

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 28TH NOVEMBER 2023 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	MAUREEN FLYNN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	DREW COLLIER	COMMITTEE MEMBER
	MARY GIBSON	COMMITTEE MEMBER (ZOOM)

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

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting. The Director advised that unfortunately Allan Stewart has taken ill and recently been in hospital. Committee agreed a Leave of Absence of 3 months with immediate effect to allow Allan time to recover.

1.1 Apologies

CHARLIE LUNN	CHAIRPERSON
RACHEL COOPER	COMMITTEE MEMBER
ALAN BROWN	TREASURER
ALLAN STEWART	COMMITTEE MEMBER (LOA)
ALEX CAMERON	QUINN INTERNAL AUDTIORS

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 31st October 2023

The Minute of the Management Committee meeting held on 31st October 2023 was approved by Committee.

2.2 Confidential Minute of Management Committee Meeting 31st October 2023

The Confidential Minute of the Management Committee meeting held on 31st October 2023 was approved by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted that there were no open items contained within the actions tracker.

4.0 DECLARATION OF INTEREST

There were no declarations of interest noted.

5.0 HEALTH & SAFTEY REPORT

The Depute Director apologised as the Health & Safety report was missed in the papers. She advised that this was due to human error and the report would be circulated via email following the meeting. She went on to provide the following update:

Last walkaround was carried out this evening, no areas of concern noted. The Depute Director further advised that the loft area has not been inspected nor cleared since March 2022. She has asked the Maintenance team to get this underway and imposed a 31st December 2023 deadline to have this carried out.

6.0 INTERNAL AUDIT FEEDBACK REPORT

The Director apologised as Alex Cameron had planned to attend Committee this evening and present his audit report however due to a personal emergency, this was no longer possible. Alex will now attend the Committee meeting in January 2024 when he will report on both the Development and Treasury Management Internal Audits. It is likely that the Annual Report and Follow up reports will also be included.

7.0 FINANCE REPORTS

7.1 Management Accounts to 30th September 2023

Committee considered the content of report (copy available). The Finance Manager went over the Statement of Comprehensive Income, Statement of Financial Position and the Statement of Cash Flow. Committee noted that this is the first set of Management Accounts showing a joint financial position following the Transfer of Engagements (ToE). The Finance Manager confirmed that the ToE has improved the association's overall financial position.

A Committee Member asked why Roystonhill Community Hub was showing a significant surplus. The Finance Manager confirmed that this was due to funding being received to Q2 and should start to even out against costs as the year progresses.

Another Committee Member asked if material difference will be spent or saved. The Finance Manager confirmed that any surplus funds would be invested into the stock or put into the association's reserves.

Committee approved the Management Accounts to 30th September 2023.

7.2 Draft Budget 2024/25

Committee considered the content of report (copy available). Committee noted that a final draft of the budget will be presented to Committee in February 2024. Inflation at the end of October 2023 stood at 4.6%. The Finance Manager advised that the 2023/24 budget is based on 8 months however the 2024/25 budget will be a full year.

Committee approved the draft budget to the 31st March 2025.

7.3 Factoring Report

Committee considered the content of report (copy available). Committee noted the combined Factoring report covering the period 1st April 2023 – 30th September 2023. Any owners currently in arrears have a repayment arrangement in place to reduce these.

8.0 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.

The Director further advised that Copperworks Committee Members held their final meeting earlier this afternoon to approve Copperworks final accounts to 31st July 2023. Now this task has been completed, the Director and Finance Manager will move forward with submission of these accounts to the Financial Conduct Authority, Scottish Housing Regulator, OSCR and the any other bodies to support the deregistration process.

Committee therefore;

- **Noted** the update contained within this report in relation to the close down of Copperworks Housing Association.

- **Noted** the content of the Outstanding Due Diligence Actions Log including some revised completion dates, Project Plan and Integration Plan.

The Director apologised for the date format contained within the Project Plan and Due Diligence Log this has been an IT formatting issue and swapped the dates from UK format to the USA version.

A Committee Member wished to have their congratulations noted to staff on the completion of the ToE.

8.2 Rent Review 2024/25

Committee considered the content of report (copy available). The Director gave a verbal overview of the main areas contained within the report and outlined the rationale behind the proposed rent increases for consultation. She also emphasised that the proposed increase for former Copperworks tenants would ensure we meet the transfer promise in relation to rents.. Following some discussion on this matter Committee proceeded to:

- **Agreed** to consult tenants of former Copperworks properties on a rent increase of 3.6% from 1st April 2024.
- **Agreed** to consult the remaining tenants of Spire View properties on a rent increase of 4.6% from 1st April 2024.
- **Approved** the proposed consultation process.

8.3 Membership Report

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

8.4 Committee Appraisal

Committee considered the content of report (copy available). Olwyn Gaffney was in attendance to provide Committee with an overview of the Committee appraisal process and the self-assessment survey. Committee noted the following:

- Self-assessment surveys have been circulated to all Committee Members. The Corporate Governance Officer asked that these are completed and returned by the 18th December 2023.
- Arrangements have been made for new member 1-2-1 interviews which will be conducted by Olwyn.
- Olwyn's overview of organisational effectiveness and observation of members at the meeting.
- SHARE is launching a new e-learning portal
- SHARE's new membership fee structure and some discussion followed.

Mary left the meeting at 6.20pm

8.5 Potential Name Change

Committee discussed undertaking a potential name change for the Association following the ToE and agreed that staff should consult with all tenants and involve the 3 local schools. Staff will commence these works early in 2024 and plan to have a new name agreed by 31st July 2024.

9.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available) The Depute Director advised that tender for kitchens and boilers has been published and that a tender report would be brought to Committee at their January meeting.

