

SPIREVIEW HOUSING ASSOCIATION LTD
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 29th JUNE 2020 AT 5.00PM
VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	ALAN BROWN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	LYNDA MULHOLLAND	TREASURER
	ALLAN STEWART	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER
	SUSAN COSTLEY	CO-OPTEE
	CRAIG ALLAN	CO-OPTEE

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE 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;

CAITLIN HEANEY	COMMITTEE MEMBER
ROSS LOVE	COMMITTEE MEMBER
RACHEL COOPER	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 27th May 2020

The Minute of the Management Committee meeting held on 27th May 2020 was approved by Committee.

2.2 Confidential Minute of Management Committee Meeting 27th May 2020

Confidential Minute of the Management Committee meeting held on 27th May 2020 was approved by Committee

2.3 Minute of Joint Office Bearers Meeting 11th February 2020

Committee noted the minute of Joint Office Bearer meeting on the 11th February 2020.

3.0 MATTERS ARISING (including Actions Tracker)

Committee noted 1 open item, contained within the actions tracker. Item 10.1 Allocation Policy is on the agenda at this meeting at item 8.1 and will be discussed at the appropriate time

4.0 DECLARATION OF INTEREST

Susan Costley declared an interest in relation to item 6.5 Membership Report.

5.0 FINANCE REPORTS

5.1 Five Year Financial Projections

The Finance Agent advised that the Scottish Housing Regulator had taken the current situation with Covid-19 into account and extended the deadline to submit the 5 Year Financial Projection to 30th September 2020. The Finance Agent explained that it would be prudent to accept the extension to ensure we can submit the most relevant and accurate data at that time. The Finance Agent is currently working on these and will return to Committee in August with an update on the FYFP and 30 year projections.

5.2 Loan Portfolio Return Report

Committee noted the content of report along with the draft loan portfolio return (copy available). Committee noted that the association has complied with all covenants and can demonstrate that we are repaying mortgage payments therefore approved submission of the load portfolio return to the Scottish Housing Regulator.

5.3 Treasury Management Report

Committee noted the content of report (copy available).

5.4 Registers Report – Assets, Loans and Disposals to 31st March 2020

Committee noted the content of report (copy available). Committee noted the additions to the Asset register during the financial year. Committee also noted that there were no disposals throughout the year and the current position on the loan register.

The Finance Agent left the meeting at 5.28pm

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 COVID-19 Update

Committee noted the content of the report circulated. The Director provided the following information, supplementary to the written report provided;

Risk Management

Committee previously approved the revised Strategic Risk Register and the Director has updated this within the Business Plan. She confirmed that full operational Risk Assessments have been carried and regular reviews will continue as we work through the Scottish Government Route Map. The Director confirmed that a copy of the Risk Assessment has been circulated and all staff consulted. All staff acknowledged that they have read and understood this. The Director also advised that she would arrange a staff training session on the risk assessment and the control measures put in place. The Director advised that a notional date of 23rd July 2020 for office re-opening however, this will very much depend on Scottish Government announcements.

Financial Matters

The Director advised that the auditors (French Duncan) would carry out our audit remotely commencing on the 21st July 2020.

Electrical safety checks

The Director advised that in line with legislation and as reported by the Depute Director all electrical safety check will be moved from 10 years to 5 yearly with a deadline of March 2022 to implement.

The Director advised that there was an anomaly found on the April 2020 Scottish Housing Regulator Return therefore this has been amended and included within this report for information, along with the May submission

A Committee member thanked staff for their efforts in ensuring the arrears figures remain low during this difficult time.

6.2 Service Sharing Review Options Appraisal

Committee noted the content of report (copy available).

Committee discussion followed around the risks associated with the current arrangements and alternative options and unanimously agreed that they would like to proceed with the recommendation to conduct a Risk Assessment, which should be carried out independently. It was also agreed that further discussion and consideration of the implications and risks should be delegated to the joint office bearers who would report back to the full Management Committee.

The Director advised that this proposal was to be discussed at Copperworks Committee tomorrow night and if there was similar agreement, advice could be sought from John Mulholland who has extensive experience of service sharing and has supported us for many years now.

6.3 Revised Model Rules

The Management Committee considered the content of the written report provided by the Director, along with the various attachments. At the time of writing the report, advice / information was pending from TC Young in relation to a potential variation to the Model Rules that would allow for virtual general meetings to be conducted in future. A response, along with proposed wording for this variation, was received from TC Young and circulated to Committee on 25th June 2020 for consideration alongside this report. The response advised that the wording of the variation has been approved by the Scottish Housing Regulator.

