

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING**  
**HELD ON TUESDAY 26<sup>th</sup> SEPTEMBER 2023 AT 5.30PM IN THE OFFICE AT**  
**43 THARSIS STREET / VIA ZOOM**

<b>PRESENT:</b>	CHARLIE LUNN	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	TREASURER
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	FLORENCE DIOKA	COMMITTEE MEMBER (ZOOM)
	DREW COLLIER	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER
	MARY GIBSON	COMMITTEE MEMBER

<b>IN ATTENDANCE:</b>	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

**1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

The Chairperson welcomed everyone to the meeting and welcomed our new Committee member, Mary Gibson.

**1.1 Apologies**

ANGELA HEANEY	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER

**2.0 ELECTION OF OFFICE BEARERS**

The Director thanked all Committee present for completing and returning the Code of Conduct for Governing Body members. The Director advised that she was not able to present the proposed meeting dates for the coming year until Committee discussed which weekday they would like future meetings to take place. Committee discussed this and agreed that future meetings would take place on the last Tuesday of every month at 5.30pm.

Office Bearers were then duly elected to office as follows:

**CHAIRPERSON**

Alan Brown nominated Charlie Lunn for the position of Chairperson.  
Seconded by Allan Stewart  
There were no other nominations. Charlie accepted the position.

**VICE CHAIRPERSON**

Alan Shute nominated Maureen Flynn for the position of Vice Chairperson.  
Seconded by Geraldine McLaughlin  
There were no other nominations. Maureen accepted the position.

**SECRETARY**

Alan Brown nominated Clare O'Donnell for the position of Secretary.  
Seconded by Charlie Lunn.  
There were no other nominations. Clare accepted the position.

## **TREASURER**

Clare O'Donnell nominated Alan Brown for the position of Treasurer.

Seconded by Allan Stewart.

Rachel Cooper nominated Drew Collier for the position of Treasurer

Seconded by Alan Shute.

A vote then took place on Drew Collier taking up position of Treasurer the results are as follows;

Drew -3

Alan – 5

There were no other nominations. Alan accepted the position.

At this point, Charlie took on his elected position as Chairperson.

### **2.1 Authorised Signatories**

Committee agreed that the authorised signatories for the coming year would be the Director, Charlie Lunn, Alan Brown and Maureen Flynn.

### **3.1 Minute of Management Committee Meeting 28<sup>th</sup> August 2023**

The Minute of the Management Committee meeting held on 28<sup>th</sup> August 2023 was approved by Committee.

### **3.2 Confidential Minute of Management Committee Meeting 28<sup>th</sup> August 2023**

The Confidential Minute of the Management Committee meeting held on 28<sup>th</sup> August 2023 was approved by Committee.

### **4.0 MATTERS ARISING (Including Action Tracker)**

Committee noted that there was 1 open item contained within the actions tracker which was on the agenda to be discussed at tonight's meeting and would be discussed at the appropriate time.

### **5.0 DECLARATION OF INTEREST**

There were no declarations of interest noted.

### **6.0 Health & Safety Report**

Committee considered the content of report (copy available). The Depute Director apologised as the Health & Safety Action Plan and Landlord Safety Action Plan had not been included within the papers. She advised that she will circulate this to all members following the meeting. All Committee members present signed the Management Committee Health and Safety responsibilities.

## **6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

### **5.1 Transfer of Engagements – Confidential Report**

Committee considered the content of report (copy available) along with the various attachments. The Director provided a verbal overview of all documentation and advised that this report had been significantly condensed. Committee noted that Copperworks SSTs did not include the definition 'civil partner' and this has been updated however our Solicitors have confirmed that there was no requirement to reissue updated versions of these to tenants. Committee therefore confirmed that they were satisfied with this response and agreed that no further action was required.

Committee therefore;

- **Noted** the update contained within this report in relation to the close down of Copperworks Housing Association.
- **Noted** that the Copperworks Annual Accounts for 2022/2023 were approved by the former Copperworks Management Committee members on 28<sup>th</sup> August 2023.

- **Noted** the content of the Outstanding Due Diligence Actions Log, Project Plan and Integration Plan.
- **Agreed** based on the legal opinion provided at section 4.7, that there is no requirement to progress the outstanding item referred to on the due diligence log.

