

SPIREVIEW HOUSING ASSOCIATION LTD
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 31ST AUGUST 2020 AT 5.00PM
VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	ALAN BROWN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	CAITLIN HEANEY	COMMITTEE MEMBER
	ALAN STEWART	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER
	SUSAN COSTLEY	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

LYNDA MULHOLLAND	TREASURER
ROSS LOVE	COMMITTEE MEMBER
MARK SHANNON	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 29th June 2020

The Minute of the Management Committee meeting held on 29th June 2020 was approved by Committee.

3.0 MATTERS ARISING (including Actions Tracker)

Committee noted 2 open items contained within the actions tracker;

Item 10.1 Allocation Policy, Committee agreed and extension to 30th September 2020 when they met on 29th June 2020 therefore an update will be provided next month.

Item 5.1 Draft Budget Report is on the agenda for this evening's meeting and will be discussed at the appropriate time.

4.0 DECLARATION OF INTEREST

Craig Allan declared an interest at item 6.5 Membership Report.

5.0 FINANCE REPORTS

5.1 Draft Annual Financial Statements & Letters to 31st March 2020

Committee noted the content of report (copy available). The Finance Agent went over the income and expenditure for the year ended 31st March 2020. The Finance Agent advised that the association was in a good financial position.

Committee considered the recommendations made and agreed as follows:

- The annual financial statements to 31st March 2020 were approved.
- The Management Committee considered and discussed the Management Letter from the external auditors in respect of their audit to 31st March 2020. They were satisfied with the content. The Finance Agent advised that he would carry out 6 monthly reconciliations on all VAT Accounts to ensure accurate reporting.
- The Finance Agent was instructed to draft a response to the management letter thanking the auditors for their services.
- Committee considered and approved the Letter of Representation and signing by the Chairperson along with accounts at the AGM.

5.2 Management Accounts to 30th June 2020

Committee noted the content of report (copy available). The Finance Agent went over the Associations Turnover, Operating Costs, interest Receivable and Payable along with the Statement of Financial Position. He advised that under normal circumstances, the first 3 months of the year are not a good performance indicator and even more so during these unprecedented circumstances however he confirmed that the Association was in a good financial position.

5.3 Revised Budget 2020/2021

Committee noted the content of report (copy available). The Finance Agent advised that as a result of the Internal Auditors recommendation he has split the overtime budget from the main salaries budget to allow Committee to monitor the overtime budget. The Finance Agent advised that a fully copy of the budget will be presented to Committee in September 2020 and this will incorporate further changes in relation to the planned maintenance program.

5.4 Five Year Financial Projections

The Finance Agent advised that he is currently working on the 5 Year Financial Projections and plans to consider these along with the revised investment strategy and 30 Year Financial Projections. The projections will be submitted to Committee in September 2020 for consideration prior to submission to the Scottish Housing Regulator.

5.5 Revised 30 Year Financial Projections

The Finance Agent advised that he was currently working on the 30 Year financial projections along with the five Year projections and associations investment strategy. These projections will also be submitted to Committee in September 2020.

5.6 Donation Register Report

Committee noted the content of report (copy available). Committee noted that to date no donations had been made for 2020/21 however a recent donation requested had been received from EVH on behalf of CHAS and would be processed and appear in the next quarterly report.

The Finance Agent left the meeting at 5.40pm

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Business Plan Progress Report to 30th June 2020

Committee noted the content of the report circulated.

Committee considered the content of the report, the recommendations and agreed the following in respect of the Delivery Plan for 2020/2021.

- a. Amend the timeframe for completion of the annual self-assessment review from August to September 2020.
- b. Amend the TP Strategy review date, as agreed previously, to August 2020.
- c. Amend the completion date for the Investment Strategy to September 2020 in order to align with the review of financial projections,

- d. Amend the timeframe in relation to the Roystonhill Masterplan to December 2020.

The Director explained areas showing Red within the KPI report and Committee noted the reasons for this. The Director confirmed that although we are hopeful to improve performance in these areas over the course of the year, particularly in relation to average days to re-let and rental income lost through voids, these figures were the result of the COVID pandemic and not being able to let properties during the early stages of lockdown. Committee also noted that we had 31 gas safety failures between April and June 2020 these however are all now completed.

Committee noted the progress made on the Delivery Plan Progress Report, The Director drew Committee attention to some timescales that required review. The Director went over the Risk Report. She advised that this had been reviewed significantly since the COVID pandemic.

6.2 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 has confirmed an extension to the Annual Assurance Statement Return to the end of November 2020 and the Landlord Report has also been extended to the end of October 2020.

External Audit

The audit is now complete however she advised that completion of this audit was much more difficult this was mostly due to the External Audit being carried out remotely by French Duncan.

Community Support

The Director advised that tenants are now able to come to the Hub every Tuesday and Thursday between 12-2pm to collect a food parcel. We have seen a reduction in food parcels being collected as the lockdown restrictions are relaxed and more and more tenants return to work. On average, we are still providing around 35 parcels per week.

