

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 6th APRIL 2020 AT 5.00PM
VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	ALAN BROWN	VICE CHAIRPERSON
	RACHEL COOPER	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER
	ANDREW WILKIE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	CLARK DAVIDSON	FINANCE AGENT
	OLWYN GAFFNEY	SHARE

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

CAITLIN HEANEY	COMMITTEE MEMBER
CLARE O'DONNELL	SECRETARY
LYNDA MULHOLLAND	TRESURER
ROSS LOVE	COMMITTEE MEMBER
ANDY WHITE	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 24th February 2020

The Director advised that, at the meeting on 24th February, under AOCB, she had advised the Management Committee that the let at the Roystonhill Community Hub kitchen had been taken by a relative of a Management Committee member. The 'Register of Interest' has been updated for the Committee member in question.

The Minute of the Management Committee meeting held on 24th February 2020 was approved by Committee.

2.2 Minute of Joint Office Bearers Meeting 12th November 2019

Committee noted the content of the minute of the Joint Office Bearers meeting for information.

Post meeting: it was noted that the Copperworks Chair / Vice Chair had been mixed up and the minutes will be adjusted to reflect this, prior to signing.

3.0 MATTERS ARISING (including Actions Tracker)

Committee noted 3 open items contained within the actions tracker. Committee noted that Item 6.1 on the actions tracker was on the agenda for tonight's meeting and would be discussed at the appropriate time. The Housing Manager provided an update on Item 10.1 (allocations) stating that anyone over the age of 16 leaving care and seeking accommodation would normally be assessed by the homeless team however they could also apply to the association directly. Committee was happy with this explanation therefore deemed

this matter as closed. The last open item (item 10.1 allocations) on the actions tracker was due to be reviewed in June 2020 therefore would remain open.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 FINANCE REPORTS

5.1 Draft Budget for 2020/2021

Committee noted the content of the report (copy available) and noted that a revised budget had been submitted with the notes attached as requested by Committee in February 2020. The Finance Agent went over the notes page. Following this Committee agreed to the draft budget for the year ending 31st March 2021 subject to Committee decision at item 8.2 Estate Management Consultation. Lockdown will have an impact on these figures and may delay some works being carried out therefore some of the budget may be carried forward into the next year.

5.2 Revised 30 Year Projections

Committee noted the content of report (copy available) The Finance Agent went over the Base Projections, Scenario 1 and Scenario 2. Committee discussed the 30 Year Financial Projections and noted that the Association maintains a healthy Balance Sheet throughout and complies with covenants in every year. The Finance Agent recommends that these Projections are reviewed after the COVID-19 issue as this may have an impact. Committee approved the 30 year Projections.

5.3 Investing in Communities Fund – Authorised Signatories

The Director advised that the Association had been awarded funding for a Volunteer Co-ordinator for the Hub. Due to recent issues surrounding COVID-19 we have not been able to progress recruitment to this post. However, funders require Committee to approve those staff members with delegated authority to make applications, accept offers of grant, submit claims forms, monitoring forms and statements of compliance. The Director advised that the form has been completed to reflect that the Director and Depute Director can carry out all tasks and the Finance Assistant can sign grant claim forms and monitoring forms. The Chairperson and 1 other Committee Member will also be required to sign this form.

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Business Plan Review 2020/21

Committee noted the content of report (copy available). Committee were satisfied with the content of the revised draft Business Plan and unanimously approved this for implementation.

6.2 Committee Reporting Schedule

Committee noted the content of report (copy available). A Committee requested that a copy of the Committee Reporting Schedule be sent to all Committee as separate document from the full Committee papers for reference.

6.3 Policy Review Timetable

Committee noted the content of report (copy available). A Committee requested that a copy of the Policy Review Timetable is sent to all Committee as separate document from the full Committee papers for reference.

6.4 Roystonhill Community Hub

The Director advised that unfortunately due to the COVID-19 crisis all lets at the Hub have been placed on hold. The Hub is currently being used as a base for the preparation of food parcels and hot meals for our most vulnerable tenants. The delivery of these meals and food parcels will commence the 6th April 2020. Our Tenancy Support Officer Geraldine Burgess and her colleague Tracey Blair along with Copperworks Estate Caretaker David Manners have been leading on this project and doing a wonderful job. This project is being funding by the National Lottery Community Fund for 16 weeks.

Community Links Scotland and the Corporate Governance Officer are currently working on a funding bid to cover the loss of rent from the cancelled lets. All lets will be reinstated once the COVID-19 crisis is over.

6.5 Volunteer Co-ordinator Post

The Director advised that as previously reported funding had been received from Investing in Communities Fund to allow the Association to employ a Volunteer Co-ordinator at the Hub. The Director advised that due to the current issues COVID-19 the Association would not be able to successfully recruit the right candidate therefore this post should be placed on hold for the time being and will be progressed again once the COVID-19 crisis is over.

6.6 Self-Assessment Review – Governance & Financial Management

The Director advised that work on the Self-Assessment Review has commenced and asked for Committee approval to present this in August 2020 to Committee ahead of the October 2020 deadline for submission of the Annual Assurance Statement. Committee agreed to this request.

6.7 Committee Appraisals

This item was discussed after item 4.0 on the agenda.

Committee noted content of report (copy available). Olwyn Gaffney attended the meeting via Zoom and went over the Committee Appraisal Survey process. Committee noted an error within the report, Olwyn advised that the report states 3 members with over 9 years' service however this should be 2. Olwyn will change this information. She advised that there was a good level of conversation throughout all the 1-2-1 meetings and thanked everyone for their attendance and support during this process. Olwyn advised that there is a good range of skills/ knowledge and experience within Committee.

Olwyn went over some areas for improvement for Committee such as staying up to date with the tenant profile, needs and priorities of tenants, understanding treasury management, appraising director.