## **7.2 Self-Assessment and Annual Assurance Statement.**

The Director advised that normally around September/October time we would present a report on Self-Assessment/Assurance Statement. This is currently being prepared by Mulholland Housing Consultancy and would be presented to Committee at the end of October 2023. The Director advised that early indications show nothing major to report and John Mulholland assures the association that they are currently fully compliant.

## **7.3 EVH – Employers Consultation – Pay Award April 2024**

The Director advised that following the last Committee meeting the Corporate Governance Officer circulated the EVH Employers Consultation and 1 response was received. The Finance Manager would address the questions raised in regards to budget with this Committee Member.

## **7.4 Business Planning Event / Away day**

Committee noted the content of report (copy available). The Corporate Governance Officer encouraged all Committee Members to attend this years Business Planning Event / Away day on Friday 24<sup>th</sup> and Saturday 25<sup>th</sup> November 2023 which will be held at the Westerwood Hotel. She asked any members that had not yet confirmed their attendance to do so as soon as possible to allow her to finalise these details with the hotel.

## **7.5 Membership Report**

Committee noted the content of report (copy available). Committee approved 2 membership applications and the use of the seal. Committee also noted the cancellation of 2 shares.

## **8.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS**

### **8.1 Planned / Cyclical Maintenance Report**

Committee noted the content of report (copy available)

### **8.2 Roystonhill Masterplan**

The Depute Director advised that there has been no further update from Glasgow City Council on this matter. City Property has placed the Milburn Centre on the market with a closing date of 26<sup>th</sup> September 2023. A Committee Member advised that there have been a few notes of interest on this property. The Depute Director advised that the Association submitted a Strategy & Development Funding Plan in relation to the masterplan, following a request to do so by NRS Officers so that this could be noted as part of Glasgow City Council's Strategic Housing Investment Plan (SHIP).

### **8.3 Triangle Site**

The Depute Director advised that Glasgow City Council were currently in the process of transferring the existing grant from Copperworks to Spire View and preparing an updated legal agreement to cover the additional funding approved. However, it is now getting very close to the deadline window to get on site and commence works before the end of the calendar year. The Depute Director has been liaising with the Contractor to keep them updated on the progress of this and is also doing her best to move the legal agreement forward as much as possible.

### **8.4 Insurance Report – Renewal Premiums**

Committee noted the content of report (copy available) Committee provided approval for the Director and Depute Director to progress with Insurance Renewals on the basis of that outlined in her report.

A Committee Member asked, as the association had extended our current contracts for insurance, what the associations plans were for sourcing Insurance Cover for next year. The Depute Director advised that she planned to tender for these next year.

## **9.0 HOUSING MANAGEMENT REPORTS**

### **9.1 Factoring – Written Statement of Services**

Committee noted the content of report (copy available) The Director explained that discussions are currently ongoing with Harper MacLeod Solicitors with regards the most appropriate way to approach this matter. Ultimately we require to ensure the Written Statements of Services for all properties complies with the Property Factors Code of Conduct. Staff will continue to provide updates on progress and any associated costs.

## **10.0 POLICY REVIEW**

### **10.1 Staff Code of Conduct – Review**

Committee noted the content of report (copy available). Committee considered the draft Staff Code of Conduct Policy and agreed to the adoption and implementation of this Policy. A Committee Member asked how often the code of conduct was signed by staff. The Corporate Governance Officer confirmed that this was signed annually by staff.

### **10.2 Flexible Working Policy- Review**

Committee noted the content of report (copy available). Committee noted that this Policy was currently due for review however the Corporate Governance Officer reported that the Government has recently indicated that significant changes to this legislation was imminent. A consultation exercise has just been completed on the 6<sup>th</sup> September 2023. Following this EVH and SFHA will review the Model Policy which we will then adopt. Committee approved a delay in reviewing of this Policy should be placed on hold until August 2024.

### **10.3 Treasury Management Policy Review**

Committee noted the content of report (copy available). Committee considered the revised draft Treasury Management Policy and agreed to the adoption and implementation of this revised Policy. A Committee Member asked if this Policy is supplemented by a Treasury Management Strategy. The Finance Manager advised that the association does not have a Treasury Management Strategy as this is captured and reported in the Treasury Management Report. The Committee Member requested that all reference to Treasury Management Strategy within the Policy is therefore updated to reflect this.

