

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF MANAGEMENT COMMITTEE MEETING**  
**HELD ON MONDAY 24th MAY 2021 AT 5.00PM**  
**VIA ZOOM**

<b>PRESENT:</b>	CHARLIE LUNN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	CAITLIN HEANEY	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	ANDREW WILKIE	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER
	ROSS LOVE	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 (from item 2.0 – 7.0)

## **1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

### **1.1 Apologies**

RACHEL COOPER	COMMITTEE MEMBER
ALAN BROWN	CHAIRPERSON

The Director explained that the Treasurer, Lynda Mulholland, missed her 4th consecutive meeting on 17<sup>th</sup> May 2021 and was therefore, in accordance with the Rules, deemed to have resigned from the Management Committee. The Director apologised that this was not picked up during the meeting on 17<sup>th</sup> May however, the Treasurer has been informed and has intimated her desire to remain on Committee. The Corporate Governance Officer will discuss options further with the Treasurer and report back further to the Management Committee in June 2021.

### **1.2 Welcome**

A separate confidential minute is available in relation to this item.

*Clark Davidson joined the meeting at 5.08pm*

## **2.0 MINUTES OF PREVIOUS MEETING**

### **2.1 Minute of Management Committee Meeting 26<sup>th</sup> April 2021**

The Minute of the Management Committee meeting held on 26th April 2021 was approved by Committee.

### **2.2 Minute of Management Committee Meeting 4th May 2021**

The Confidential Minute of the Management Committee meeting held on 4<sup>th</sup> May 2021 was approved by Committee.

## **3.0 MATTERS ARISING**

### **3.1 Actions Tracker**

Committee noted no open items contained within the actions tracker.

### **4.0 DECLARATION OF INTEREST**

There were no declarations of interest noted.

### **5.0 HEALTH AND SAFETY REPORTS**

#### **5.1 Health and Safety Update & Landlord Safety Manuel – Roles and Responsibilities**

Committee noted the content of report (copy available). The Depute Director confirmed that a Health & Safety walk around was carried out on 20<sup>th</sup> May 2021 and 1 issue was noted by those present which will be rectified. The Depute Director encouraged any remaining Committee Member who had not yet responded to an email from the Maintenance Officer regarding the Health & Safety Responsibilities to do so as soon as possible.

Committee noted the progress made on the Audit Action Plan.

The Depute Director asked all Committee to consider the Landlord Facilities HS&W Policy Statement and Management Committee Roles & Responsibilities and to confirm their acceptance of these. The Depute Director advised that she would send a separate email following this meeting regarding this matter and urged everyone to respond.

### **6.0 FINANCE REPORTS (This item was discussed before item 5.1)**

#### **6.1 Management Accounts to 31<sup>st</sup> March 2021**

Committee noted the content of report (copy available). The Finance Agent went through the Statement of Comprehensive Income, Statement of Financial Position, Budget v Actual Comparison and Key Ratios. The Finance Agent advised that although this has been a very unusual year the association has had a very credible performance. He confirmed that the association has overall remained under budget and fared well during the last financial year.

The Director asked the Finance Agent why the Hub income only shows £4,000 for the year when it should be significantly higher than this. The Finance Agent advised that funds will be moved from debtors and into wider role / hub income at the year end. The Finance Agent will gain the Finance Assistants help with journals to rectify this.

#### **6.2 Factoring Report**

Committee noted the content of report (copy available).

### **7.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

#### **7.1 Annual Return on the Charter**

Committee noted content of report circulated, including the ARC/ESSH and report from Visual Stat Solutions. The Director outlined a summary of this year's Annual Return to the Charter submission in a PowerPoint presentation. The Director explained that some of the indicators have changed this year and drew Committee's attention to these changes. The presentation included information on previous 3 years to allow Committee to consider any trends in the data.

The Director confirmed that Lilian Peters from Visual Stats Solutions had carried out verification all 42 applicable indicators that apply to the association and of the 42 examined 9 items required to be amended most of which were minor issues. The Director advised that this has highlighted some possible areas for training for staff, which the Depute Director and the Housing Manager will progress.

A Committee Member asked why the SHQS figures had changed during the year. The Depute Director explained that this was a result of a stock condition survey carried out which highlighted some changes were required in relation to bathrooms and kitchens.

Committee unanimously approved the submission to the SHR. Committee congratulated staff on a very good performance throughout the year.

## **7.2 Staffing Review**

The Director advised that she had met with the Staffing Review Working Group along with John Mulholland and Eamonn Connolly on 11<sup>th</sup> May. The Staffing Review Working Group was made up of 5 members of staff, 3 CHA staff members and 2 SVHA staff members. The Director advised that staff had a list of questions drawn up which were answered and the group also discussed any concerns that were raised by their colleagues. She explained that this was a very constructive session and a good two way process. Staff will now take this information back to the wider staff teams. A second meeting has been arranged to take place on 26<sup>th</sup> May 2021. The Director hopes to have a written report with Committee by the June meeting.

## **7.3 COVID-19 Update**

Committee noted the content of the report circulated.

The Director provided the following information, supplementary to the written report provided;

- The Director advised that that in recent months the Finance Agent has not been in the best of health, which had caused her some concern. She advised that she had discussed this with the Joint Office Bearers recently who agreed the Director could seek additional support. She had therefore contacted French Duncan who have agreed to prepare the Annual Accounts and also prepare and submit the VAT Returns.

