of this and monitoring closely.

#### Electrical Safety Checks

This contract is underway with works continuing. There have been some initial issues with no accesses but we will continue to monitor this as things progress.

### **9.3 Glenbarr Street**

Committee noted the content of report (copy available). The Depute Director advised that a revised programme had been received today confirming that the project is now planned to come off site in August 2021. She confirmed that it is likely that we will have some partial completions in the lead up to August 2021 however, the full project completion date is August 2021.

The Depute Director advised that good progress is being made with this project and when restrictions allow she will hopefully be able to arrange site visits for Committee.

### **10.0 DATE & TIME of NEXT MEETING**

The next Management Committee meeting will take place via Zoom on Monday 29<sup>th</sup> March 2021 at 5.00pm.

The Director reminded the Office Bearers that there would also be an additional Joint Office Bearers meeting on Tuesday 2<sup>nd</sup> March 2021.

### **11.0 AOCB**

#### **11.1 EVH Wages Ballot**

Committee noted the content of correspondence (copy available). Following discussion Committee agreed to vote yes on the proposal from EVH / Unite the Union. Committee instructed the Director to submit their response to EVH by the deadline of 28<sup>th</sup> February 2021.

#### **11.2 GWSF Affiliation**

Committee noted the content of correspondence (copy available). Following discussion Committee agreed to affiliate to GWSF for another year at the cost of £2,501.

#### **11.3 Legal Expense & Rechargeable Repair Debt Write Off Request.**

Committee noted the content of report (copy available). Following lengthy discussion Committee granted approval for legal expenses and rechargeable repair debt to be written off.

Meeting closed at 18.53pm

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 \_\_\_\_\_