

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 31ST MAY 2023 AT 5.00PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	DREW COLLIER	TREASURER
	ALAN BROWN	COMMITTEE MEMBER
	CLARE O'DONNELL	SECRETARY
	ANGELA HEANEY	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting.

1.1 Apologies

RACHEL COOPER-MORRIS	VICE CHAIRPERSON
MARGARET BROWNLIE	DEPUTE DIRECTOR

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 24th April 2023

The Minute of the Management Committee meeting held on 24th April 2023 was approved by Committee.

2.2 Minute of Joint Office Bearers Meeting 9th May 2023

The Minute of the Joint Officer Bearers meeting held on 9th May 2023 was approved by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted that there were 2 open items contained within actions tracker, neither of which are due for completion as yet.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 HEALTH & SAFETY

5.1 Health & Safety Report

Committee noted the content of report (copy available). The Chairperson reported that Health & Safety in the workplace was discussed at the recent EVH Conference and he reminded all those present that if staff are required to work at home the employer is still responsible for their health and safety. A Committee Member asked if any staff currently work from home and the Director advised that this does not happen routinely at present.

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Annual Report on the Charter to 31st March 2023

Committee noted the content of report (copy available). The Director presented a PowerPoint presentation to Committee on the ARC figures for Spire View during 2022/2023. The Director advised that she had included the previous 3 years' ARC figures for comparison.

The Director drew Committees attention to the ARC validation reports prepared by Lilian Peters. Committee noted that Lilian examined 39 indicators that apply to the Association, with 9 indicators requiring minor amendments. The Director advised that these amendments may lead to some staff training. Committee noted that there was 1 gas failure during the year which was previously reported.

The Annual Return to the Charter was approved by Committee for submission to SHR.

6.2 Transfer of Engagements

Committee considered the content of report (copy available) along with the various attachments. The Director provided a verbal overview of all documentation and encouraged Committee to consider each of the recommendations in turn. The Management Committee then;

1. Noted the content of the report and various attachments.
2. Noted the tenant ballot results and that Spire View and Copperworks continue to comply with SHR Regulatory Standard 7 and their Tenant Consultation and approval guidance in advance of the transfer proposals.
3. Noted that OSCR consent to the wind up / dissolution of Copperworks Housing Association as a registered charity and noted the requirements of OSCR once the transfer process is complete and noted the obligations on Copperworks Management Committee as Trustees until the removal of Copperworks from their register.
4. Noted the signing arrangements for the special transfer resolutions to take place at the two Copperworks SGMs, and also noted the arrangements for Spire View Committee to approve their special resolution.
5. Approved the application to the Financial Conduct Authority (FCA) to register the transfer and agreed that this should be signed by the Director on behalf of Spire View at the appropriate time.
6. Noted that TC Young will send the completed application to FCA immediately they are received and that we ask the FCA to register the transfer date as 1st August 2023.
7. Approved the Flexible Apportionment Agreement and agreed that this is signed by the Chair and Vice Chair on behalf of Spire View.
8. Noted that the proposed measures letter from Spire View to Copperworks had now been issued to staff and Unite and noted the update on the formal TUPE consultation with the Copperworks staff team and their representatives.
9. Noted the remaining final activity to ensure the close down of Copperworks and noted that Spire View will continue to provide professional support with these tasks to ensure completion.

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- Some discussion followed amongst the members. The Director explained that SVHA made a commitment to offer 6 spaces to CHA Committee, this could possibly stretch to 7 spaces. The Corporate Governance Officer and Director will make contact with Committee members over the next few weeks to discuss their intentions etc.

A Committee Member asked if the Transfer of Engagements would trigger a crystallisation of The Pension Trust debt. The Director confirmed that this would not happen.

6.3 Membership Report

Committee noted the content of report (copy available).

6.4 Freedom of Information Statistics 2022/23

Committee noted the content of report (copy available).

7.0 FINANCE REPORTS

7.1 Management Accounts to 31st March 2023

Committee noted the content of report (copy available). The Finance Manager went over the Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flows. The Finance Manager drew Committee attention to any/all areas within the report that were over or under budget and explained the reasons for this.

He then went on to advise that overall, Spire View finished the financial year in a strong financial position. An external Audit is due to be carried out during July 2023 which will also verify these workings.

7.2 5 Year Financial Projections

Committee noted the content of report (copy available). Committee noted that during the period 2023-2028 the Statement of Comprehensive Income shows surpluses in Year 1 to Year 5. Committee noted a significant increase in cash position in Year 5 which will be used to invest in stock and meet the repairs commitment. The Finance Manager confirmed that the association is financially viable throughout these projections and indeed in the 30 Year Financial Projections. The Finance Manager advised that these figures are the stand-alone position, and this will change following a Transfer of Engagements.

Committee approved submission of these projections to the Scottish Housing Regulator.

7.3 Factoring Report

Committee noted the content of report (copy available).

7.4 Current Tenant Write Off Report

Committee noted the content of report (copy available). Committee approved Arrears and Legal expenses to be written off as per the report.

8.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

8.1 98 James Nisbet Street

Committee noted the content of report (copy available). Committee approved the extension of the lease at 98 James Nisbet Street until 31st March 2024.

9.0 POLICY REVIEW

9.1 Disciplinary Policy

Committee noted the content of report (copy available). Committee approved the reviewed Disciplinary Policy and agreed immediate implementation.

9.2 Grievance Policy

Committee noted the content of report (copy available). Committee approved the reviewed Grievance Policy and agreed immediate implementation.

9.3 Development Policies

Committee noted that the Development Policies were currently being prepared by the Depute Director and will be brought for Committee attention in June 2023.

10.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 20th June 2023 at 5.00pm in the office at 43 Tharsis Street / via zoom and a further hybrid meeting will take place on Wednesday 28th June 2023 at 5pm in the office at 43 Tharsis Street / via zoom.

11.0 A.O.C.B

11.1 Confidential Report – Verbal

A separate confidential report is available for this item.

Meeting closed at 6.05pm

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 _____