### **10.4 Draft Damp & Mould Policy**

Committee noted the content of report (copy available). The Depute Director advised that Damp and Mould within properties is an issue that will be aggravated by the energy crisis. Poor ventilation and failure to heat homes creates damp and mould issues. A Committee Member asked what staff would do to tackle persistent damp issues. The Depute Director advised that the Maintenance Team work closely with the Energy Team at the Hub to ensure tenants have all available resources to continue to heat their homes. Maintenance staff will also revisit tenants after 6 weeks to ensure problem has been treated and not reoccurring.

Committee considered the draft Damp & Mould Policy and agreed to the adoption and implementation of this Policy

### **10.5 Equality & Human Rights Strategy and Action Plan**

Committee noted the content of report (copy available). A Committee Member asked if staff had been trained on Equality Impact Assessments (EIA). The Director advised that this had not yet been arranged however the Depute Director has recently just completed our first EIA as part of a policy review using SFHA EIA tool, she advised that we will use this going forward and arrange training if required. The Corporate Governance Officer confirmed that a training session on this policy has been arranged to take place in November for Committee and December for staff.

Committee considered the draft Equality & Human Rights Strategy and Action Plan and agreed to the adoption and implementation of this.

### **10.6 Salary Sacrifice - Cycle to Work Policy**

Committee noted the content of report (copy available). A Committee Member asked if lots of staff wish to take part in this scheme do we have enough money in the budget to cover this. The Finance Manager explained that the association could cover this in the current budget and all monies are paid back through staff salaries. Committee noted the employer National Insurance savings of 13.8% that could be made by implementing this scheme. A Committee Member asked how the association would pay for a purchased bike. The Finance Manager explained that the supplier would invoice the association directly. A Committee Member asked what the process would be if a staff member gets hurt on their way to work or if the bike is stolen. The Director explained that it a staff members choice to use this mode of transport just the same as using a car or any other transport. Staff members are responsible for ensuring the bike is insured and should a bike be stolen then the staff member needs to continue to pay for the purchase and honour the agreement.

Committee considered all this information along with the draft Cycle to Work Policy and agreed to the adoption and implementation of this policy.

### **10.7 Salary Sacrifice – Electric Vehicles Policy**

The Finance Manager advised that he was currently investigating the introduction of an Electric Vehicles Salary Sacrifice Policy. He advised that the implementation of this Policy would assist with the Governments 'Route to net zero' scheme. He advised that a few other housing associations already operate an Electric Vehicles Scheme / Policy. He advised that this Policy would differ from the Cycle to Work Policy, there would be no upfront cost and the employee would pay the lease however they would save on national insurance and tax, the association would also save 13.8% in national insurance contributions. The Finance Manager advised that he will investigate this further and bring back a full report and Policy for Committee consideration.

### **11.0 DATE & TIME of NEXT MEETING**

The next hybrid Management Committee meeting will take place on Tuesday 31<sup>st</sup> October 2023 at 5.30pm in the office at 43 Tharsis Street / via zoom.

### **12.0 ANY OTHER COMPETENT BUSINESS**

#### **12.1 Staffing Structure**

The Director advised Committee that during the Transfer of Engagements we mentioned that the association would carry out a review of the staffing structure at the appropriate time. We currently have a few staff filling posts on a temporary basis and this also presents an opportunity to ensure we have the best structure in place moving forward. The Director advised that she has had some discussions with John Mulholland of Mulholland Housing Consultancy, who has carried out most of our staff structure reviews over the past 10-12 years, along with Tony Carruthers of Guardian People Solutions who is an HR consultant used by the Association in recent years who has proven to be very competent and supportive. The Director explained that John would review the organisational elements, whilst Tony would review the HR elements. The cost of this exercise will be in the region of £3,500 - £4,000 and could be covered under the ToE integration budget. Committee agreed that this work should progress and the Director advised that a project brief would be presented to Committee in October 2023.

The Director advised that a name change for the association is also being explored and a full report will be brought back to Committee for consideration.

#### **12.2 Allocation in accordance with Entitlements, Payments and Benefits**

Committee noted the content of report (copy available). Committee approved the recommended allocation in accordance with the Entitlements, Payments and Benefits Policy.

#### **12.3 NRS Authorised Signatories**

Committee agreed that Fiona Murphy (Director), Margaret Brownlie (Depute Director), Jordan Henderson (Finance Manager) and Margaret Gillespie (Finance Assistant) were this years authorised signatories to draw down funding from Glasgow City Council NRS.

Meeting closed at 7.15pm

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)

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Date

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