6.3 Service Sharing Review

The Director advised that Copperworks Housing Association discussed the Service Sharing Review at their meeting on the 25th August 2020. Following discussion they have decided that they are not willing to consider a Transfer of Engagement or any other options put forward within the Service Sharing Review carried out by Arneil Johnson. They were very clear that although they were sympathetic for pressures on staff they would rather explore a staffing review than a Transfer of Engagement. Committee discussed this matter and expressed disappointment that Copperworks felt this way. Following a lengthy discussion Committee agreed to undertake a Staffing Restructure.

6.4 AGM Arrangements (including Secretary's Letter)

Committee noted the content of report (copy available). The Corporate Governance Officer reminded all Committee Members present that this year's AGM would take place on Thursday 17th September 2020 at 6pm via Zoom. She asked all Committee members to attend if possible and to encourage family and friends who are members of the Association to attend and to support the association.

Craig Allan Left the room whilst this matter was discussed.

6.5 Membership Report

Committee noted the content of the report (copy available). Committee approved one new Membership Application this month and granted permission to use the seal. Committee also noted that six shares were cancelled.

6.6 Complaints Handling Report to 30th June 2020

Committee noted the content of report (copy available). Committee noted that four complaints were reported in the first quarter of the financial year (April – June 2020).

7.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Insurance Report – Annual Update

Committee noted the report circulated and that a further report will be brought to the October meeting on the renewal premiums once the broker had concluded the negotiations.

7.2 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available).

The following additional information was provided:

4.1.2.2 – Kitchen/Boiler Replacements

The Depute Director advised that the tender document is in the process of being completed and would be issued in the very near future. Due to COVID 19, it is anticipated that not all works programmed can be completed within this financial year. Therefore, there may be some carry over to 2021/22. The contract was jointly procured with Copperworks and the kitchens they have programmed are also failing SHQS currently. Therefore, the Depute Director asked for permission to progress the Copperworks programme first and follow on with Spire View works to allow these failures to be rectified prior to 31st March 2021. Committee were in agreement with this. The Depute Director advised that she would make every effort with the successful Contractor to improve on this position once the contract has been awarded.

4.1.3: 73-85 James Nisbet Street

The Depute Director advised that the QS and Architect are currently finalising the tender documentation and she would hope to have this by Friday 4th September 2020 for issue thereafter.

4.2.1 - Grounds Maintenance

The Depute Director advised that the appointment of the new Contractor was in progress and she was hopeful of the new contract commencing mid-September.

4.2.3: Electrical Safety Checks

Committee agreed to the recommendation to pull checks planned for financial years 22/23 and 23/24 back into financial year 21/22 and an additional cost of around £22,000.

7.3 Glenbarr Street New Build

Committee noted the content of report (copy available) and the attachments. The Depute Director confirmed that negotiations were ongoing in relation to the potential additional costs due to COVID 19 but that no agreement would be reached until this had been approved by Committee and with the proviso that a position had also been reached with DRS.

8.0 HOUSING MANAGEMENT REPORTS

8.1 Housing Management Performance Reports

Committee noted the content of report (copy available). The Director drew Committees attention to a slight increase in rent arrears in the first 3 months of this financial year. She advised that as the full impact of the COVID pandemic has still to be seen as the country comes out of lockdown and tenants start to return to work. The Director confirmed that the Housing Manager and Housing Management Team are monitoring this issue very closely and using all the available resources we have to minimise this and to support our tenants.

A Committee Member asked if tenants currently facing eviction's arrears were included within the current tenant arrears cases, the Director advised that this was indeed the case. Committee noted an increase in

average turnaround times for voids this was due to COVID and she would hope to see this figure reduce over the course of the coming year.

8.2 Eviction case

Committee noted the content of report (copy available). Committee agreed not to enforce the Decree for eviction at this time.

9.0 POLICY REVIEW

9.1 Tenant Participation Strategy Review 2020 – 2023

Committee noted the content of report (copy available). The Director advised that the Housing Management Team had hoped to hold an open day with tenants with a view to reviewing the tenant participation strategy however due to COVID restrictions that was not possible. It was therefore agreed to contact tenants by telephone and post. Staff managed to contact 299 tenants resulting in 48% of surveys completed.

A Committee Member suggested that these results are publicised in our quarterly newsletter and possibly a flyer to ensure that they are user friendly.

Committee noted that the preferred method for keeping tenants informed was by circulating newsletters. The Director advised that the Tenant Participation Action Plan contained some small anomalies with regards to timescales however these have been amended and no further significant changes incorporated.

9.2 Estate Management Policy

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

9.3 Dignity at Work Policy

Committee considered the draft Dignity at Work Policy and agreed to the adoption and implementation of this Policy.

9.4 Alcohol and Substance Misuse Policy

Committee considered the draft Alcohol and Substance Misuse Policy and agreed to the adoption and implementation of this Policy.

10.0 DATE & TIME of NEXT MEETING

The next Management Committee meetings will take place via Zoom on the following dates;
AGM and SGM 17th September 2020 at 6pm
Wednesday 30th September 2020 at 5.00pm

11.0 AOCB

There was no other competent business.

Meeting closed at 6.50pm
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 _____