Olwyn confirmed that Individual Learning Statements (ILS) will be distributed in the next few days and an organisational training plan will be provided and worked towards as a group and by individuals over the coming year. Olwyn encouraged the use of e-learning as this is free to members and will cover some of the topics identified within the ILS.

Overall Olwyn advised that Spire View is a very high performing Committee trying to keep abreast of current changes and the global climate. Committee discussed hosting Committee training sessions via Zoom or other electronic platforms.

Olwyn left the meeting at 5.50pm

6.8 Membership Report

Committee noted the content of the report (copy available). The Corporate Governance Officer apologised and noted an error within the report. 1 of the membership applications had been cut off by the printer however Committee noted the application verbally and approved the use of the seal in relation to 2 new membership applications.

7. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Revised and Updated Investment Strategy

Committee noted the content of report (copy available). Committee noted that in principle approval was given to the draft investment strategy in August 2019 with the proviso that the Finance Agent would prepare a revised budget and 30 year projections that demonstrated that the works incorporated were affordable.

Following further internal discussion, the investment strategy was revised slightly and the revised version was approved by Committee in October 2019. This revision was based on what we thought was achievable within the timescales. However, in practice, it has proven difficult to achieve the planned works anticipated for completion by 31st March 2020 as reported in the Planned/Cyclical Maintenance update

report. Therefore Committee noted that the works programmed and spend anticipated for financial year 2019/20 has been pushed into financial year 2020/21. Procurement is still on going at this time.

7.2 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available). The Depute Director advised that a section of the 'quality weighting assessment' had been omitted from the report issued and the full document was displayed on screen at the meeting for Committee consideration.

Committee agreed the tender list for kitchen and boiler contract. However Committee noted that the tender could not be issued until after lockdown and the issues around COVID – 19 are resolved.

A supplementary report had been issued to committee under this agenda item, prior to the meeting. Committee noted the content of report and agreed to approve the appointment of CAS Cleaning Services for the initial period of one year with the facility to approve a further two years. Committee noted that this appointment is subject to Committee approval of the recommendation contained in the Estate Management report at item 8.2.

The Depute Director advised that this contract would be held in reserve until after the COVID-19 crisis.

7.3 Glenbarr Street Development

Committee noted the content of report (copy available). The Depute Director advised that unfortunately due to the COVID crisis the site has had to close temporarily. This may result in a delay in completion and an increase in site security costs.

The Depute Director will monitor this situation and keep Committee abreast of any changes.

The Depute Director also made Committee aware of an overpayment of grant as the most recent valuation had been amended due to the lockdown. The funders will be made aware of this overpayment and appropriate action taken as required,

8.0 HOUSING MANAGER REPORTS

8.1 Write Off Report

Committee noted the content of report (copy available). Committee noted errors contained within the recommendations and therefore noted the balance of rechargeable repairs, legal expenses and former tenant accounts.

Those members present agreed to suspend Standing Orders at 6.55pm

8.2 Estate Management Consultation Update

Committee noted the content of report (copy available). Committee noted the response from the estate management consultation and after careful consideration approved the introduction of a close cleaning and grass cutting service from April 2020.

9.0 POLICY REVIEW

9.1 Factoring Debt Recovery Policy

Committee considered the revised draft Factoring Debt Recovery Policy and agreed to the adoption and implementation of this Policy

9.2 Tenant Participation Strategy

The Director confirmed that both she and the Housing Manager were working on a Tenant Participation Strategy at the moment however as consultation was required for this matter the Director advised that she felt it was appropriate to wait a couple of weeks before carrying this out. Tenants have recently been consulted on the Rent Increase and Estate Management and it was felt that another consultation so soon may not gain public interest. COVID-19 may also have an impact on tenant consultation however work is

still going on behind the scene by staff to have the consultation document ready to circulate when the time is right. Staff are also working toward achieving a TPAS accreditation.

9.3 Estate Management Policy

Committee noted the content of report (copy available). Committee agreed to an extension in reviewing this Policy until August 2020.

10.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place via Zoom on Monday 27th April 2020 at 5.00pm.

11.0 AOCB

11.1 Notifiable Event – COVID-19

Committee noted the content of the report circulated.

11.2 Annual Assurance Statement Feedback from SHR

Committee noted the content of report and the feedback letter from SHR.

11.3 Salary Exchange

This item was discussed after item 5.3 on the agenda.

Committee noted the content of report (copy available). The Finance Agent explained what Salary Exchange/Sacrifice is and how savings can be made on national insurance for both the employee and employer. Committee discussed this matter and its similarities to the childcare voucher scheme that the Association signed up to. Committee discussed the implications this would have to Terms and Conditions of Employment and the potential savings to the Association. Committee noted that the Finance Agent took advice on this matter from Chiene & Tate and EVH. Committee requested that this report is brought back to Committee next month for further discussion.

The Finance Agent left the meeting at 6.24pm

11.4 Rent Arrears - Legal Action Update

Committee were provided an update regarding a pending eviction. Committee previously approved the enforcement of a Decree for eviction which has now been received. This Decree was awarded prior to the COVID-19 outbreak and allows enforcement up to 27th September 2020. There are obviously concerns at the moment with regards enforcing Decrees for eviction and also there is no prospect of being able to engage the services of Sheriff Officers. The tenant in question has very recently began to engage with our Money Advisor and Tenancy Support Officer and is also liaising with our MP. It was agreed that a further update will be provided to Committee at the end of April 2020 meeting.

11.5 Thank you – St Mungo's Primary

Committee noted a thank you card sent from St Mungo's Primary School thanking Committee for their recent donation of £100 for their trip to Italy.

Meeting closed at 7.05pm

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 _____