

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 24th FEBRUARY 2020 AT 5.30PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	ALAN BROWN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	LYNDA MULHOLLAND	TRESURER
	ROSS LOVE	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	MARGARET BROWNLIE	DEPUTE DIRECTOR

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

RACHEL COOPER	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER
CLARK DAVIDSON	FINANCE AGENT
CAITLIN HEANEY	COMMITTEE MEMBER
ANDREW WILKIE	COMMITTEE MEMBER

1.2 Welcome

The Chairperson welcomed everyone to the meeting

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 27th January 2020

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

3.0 MATTERS ARISING (including Actions Tracker)

Committee noted 1 open item contained within the actions tracker. The Director advised that this action was contained within the papers to be discussed fully at item 10.1 on the agenda.

4.0 DECLARATION OF INTEREST

Ross Love declared an interest in relation to agenda item 12.2.

5.0 HEALTH AND SAFETY REPORT

Committee noted the content of the report and noted the progress in the attached Health & Safety Audit Action Plan.

A query was raised in relation to the delay with progressing Fire Risk Assessments in attic spaces. The Depute Director advised that there had been difficulty in procuring these services but hoped that this would be completed in the very near future.

6.0 FINANCE REPORTS

6.1 Draft Budget for 2020/2021

Committee noted the content of the report submitted by the Finance agent to accompany the draft budget for the year 2020/2021. Committee considered this report and the budget and agreed to approve on the condition that the budget is resubmitted next month with all relevant notes.

6.2 Management Accounts to 31st December 2019

Committee noted the content of report submitted by the Finance Agent and approved the Management Accounts for the period to 31st December 2019.

7.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

7.1 Business Plan Review 2020/21

The Director advised that the Business Plan is currently still under review and some information was still awaited from the Finance Agent. Once this information has been received, The Director will finalise the business plan and provide this and a full report to Committee at the March meeting.

7.2 Roystonhill Community Hub

Committee noted the content of the report (copy available) and that a final account figure had been negotiated with the Contractor. This figure agreed was within the parameters approved by Committee in January 2020. Committee were happy that this very successful project was now completed.

The Director updated Committee on the progress made with the Café and shop. The Café opened this week and is working with all other groups to provide catering services. This has proved very successful so far. The shopkeeper hopes to have the shop up and running by mid-April.

7.3 Wider Role Projects 2020/2021

Committee noted the content of the report (copy available) and that the association had been successful in securing funding for a volunteer co-ordinator post for a minimum of 2 years. Committee also noted the funding position in relation to others such as Royston Youth Action, the Financial Capability and Tenancy Support Officer.

7.4 Committee Appraisal Update

Committee noted content of report (copy available). The Corporate Governance Officer updated Committee on progress made thus far. Committee noted that all 1 to 1 interviews had been completed. This was a very smooth process and could possibly be done by phone in the future or possibly Facetime/Skype. It was noted that SHARE will now collate all the information gathered and issue Individual Learning Statements and an Organisational Training Plan. SHARE will attend the March Committee meeting to present their findings.

7.5 Membership Report

Committee noted the content of the report (copy available) and approved the use of the seal in relation to 2 new membership applications.

8. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

8.1 Maintenance Performance Report to 31st December 2019

Committee noted the content of report (copy available). The Depute Director advised that the layout of the appended spreadsheet on maintenance spend had been revised as requested by Committee. Committee agreed that they were happy with the new layout. The Depute Director pointed out that the section on Insurance was omitted from the spreadsheet. This is due to a change in staff within the Finance Department and uncertainty over where this information is stored. However it is hoped that this will be resolved and the figures will be reported to Committee at the next quarter.

8.2 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available) and approved the progression of the tender for electrical safety checks as outlined.

8.3 Glenbarr Street Development

Committee noted the content of report (copy available). The Depute Director advised that works are progressing well. Completion is estimated around 25th December 2020. A slight delay of 5 days has been noted due to recent bad weather however it is hoped this will be caught up as works progress.

The Depute Director asked if Committee wished to organise a further virtual reality session and it was agreed that this would be held on 30th March 2020 at 3pm in the office.

8.4 SHQS and EESH Failures Update

Committee noted the content of report (copy available). Committee noted the recent stock condition survey reported 36 SHQS failures however following recent works carried out these figures have been reduced to 5 failures, 8 exemptions and 4 abeyances. The Depute Director advised that the maintenance team will continue to work alongside the housing management team to gain entry into these properties and move towards compliance.

9.0 HOUSING MANAGER REPORTS

9.1 Rent Arrears – Legal Action Update

Committee noted the content of report (copy available) Following careful consideration Committee agreed to enforce a decree for eviction as detailed in the report.

10.0 POLICY REVIEW

10.1 Allocation Policy

Committee considered the revised draft Allocation Policy. The Director highlighted the main changes being proposed particularly in relation to welcome meetings, occupancy standards, shared access, abuse/harassment and new legislation. A query was raised in relation to care leavers and it was acknowledged that they should be addressed via the GCC referral process however, the Housing Manager will be asked to clarify this.

After some discussion Committee agreed to adopt and implement the revised policy. It was further agreed that the Housing Manager should report back in June 2020 with an update on the outcomes of the policy in order to ensure it is working as intended.

11.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place on Monday 30th March 2020 at 5.00pm.

12.0 AOCB

12.1 Affiliation Fee – GWSF

The Director advised that she had received an email from Glasgow West of Scotland Forum regarding re-affiliation 2020/21. The cost to re-affiliate is £2,464 which is an increase of 2% (£48) from last year. Committee discussed this and felt GWSF still provided good value for money. Therefore, Committee unanimously agreed to re-affiliate for 2020/2021.

A declaration of interest was declared for Item 12.2 and Ross Love left the meeting at 6.20pm

12.2 Allocation in accordance with EPB Policy

Committee noted the content of report (copy available). Committee agreed to approve an offer of tenancy in line with the Association's rules, the Allocation Policy and the Entitlement, Payments and Benefit Policy.

Meeting closed at 6.25pm

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
