

**SPIREVIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF MANAGEMENT COMMITTEE MEETING**  
**HELD ON MONDAY 30<sup>TH</sup> SEPTEMBER 2020 AT 5.00PM**  
**VIA ZOOM**

<b>PRESENT:</b>	ALAN BROWN	CHAIRPERSON
	CHARLIE LUNN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	LYNDA MULHOLLAND	TREASURER
	MARK SHANNON	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER
	SUSAN COSTLEY	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER (from item 7.0)
	ALLAN STEWART	COMMITTEE MEMBER (from item 7.0)

<b>IN ATTENDANCE:</b>	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;

ANDREW WILKIE	COMMITTEE MEMBER (LOA)
CAITLIN HEANEY	COMMITTEE MEMBER
ROSS LOVE	COMMITTEE MEMBER

**1.2 Leave of Absence**

The Director read out an email from Andrew Wilkie requesting a Leave of Absence for 3 months due to personal reasons. Committee considered this requested and agreed to grant the Leave of Absence.

**2.0 ELECTION OF OFFICE BEARERS**

The Director thanked all Committee present for completing and returning the Code of Conduct for Governing Body members. The Director presented the proposed meeting dates for the coming year and Committee noted these.

Office Bearers were then duly elected to office as follows:

**CHAIRPERSON**

Charlie Lunn nominated Alan Brown for the position of Chairperson.

Seconded by Lynda Mulholland.

There were no other nominations. Alan accepted the position.

**VICE CHAIRPERSON**

Alan Brown nominated Charlie Lunn for the position of Vice Chairperson.

Seconded by Clare O'Donnell.

There were no other nominations. Charlie accepted the position.

**SECRETARY**

Charlie Lunn nominated Clare O'Donnell for the position of Secretary.

Seconded by Alan Brown.

There were no other nominations. Clare accepted the position.

## **TREASURER**

Charlie Lunn nominated Lynda Mulholland for the position of Treasurer.

Seconded by Clare O'Donnell.

There were no other nominations Lynda accepted the position.

At this point, Alan Brown took on his elected position as Chairperson.

### **2.1 Cheque Signatories**

Committee agreed that the cheque signatories for the coming year would remain the same as the previous. The Vice Chairperson reminded all Member present that the Director must sign a cheque before a cheque signatory signs.

## **3.0 MINUTES OF PREVIOUS MEETING**

### **3.1 Minute of Management Committee Meeting 31<sup>st</sup> August 2020**

The Minute of the Management Committee meeting held on 31<sup>st</sup> August 2020 was approved by Committee.

### **3.2 Minute of Joint Office Bearers Meeting on 12th May 2020**

The Minute of the Joint Office Bearers Meeting held on 12<sup>th</sup> May 2020 was noted by Committee.

## **4.0 MATTERS ARISING**

### **4.1 Service Sharing Review**

This item is contained within a confidential minute

### **4.2 Actions Tracker**

Committee noted 2 open items contained within the actions tracker;

Item 10.1 Allocation Policy;

Committee noted that this item was on the agenda for tonight's meeting and would be discussed at the appropriate time.

Item 5.1;

5 and 30 Year Financial Projections, Committee noted that this item was on the agenda for tonight's meeting and would be discussed at the appropriate time.

## **5.0 DECLARATION OF INTEREST**

There were no declarations of interest.

## **6.0 HEALTH AND SAFETY**

### **6.1 Health and Safety at Work and Landlord Safety Report**

Committee noted the content of report (copy available). The Depute Director drew Committee attention to the attached Audit Action Plan and the progress made to date. The Depute Director advised that staff are in the process of chasing ACS up to carry out the Landlord Safety Audit that was due in May 2020. This Audit has been delayed due to COVID. However staff will work towards arranging this and would report further once more information was available.

The Depute Director advised that Health & Safety Walkabouts had been carried out by staff during lockdown however now that restrictions were beginning to ease asked if Committee felt comfortable volunteering to carry these out again. Alan Brown and Craig Allan both volunteered to attend the office to carry out this task. The Depute Director thanked them both and advised that she would contact them again at the end of October to arrange a suitable date.

The Depute Director advised that Health and Safety training for all Committee members has been arranged to take place via Zoom on Tuesday 20<sup>th</sup> October 2020 at 5pm. The Corporate Governance Officer would send an invite to all Committee Members in the coming weeks.

## **6.2 Insurance Claim**

Committee noted the content of report (copy available). The Depute Director advised that staff have provided all the information requested by the Insurance Company and will await the final outcome.

## **7.0 FINANCE REPORTS**

The Finance Agent apologised to Committee that his reports were circulated late.

***Rachel Cooper and Allan Stewart joined the meeting at 5.25pm***

### **7.1 Revised Budget 2020/2021**

Committee noted the content of report (copy available). The Finance Agent advised that following the Internal Auditors recommendation he has split the overtime budget from the main salaries budget to allow Committee to monitor the overtime budget. Whilst making this amendment he also took into account the impact of COVID-19 figures and made the following changes in four other areas, Interest Payable, Capital Planned Maintenance, Revenue Planned Maintenance and Salaries.