The Depute Director further advised that following discussion with the Quantity Surveyor in relation to tendering for this contract, he recommended that it would be more beneficial and cost effective to negotiate with the current Contractor based on his current knowledge of the market. The original procurement for this contract allows for a further period to be negotiated. However, he recommended as part of these negotiations, that we install further performance measures and indicators and additional requirements on the Contractor to provide full details of the contract measures to tenants (at some form of public meeting). Committee noted that staff will be looking into introducing our own Estate Management Team in the coming year and gave approval for the Depute Director to renegotiate this contract. Following discussion, Committee unanimously agreed that the Depute Director could commence negotiation with the current ground maintenance Contractor.

The Depute Director reminded Committee of a report she had made previously in relation to external stair repairs that had come to light and that she was awaiting further information to allow a recommendation to be made to Committee. As there is no meeting in December, she may require to issue a request to proceed under Urgent Decisions. This was noted by Committee.

A Committee Member asked the Depute Director to look into some painting works that may be required in common areas following the installation of new windows. The Depute Director advised that we are progressing an estate survey of all external and internal painterwork and that any redecoration works would hopefully be captured under this survey. The Depute Director would bring back a paintwork programme for approval by Committee thereafter.

9.2 Roystonhill Masterplan

The Depute Director reiterated the previous position reported to Committee ie. City Property had placed the Millburn Centre on the open market for sale. This resulted in CS Developments being established as the preferred bidder and negotiations are underway for them to purchase the site.

In addition, the Association had put our development plans on hold during the Transfer of Engagements process.

Discussions have been ongoing with C&S Developments in relation to a potential partnership for development of the Millburn Centre and we met recently with Glasgow City Council Neighbourhood and Regeneration Services to discuss potential funding for the project(s).

This arrangement, if progressed would involve C&S building division being contracted to undertake the building works. C&S had previously asked if the Association would be willing to undertake some of the financial risk and the Depute Director confirmed that we would not be in a position to do so. Committee noted that no decision has been made as yet and any decision to progress would entail a full risk analysis beforehand.

A Committee Member asked for an idea of the timeframe for this purchase, the Depute Director advised that this will depend on how quickly City Property moves but the purchase could be completed by early next year.

A full report would be brought to Committee for discussion and approval at the appropriate time.

9.3 Triangle Site

The Depute Director advised that she continues to chase Glasgow City Council weekly for the funding legal agreement. She has been advised that this is with GCC legal team and when a draft is received, we will need to send this to our Solicitors for review.

10.0 HOUSING MANAGEMENT REPORTS

7.1 Written Statement of Service / Factoring Appointment

The Depute Director advised that an issue with the associations Written Statement of service was raised during the ToE, she advised that the association had sought legal advice on this from our solicitors Harper McLeod and read out the following guidance regarding the association being formally appointed ;

In relation to properties which are within tenements or blocks of flats, it does look as though Spire View would be entitled to act as factor and that the titles give you a preferential position in the sense that, as long as the Association owns at least one flat within the block (rather than having to own the majority) then you will be

entitled to act as factor (but subject to the general point that, if owners need to make decisions on whether repairs are required, a majority vote in favour will still be required).

In relation to four in a block properties, only Hollybank Street gives you this preferential position, but as we discussed, there may in fact be no great advantage to the Association in being formally appointed as the property factor for this type of block, since majority votes will still be required in order for works to be instructed which means three out of four owners having to vote in favour (except in cases of emergency or where there is a threat to health and safety). The other four in a block properties don't have any preferential position written into their titles so with those properties, the Association would need three out of four owners to vote in favour of the Association being appointed to act as property factor, but again there does not seem to be a great point in doing this.

Committee noted that the association would require only 1 property within a 4 in the block to act as their factor however majority homeowner blocks would require overall vote, Harper McLeod advised that there is no merit in going down the route to be officially appointed.

The Depute Director recommended to Committee that we continue as we are at the moment.

10.2 Write off Report

Committee noted the content of report (copy available). Committee approved former tenant write offs detailed within the report. A Committee Member asked how these write offs would show on the management accounts. the Finance Manager advised that only current balances were contained within the accounts therefore the accounts would not be affected, a journal would be carried out to clear these balances.

11.0 POLICY REVIEW

11.1 Privacy Policy

Committee noted the content of report (copy available). Committee considered the revised draft Privacy Policy and agreed to the adoption and implementation of this Policy.

11.2 FOI and EIR Policy

Committee noted the content of report (copy available). Committee considered the revised draft Freedom of Information Policy and Environmental Information Policy and agreed to the adoption and implementation of this Policy

11.3 Value for Money Policy

Committee noted the content of report (copy available). Committee considered the revised draft Value for Money Policy and agreed to the adoption and implementation of this Policy.

11.4 Communication Strategy

Committee noted the content of report (copy available). Committee considered the draft Communication Strategy and agreed to the adoption and implementation of this.

11.5 Rent Policy, Written Statement of Services, Financial Regulations and Financial Procedures

The Director explained that these policies were previously placed on hold until after the ToE and subsequently programmed for review this month. However, given the number of policies already presented for approval at this meeting, the Director sought Committee approval to bring both the draft Financial Regulations and draft Financial Procedures to Committee for consideration in January 2024 and the draft Rent Policy along with the Written Statement of Services to Committee in February 2024. Committee approved this request.

12.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 30th January 2024 at 5.30pm.

The Corporate Governance Officer reminded Committee that the Committee Christmas celebrations would take place at the Garfield House Hotel on Friday 15th December at 7pm and a Christmas Lunch has also been arranged to take place at the Hub on Friday 22nd December at 12 noon.

13.0 A.O.C.B

There was no other business discussed.

Meeting closed at 7.30pm

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
