

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING**  
**HELD ON TUESDAY 21<sup>st</sup> MAY 2024 AT 5.30PM IN THE OFFICE AT**  
**43 THARSIS STREET / VIA ZOOM**

<b>PRESENT:</b>	MAUREEN FLYNN	VICE CHAIRPERSON (ZOOM)
	ALAN BROWN	TRESURER
	DREW COLLIER	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	MARY GIBSON	COMMITTEE MEMBER
<b>IN ATTENDANCE:</b>	MARGARET BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

**1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

CHARLIE LUNN	CHAIRPERSON
CLARE O'DONNELL	SECRETARY
ALLAN STEWART	COMMITTEE MEMBER
RACHEL COOPER MORRIS	COMMITTEE MEMBER
CRAIG ALLAN	COMMITTEE MEMBER
ANGELA HEANEY	COMMITTEE MEMBER
GERALDINE MCLAUGHLIN	COMMITTEE MEMBER
ALAN SHUTE	COMMITTEE MEMBER
FLORENCE DIOKA	COMMITTEE MEMBER

**2.0 MINUTES OF PREVIOUS MEETING**

The minute of the previous meeting held on 30<sup>th</sup> April 2024 will be circulated with papers for the meeting on 28<sup>th</sup> May 2024.

**3.0 DECLARATION OF INTEREST**

There were no declarations of interest.

**4.0 MAINTENANCE POLICY REVIEWS**

Committee noted the content of report (copy available). Committee noted the following policies and noted any changes made to the current policy in red within the documents. The Depute Director asked Committee to note the numbering errors in the Right To Repair Policy and that this would be updated following approval by Committee.

- **Electrical Safety Policy & Procedure**
- **Gas Safety Policy & Procedure**
- **Construction, Design & Management (CDM) Policy**
- **Contractors Conditions of Contract**
- **Damp & Mould Policy**
- **Maintenance Policy**
- **Pre-Inspection Policy**
- **Post Inspection Policy**
- **Rechargeable Repairs Policy**
- **Right to Compensation for Improvements Policy**
- **Right to Repair Policy** - numbering still to be updated.
- **Stage 3 Adaptations Policy**

- **Sustainability Policy**
- **Tenant Alterations Policy**
- **Tenant Satisfaction Policy**
- **Void Policy**
- **Water Systems & Legionella Policy**
- **Asbestos Policy** - A Committee member asked the scale of properties affected by asbestos, the Depute Director advised that she did not have this figure to hand but confirmed that it was minimal. She advised that we have an Asbestos Register and this is updated as additional information is gathered. She also outlined the procedure for where potential asbestos may exist (eg textured coatings on walls) and measures taken to remedy/remove if required. In addition, prior to commencing any major works, a sample of demolition surveys are carried out.
- **Fire Safety Policy** - a committee member asked if we currently had any fire safety issues, the Depute Director advised that there were currently no Fire Safety Issues nor RAAC issues.

Following discussion Committee agreed to the adoption and implementation of all the above Maintenance policies.

A Committee member asked how staff are kept up to date with policy changes etc. The Depute Director and Corporate Governance Officer advised that a number of tools are used to do this such as Teams, Staff Meetings and use of our SAGE HR package where staff have to acknowledge receipt and understanding of policy changes. In addition, training is organised where required – this can be external or internal dependant on the policy.

**5.0 DATE & TIME of NEXT MEETING**

The next hybrid Committee meeting will take place on Tuesday 28<sup>th</sup> May 2024 at 5.30pm.

Meeting closed at 5.50pm  
 Minute 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 \_\_\_\_\_