The Finance Agent explained that while reductions are being made in some of these budget headings additional spend will also be required in others resulting in a reduction of the Associations surplus for this year.

It was noted generally that an increase in pricing was being observed in recent tenders. This would be closely monitored and considered in line with all budgetary allocations.

Committee then approved the revised budget to 31<sup>st</sup> March 2021.

### **7.2 Five Year Financial Projections**

Committee noted the content of report (copy available). The Finance Agent noted a mistake within this report and confirmed that income will be increased by 5% in year 1 and 5.5% in years 2 and 3 and not 3.5% as stated within the report. Committee noted that the Association returns a health surplus over the period of the projections. Committee approved the Five Year Financial Projections and authorised the Finance Agent to submit these to the Scottish Housing Regulator.

### **7.3 Revised 30 Year Financial Projections**

The Finance Agent apologised for the late issue of this report and asked Committee to note that only a 30 year cashflow was being presented at the moment. The remaining part of the 30 year projections will be circulated with the October Committee reports. The Finance Agent confirmed that the attached 30 Year Cashflow incorporates the new Investment Strategy figures. He advised that at the moment no further borrowings are required.

The Director asked the Finance Agent to confirm that the 5 Year and 30 Year Financial Projections take account of the impact of COVID. The Finance Agent advised that he has taken this into account however as the full impact is yet to be known, we cannot fully prepare for this. The Depute Director advised that already she has seen an increase in Tender prices however, the Association drives these contracts and has a choice to smooth out spend.

The Finance Agent confirmed that he has taken as much information on the impacts of COVID into consideration as possible and there are no areas of material non-compliance to report as part of the self-assessment Assurance Statement process.

The Finance Agent advised that the Association was in a good position to borrow if required. The Finance Agent advised that the Association has not spent much money on COVID directly, He confirmed that he is also not concerned about rent arrears as we have a good staff team who are monitoring this closely.

*The Finance Agent left the meeting at 5.43pm*

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

### **8.1 Self-Assessment and Annual Assurance Statement**

The Director advised that she has been working through the self-assessment action plan and reviewing our current position. The assessment outcome has been passed to Mulholland Housing Consultants as part of the verification process. . A report will be presented to Committee next month, along with a draft Annual Assurance Statement for consideration, ahead of the 30<sup>th</sup> November submission deadline. . Committee approved the proposed timeframe, which varies from the September deadline previously agreed.

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

Committee noted the content of the report circulated.

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

#### **Scottish Housing Regulator**

The Director advised that SHR had granted an extension on the return of the ARC until July 2020 which has had an impact on the deadline to publish the Landlord Report to Tenant from October to December 2020. This report will therefore will be included in the December newsletter.

#### **Staff Wellbeing**

The Director advised that regular contact is being made with all staff who continue to work from home. The Director has highlighted the Employee Counselling Service to all staff and made sure they are aware that this service is available to them. The Director advised that that although staff are relaxed within the office they remain vigilant and have been advised the raise any areas of concern with their line mangers. A Committee Member asked if the Association is breaching Government Guidance as the default position is to work from home if possible, The Director advised that staff are not compelled to work from the office but should be here to carry out essential tasks.

#### **Community Support**

The Director advised that the hot meal service will come to an end on 2<sup>nd</sup> October 2020. A Committee member asked if this would have an adverse effect on tenants who currently use this service. The Director advised that we have provided lots of notice to service users and have made plans for clubs such as the Young @ Heart Lunch group to return to the Hub. Community Meals will also return from 5<sup>th</sup> October therefore this should help minimise the potential social isolation on service users.

The Director drew Committee attention to the Associations submission to SHR for August 2020 and advised that these figures were published on SHR website. She advised that there is a Dashboard where aggregate figures are available. She encouraged Committee Members to have a look at this.

### **8.3 Staffing Structure Review**

The Director advised that she would draft a staffing review report and bring to Committee in October.

### **8.4 Internal Audit – Follow up report 2018/2019**

Committee noted the content of report (copy available). The Director went over items that had not been implemented and explained the reasons behind these decisions. Committee noted the actions carried out since the Payroll and ICT Management Controls Audits and were pleased to note 'full assurance' now awarded.

### **8.5 Internal Audit – Annual Report 2019/2020**

Committee noted the content of report (copy available). Committee noted 'full assurance' and no recommendations made during the Allocations & Lettings and Planned & Cyclical Maintenance Audits.

### **8.6 Recruitment Report - Volunteer Co-ordinator**

Committee noted the content of report (copy available). The Director confirmed that the Volunteer Co-ordinator was now in post and started on 14<sup>th</sup> September 2020. She advised that EVH did not collect Equal Opportunities Monitoring information and therefore she was unable to circulate this report. A Committee Member asked if this would affect the appointment and the Director advised that it would not as this was a failure to record by EVH.