A Committee member asked if using French Duncan would constitute a conflict of interest as they are our Auditors. The Director advised she had sought advice on this and as it will be carried out by 2 different departments within French Duncan then it would be acceptable and cause no issue.

The Director advised that she will continue to monitor this situation closely and provide the Finance Agent with any necessary support to ensure finance matters continue to be addressed and appropriate submissions made etc.

- Community Support –The Director advised that capital works in the Pantry have commenced and that the contractor will be onsite on 25<sup>th</sup> May 2021.
- Staff Wellbeing - A Committee Member advised that she had heard that a staff member at the Hub had contracted Coronavirus. The Director confirmed that 1 staff member is currently isolating however no staff members have COVID.

## **7.4 Notifiable Event – Disposal (Standard Security)**

Committee noted the content of the report (copy available).

## **7.5 Membership Report**

Committee noted the content of the report (copy available). The Corporate Governance Officer advised that we have seen a decline in membership applications over the last few months however the Director raised this recently at a staff meeting and encouraged all staff to be pushing membership to the association. This resulted in 3 application forms being received which will be presented to Committee for consideration at the next meeting.

## **7.6 Freedom of Information Statistics 2020/2021**

Committee noted the content of the report (copy available). Committee noted 7 FOI requests received during the financial year 2020/21.

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

### **8.1 Maintenance Performance Reports to 31<sup>st</sup> March 2021**

Committee noted the content of report (copy available). The Depute Director advised that, as the Finance Agent explained when presenting the Management Accounts, there has been an under spend this year. This is mainly due some works that we were not able to carry out due to COVID restrictions and the inability to carry out non-essential repairs. The Depute Director advised that we have now recommenced all works that were outstanding and will be carried out in the coming weeks.

### **8.2 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

Kitchen selections are ongoing and works will commence on 14<sup>th</sup> June 2021.

73-85 James Nisbet Street

Window Survey's ongoing and works due to progress as per report, Procast renting a void property to provide welfare facilities and some income will be generated from this.

Ground Maintenance

John O'Conner have commenced grass cutting, some negative comments received on Social Media therefore staff have investigated these and spoke with the tenants concerned to remedy these issues. A walk round was carried out today with the Contactor to point out all issues raised to ensure they do not miss any areas.

Close Cleaning

The Depute Director advised that we are looking at some specialist cleans where the close flooring is particularly bad. This is being trialled with a company called Tenement Steps in a couple of closes. This will determine whether we progress this elsewhere or whether flooring will require replacement.

### **8.3 Glenbarr Street New Build**

Committee noted the content of report (copy available). The Depute Director highlighted section 4.3 of the report. Committee discussed Consultant Fees and Clerk of Works fees increase as a result of COVID 19. The Depute Director confirmed that she met with the QS when she received Cost Report 23, she advised that there was potential for some costs to increase during the period of the contract (potentially 1 or 2 %) such as utilities or changes in legislation and that this was not unusual. However, she advised that we will apply for additional grant funding where appropriate for any unforeseen costs at contract completion if required

Committee granted approval for potential overspend on Clerk of Works Fees.

*Allan Stewart left at 6pm*

### **8.4 Hub Shop Unit – Capital Works**

Committee noted the content of report (copy available). The Depute Director confirmed that works are due to commence on 25<sup>th</sup> May in the Hub Shop Unit. The Director advised that the Standard Security has been signed and sent to the Solicitors who will arrange registration.

## **9.0 POLICY REVIEW**

### **9.1 Risk Management Policy**

Committee considered the reviewed draft Risk Management Policy and agreed to the adoption and implementation of this Policy.

### **9.2 Principal Officer Remuneration Policy**

Committee considered the reviewed draft Principal Officer Remuneration Policy and agreed to the adoption and implementation of this Policy.

### **9.3 Staff Appraisal Policy**

Committee considered the reviewed draft Staff Appraisal Policy and agreed to the adoption and implementation of this Policy.

### **9.4 Registered Tenant Organisation Procedure**

Committee considered the reviewed draft Registered Tenant Organisation Procedure and agreed to the adoption and implementation of this Procedure.

### **9.5 Stress Management Policy**

Committee considered the reviewed draft Stress Management Policy and agreed to the adoption and implementation of this Policy.

### **9.6 Lone Working Policy**

Committee considered the reviewed draft Lone Working Policy and agreed to the adoption and implementation of this Policy.

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

The next Management Committee meeting will take place via Zoom on Monday 28<sup>th</sup> June 2021 at 5pm.

## **11.0 AOCB**

### **11.1 Positive Action in Housing**

Committee noted the content of email (copy available). Committee discussed the benefits of affiliating with Positive Action in Housing and agreed to join at the cost of £675 per year.

### **11.2 Committee Devices**

The Corporate Governance Officer advised that she had been contacted quite a lot recently by Committee Members who were experiencing issues with their digital devices. She went onto explain that the current Samsung tablets were around 4 years old and sought Committee permission to investigate costs on replacing these. Committee granted permission.

### **11.3 Digital Classes**

A Committee Member reported that she had recently attended digital classes at the Hub and had found these very useful she recommended that anyone who would benefit from these attend.

Meeting closed at 18.20pm

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 \_\_\_\_\_