

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 27th MAY 2020 AT 5.00PM
VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	ALAN BROWN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	CAITLIN HEANEY	COMMITTEE MEMBER
	ROSS LOVE	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER
	ANDREW WILKIE	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	CLARK DAVIDSON	FINANCE AGENT
	SUSAN COSTLEY	OBSERVER
	CRAIG ALLAN	OBSERVER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

LYNDA MULHOLLAND	TREASURER
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1.2 Welcome

The Chairperson welcomed everyone to the meeting. The Chairperson introduced Susan Costley and Craig Allan to the meeting as observers who are interested in being co-opted to the Management Committee.

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 27th April 2020

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

3.0 MATTERS ARISING (including Actions Tracker)

Committee noted two open items, contained within the actions tracker. item 10.1 Allocation Policy is ongoing and will remain open until June 2020 when The Housing Manager will report further. Item 5.9 Committee Recruitment, was on the agenda to be discussed this evening under AOCB

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

Item 5.0 was discussed after item 12.0 AOCB.

5.0 Staff Service Sharing Review

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

6.0 Health & Safety Report

Committee noted the content of the report (copy available) and noted the updated position in relation to the action plans attached. Committee were also asked to note their Roles and Responsibilities in relation to the Landlord Facilities Manual as outlined in section 4.2.3 of the report and the attachment in relation to these. Given that Committee were unable to sign these physically at the meeting, The Depute Director advised that she would circulate these again by email and ask for each Committee member to respond to confirm their acknowledgement and acceptance. This document would usually be signed at the Committee meeting but due to the COVID pandemic, email acceptance would be acceptable until it is safe to sign the documentation.

7.0 FINANCE REPORTS

7.1 Management Accounts to 31st March 2020

Committee noted the content of report (copy available). The Finance Agent presented his report to the Management Committee and went over the Statement of Comprehensive Income including the Associations turnover and operating costs. He went over the Statement of financial position, fixed assets, current assets, creditors due after one year, budgets verses actual and key ratios. The Finance Agent confirmed that the Association has had a very credible performance this year. The Finance Agent advised that these figures will change in the final version of the accounts for 2020 due to invoices received post year-end. The Finance Agent advised that according to The Pensions Trust our share of the Pension Deficit has reduced from £505,000 to £0, he advised Committee that this was a total contradiction from what happened last year and that he could not guarantee that this would not increase again in the ensuing year.

The Finance Agent left the meeting at 5.25pm

7.2 Factoring Report 2019/2020

Committee noted the content of the report (copy available)

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 COVID-19 Update

Committee noted the content of the report circulated. Committee advised that they were happy with the format and frequency of this report and noted that should they wish any additional information on the Associations action with regards to COVID-19 then that can contact the office at anytime.

The Director then went on to provide the following information, supplementary to the written report provided;

Scottish Housing Regulator

Monthly updates will continue to be submitted to the regulator covering items such as staff sickness, arrears and voids. Staff are currently working on these figures for May and the Director will submit them before the deadline on 6th June 2020.

Financial Matters

Both the 30 and 5-year projections are programmed to be reviewed by August 2020. However, this timeframe will also be kept under review.

Gas Servicing

The Director advised that Spire View now has 31 instances where gas safety checks have not been carried out within the required 12 month period, due to tenants not allowing access to their properties. Of these 31 failures, we have now carried out 11 of these checks. Staff have managed to engage with most of our tenants

to reassure them that our contractors will take every precaution possible and full PPE will be worn before entering into a property. Providing this information has helped to ease tenants worries and allow the Association to carry out these very important checks.

A Committee Member asked if this was a notifiable event. The Director confirmed that it is not at this stage however, these figures will be reported to the Regulator in the ARC.

Allocations As some of our Contractors have been able to return to work we are now able to carry out the necessary checks and works to allow us to allocate void properties through a contactless letting service. We have to date allocated 3 void properties using this method which has proven successful.

Rent Management

Rent collection continues to be a challenge during these difficult times however staff are monitoring this situation very closely and making regular contact with tenants to minimise the impact of COVID-19 and the impact on rent arrears. Staff continue to see an increase in UC claims however they continue to assist tenants and make referrals to the Money Advisors and Financial Capability Officer.