### **8.7 Membership Report**

Committee noted the content of the report (copy available). Committee approved two new Membership Applications this month and granted permission to use the seal.

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

### **9.1 Maintenance Performance Reports to 30<sup>th</sup> September 2020**

Committee noted the report circulated. The Depute Director drew Committee attention to the number of pre and post inspections carried out during the period and explained that the reduction of these was likely due to lockdown and staff working from home, However, staff are carrying out a double check of the figures to ensure that all updates have been made and that the figures are accurate. She hoped that now staff have returned, we should see an improvement going forward. The Depute Director advised that despite the COVID pandemic and lockdown, it was pleasing that the repair performance targets noted were still being met. She had been concerned that there may have been a detrimental impact on these. The Depute Director reported a significant underspend during the first quarter of the financial year mainly due to COVID however she advised that the Maintenance team have now caught up with all outstanding repairs and will monitor this going forward.

### **9.2 Investment Strategy**

The Depute Director apologised for the delay in presenting the Investment Strategy to Committee she explained that she was awaiting financial information from the Finance Agent and now that he had provided this tonight, she would be able to move forward and write her Investment Strategy report. She requested Committee permission to present this report in October 2020. Committee approved this request.

### **9.3 Planned/Cyclical Maintenance Report**

Committee noted the content of report (copy available). The Depute Director advised that tenders for James Nisbet Street had been issued and due to be returned mid-October therefore requested 2 volunteers to attend a tender opening on Wednesday 14<sup>th</sup> October at 12 noon. Charlie Lunn and Alan Brown volunteered to attend. She advised Committee that she was anticipating a higher than expected tender but this would be reported to Committee once further information was available.

The Depute Director advised that the Grounds Maintenance Contractor John O'Conner had been appointed following the tender process and commenced works on 28<sup>th</sup> September 2020. Staff will continue to monitor this Contract.

The Depute Director advised that tenders had been returned for the Kitchen and Boiler replacement programme however, initial analyst is showing this tender to be circa £93k over budget. She advised that she was not overly concerned about this at this time as we have £30,000 of contingencies and circa £90k provisional sums included within the contract. However, she had asked the QS to discuss potential savings with the preferred contractor to mitigate further against this risk. She advised that she will need to drill down more into this with the QS before bringing a report to Committee for consideration.

### **9.4 Glenbarr Street Development**

The Depute Director advised that the contract is progressing well Committee discussed possible financial implications of COVID on this project. The Depute Director advised that discussions were still ongoing in relation to these potential costs to minimise the financial impact on the Association. . The Depute Director advised that she would report further on this as information becomes available. No decision on costs will be made without full Committee approval.

### **9.5 Insurance Report – Renewal Premiums**

Committee noted the content of report (copy available). Committee approved the Insurance Premiums and instructed the Depute Director to proceed with the renewal. .

## **10.0 HOUSING MANAGEMENT REPORTS**

### **10.1 Allocation Policy – Outcomes Report**

Committee noted the content of report (copy available). The Housing manager advised that she felt the current Allocation Policy is working well with 25 new applicants processed through September and now on our waiting list. She confirmed that the waiting list was healthy and she would continue to monitor this.

## **10.2 Confidential Report – Allocation Appeal**

This item is contained within a confidential minute

## **11.0 POLICY REVIEW**

### **11.1 Staff Code of Conduct**

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

### **11.2 Flexible Working Policy**

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

### **11.3 Treasury Management Policy**

*This item was discussed after item 7.3 and prior to the Finance Agent leaving the meeting*

The Finance Agent advised that he did not agree with Arneil Johnston's suggestion that the Association requires a £500k minimum working balance.

The Director asked if there was a sector norm or regulatory expectation / requirement to keep a minimum proportion of annual turnover in the bank account? The Finance Agent advised that this was not required by the Scottish Housing Regulator and if required the Association could borrow funds from the bank to cover costs should any issues arise. -The Finance Agent advised that SHR don't have any guidance around this matter as long as the Association continue to meet their long term commitments.

A Committee Member asked on what basis did Arneil Johnston recommend this. The Finance Agent advised that it was good practice to have a quarter of our annual turnover in the bank at any time.

The Finance Agent therefore recommended that no changes were made to the current Treasury Management Policy. Committee considered this and agreed with the Finance Agent's recommendation to leave this policy as it is.

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

The next Management Committee meeting will take place via Zoom on Monday 26<sup>th</sup> October at 5.00pm.

## **13.0 AOCB**

*This items was discussed after item 11.3 on the agenda and before the Finance Agent left the meeting.*

### **13.1 Letter to those charged with Governance**

A copy of the letter from French Duncan to those charged with Governance was circulated to Committee Members prior to the meeting.

The Finance Agent went over the contents of the letter and advised that French Duncan has confirmed that there was no significant weakness in financial controls and overall they were happy with all the information audited. The Finance Agent advised that they recommended adjusting bad debt provision which he has now actioned.

Meeting closed at 18.30pm  
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 \_\_\_\_\_