Committee discussed this option and felt that inclusion would future proof the Rules by allowing 'virtual' general meetings, especially once the provision of the 'Corporate Insolvency and Governance Bill' (if approved) expire on 30th September 2020. This would help mitigate future risks associated with COVID-19 and social distancing requirements.

The Director advised that SFHA are currently looking at virtual meeting platforms and appropriate technology would need to be in place to allow virtual meetings to work in practice.

It was also noted that, ultimately, the decision to hold a physical / virtual meeting would be made by the Management Committee.

Committee agreed to approve the revised Model Rules, including the amendment for 'virtual' general meetings.

The Director confirmed that she would request an updated version of the revised model Rules from TC Young and drop a copy into Teams for Committee to access.

The Director confirmed that she had instructed the Finance Agent to contact our lenders to clarify if we needed to gain consent to the Rule change. The Finance Agent confirmed that the Nationwide do not require this however we are still awaiting a response on this from the Clydesdale Bank.

6.4 Register Reports to 31st March 2020 – Declaration of Interest, Entitlements, Payment and Benefits and Fraud Register Report.

Committee noted the content of report (copy available). Committee noted that over the course of 2019/2020 there were 6 declarations of interest made. 11 entries made in the Entitlement, Payments and Benefits register and no instances of Fraud recorded.

6.5 Membership Report

This item was discussed at the end of the meeting once Susan Costley had left, in accordance with requirements relating to Declaration of Interest)

Committee noted the content of the report (copy available). Committee approved 4 membership applications and the use of the seal.

6.6 AGM Arrangements 2020

Committee noted the content of report (copy available). Committee noted that this year's AGM would take place on Thursday 17th September 2020 and Committee granted permission to hold this meeting virtually. Committee agreed that the 4 members standing down this year would be Clare O'Donnell, Lynda Mulholland, Caitlin Heaney and Ross Love.

6.7 Freedom of Information Request Register

Committee noted the content of report (copy available). Committee noted an error contained within this report. The Corporate Governance Officer apologised for this typo. Committee then noted that during the financial year 2019/2020, one freedom of information request had been received and responded to within timescale.

7.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available).

The following additional information was provided:

4.2.1.2: Ground Maintenance Contract.

Interim arrangements are in place until the tender process can be completed.

4.2.2.1 73-85 James Nisbet Street

The Depute Director confirmed that the pilot project due to be carried out at 77 James Nisbet Street have been delayed for 1 week due to the Contractor being unable to source the appropriate materials, the new start date for this pilot scheme is 6th July 2020.

4.2.3.3: Smoke and Heat Detection Upgrade Contract

The Depute Director advised that works had re-commenced and were being completed at the same time as annual gas servicing for each property. Discussions have been held on how to catch up with those that were missed and we have agreed a plan on how to do this which will mitigate any risks associated with cost and access. This may result in a few properties having their next planned gas service brought forward slightly but will ensure full compliance by the February 2021 deadline.

4.2.4.2: Electrical Safety Checks

The Depute Director advised that following notification of the new tolerable standard that requires Electrical Inspections are carried out every 5 years, it has been confirmed that the deadline for compliance is March 2022. This will have a financial impact on the Association. Therefore, the Depute Director will discuss further with the Finance Agent and bring a recommendation back to Committee

4.2.5: Close Cleaning

The Depute Director advised that the new contract has now commenced .

7.2 Glenbarr Street Development

Committee noted the content of report (copy available). The Depute Director confirmed that this contract had restarted and the site now back up and running. The Contractor is taking into account all the current government guidance and have ensure they have all the correct control measures in place. The Depute Director advised that there has been some discussion with regards to changes in cost however discussions are ongoing and the Depute Director will report back to Committee as this progresses.

7.3 98 James Nisbet Street – Lease Extension

Committee noted the content of report (copy available). Committee discussed this lease and the success and positive feedback over the last 12 months with leasing this property to Help 4 The Homeless. Committee approved an extension to the lease for a further 6 months from 1st July 2020.

8.0 HOUSING MANAGEMENT REPORTS

8.1 Allocation Policy Review

The Housing Manager advised that due to COVID -19 there was a delay in implementing the new Allocation Policy however, this was carried out in June 2020. Staff reassessed the current applicants on the waiting list using the new policy. The Housing manager requested an extension on reporting the outcomes to Committee to allow staff more time to collate these. Committee approved an extension to September2020.

9.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place via Zoom on Monday 31st August 2020 at 5.00pm.

10.0 AOCB

There was no other competent business.

Susan Costley left the meeting at 6.30pm to allow for discussion of agenda item 6.5

Meeting closed at 6.35pm

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