Housing Support

We are now distributing 200+ food parcels and from the week commencing 18th May have been able to increase the hot meal deliveries to 175 per week.

We continue to issue fortnightly updates to all tenants and owners to ensure we keep tenants and residents updated with information on service provision. We have received very positive feedback on this process which has helped staff to enhance the ongoing relationship with our community.

We continue to attend the Royston Coronavirus Response Group and meet with all member agencies every 2 weeks.

8.2 Annual Return on the Charter to 31st March 2020

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 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 40of the 43 applicable indicators that apply to the association and of this 40 examined 16 items required to be amended. The Director advised that this has highlighted some possible areas for training for staff, which the Depute Director and the Housing Manager would progress.

Committee unanimously approved the submission to the SHR.

8.3 Risk Register Report

Committee considered the content of this report and revisions / additions made to the revised risk Register, particularly those in relation to COVID-19. After some discussion Committee approved the revised Risk Register.

8.4 Roystonhill Community Hub

Committee noted content of report (copy available). Committee noted the figures associated with settlement of the final account in relation to Roystonhill Community Hub. There were no further questions relating to this matter. Committee agreed that the build was excellent value for money and an incredible asset for the community.

8.5 Membership Report

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

9.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Maintenance Performance Reports 2019/2020

Committee noted the content of report (copy available). The report confirmed that all budgets with the exception of voids and grounds maintenance were under budget. The Depute Director advised that on investigation, the void spend included some items that should have been assigned as planned maintenance spend and this would be amended. The overspend on ground maintenance costs were due to the requirement to put an ad-hoc service in place whilst we progress the tender for a new permanent contractor

9.2 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available).

Close Cleaning:

The Depute Director advised that CAS are now in a position to commence a full close cleaning service. Therefore, as approved by Committee, the contract has been awarded. In compliance with procurement regulations, we must now observe a stand still period to allow for any objections. If no objections are received, it is anticipated that the contract can commence mid-June.

Ground Maintenance:

Committee approved the tender list for the ground maintenance contract contained at item 4.2.1 of the report. The Depute Director will now progress the tender for this service.

9.3 Glenbarr Street Development

Committee noted the content of report (copy available). The Depute Director advised that unfortunately the site remains closed. However, as lockdown restrictions are eased, it is hoped that site operations will be able to recommence soon.

10.0 POLICY REVIEW

10.1 Scheme Development Policy

Committee considered the reviewed draft Scheme Development Policy and agreed to the adoption and implementation of this Policy.

10.2 Contact Finance Policy

Committee considered the revised draft Contact Finance Policy and agreed to the adoption and implementation of this Policy.

10.3 Contract Management Policy

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

10.4 Scheme Completion Policy

Committee considered the reviewed draft Scheme Completion Policy and agreed to the adoption and implementation of this Policy.

10.5 Contractor Liquidation Policy

Committee considered the reviewed draft Contractor Liquidation Policy and agreed to the adoption and implementation of this Policy.

10.6 Disciplinary Policy

Committee considered the draft Disciplinary Policy and agreed to the adoption and implementation of this Policy.

10.7 Grievance Policy

Committee considered the draft Grievance Policy and agreed to the adoption and implementation of this Policy.

11.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place via Zoom on Monday 29th June 2020 at 5.00pm.

Susan Costley and Craig Allan left the meeting at 6.25pm

12.0 AOCB

12.1 Committee Recruitment

Committee noted the content of report (copy available) Committee agreed to Co-opt both Susan Costley and Craig Allan to the Management Committee until the AGM. Committee instructed the Corporate Governance Officer to contact both Co-optees to advise of this decision and to commence the induction process.

12.2 Complaint

The Director advised that she had received a call from Glasgow City Council to advise that Police Scotland had received a report from Police Scotland regarding Social Distancing within the office. The Director advised that she had provided all the information requested by GCC and is confident that all the correct measures were in place to ensure we comply with current government advice. The Director advised that staff are only permitted to work within the office if they cannot carry out that duty from home. A further update will be provided once the GCC investigation is concluded.

Item 5.0 was discussed at this point

Meeting closed at 7.00pm

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
