

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 28TH MAY 2024 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	MAUREEN FLYNN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY (ZOOM)
	ALAN BROWN	TREASURER
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	ANGELA HEANEY	COMMITTEE MEMBER)
	DREW COLLIER	COMMITTEE MEMBER
	MARY GIBSON	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)(From Item 4.0)
	RACHEL COOPER	COMMITTEE MEMBER

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

Maureen Flynn chaired this meeting.

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting.

1.1 Apologies

ALLAN STEWART	COMMITTEE MEMBER
GERALDINE McLAUGHLIN	COMMITTEE MEMBER
CHARLIE LUNN	CHAIRPERSON
ALAN SHUTE	COMMITTEE MEMBER
OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
FLORENCE DIOKA	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 30th April 2024

The Minute of the Management Committee meeting held on 30th April 2024 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.

Craig Allan arrived at 5.35pm.

5.0 HEALTH & SAFETY REPORT

Committee considered the content of report (copy available) along with the various attachments. The Depute Director advised that the Maintenance Officer was currently preparing an Action Plan in relation to the recent Health & Safety Audit and this would be presented to Committee at the next meeting. Meantime, we will be working through the actions identified. There were no major issues identified at the audit.

A Health & Safety walkaround was carried out prior to the meeting tonight and the only issue noted was rock salt being stored in the Committee Room toilet. The Depute Director advised that she see if there was a more storable place to store this.

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Annual Report on the Charter to 31st March 2024

Committee noted the content of report (copy available). The Director presented a PowerPoint presentation to Committee on the ARC figures for Spire View and Copperworks during 2023/2024. 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 36 indicators that apply to Spire View, with 11 indicators requiring minor amendments. Lilian also examined 35 indicators that apply to Copperworks with 3 indicators requiring minor amendments. The Director advised that these amendments may lead to some staff training.

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

A Committee Member congratulated staff for a positive performance throughout the year.

6.2 Potential Transfer of Engagements (Blochairn)

The Director advised that there was no further update or movement as yet on this matter. She advised that she had hoped to have a written report by the end of June but this may not be achievable. Staff are trying to push this matter forward as much as possible and will provide a full update as soon as possible.

6.3 Energy Advice Project

The Director advised that funding from the Energy Redress Fund for our Energy Advice Project comes to an end on 31st August 2024. This is a joint project with Blochairn Housing Association and the project currently employs 4 members of staff, based at Roystonhill Community Hub.

A new funding application was submitted to the Energy Redress Fund recently to allow this project to continue for a further 2 years. Unfortunately, this application was unsuccessful. Some basic feedback on our application has been received from ERF but we are free to reapply when the next round of funding is released, hopefully June 2024. However, the outcome of this application would not be known until early September 2024, by which time the project will have ended and all 4 staff contracts will have come to an end.

As staff contracts run out on 31st August, the Director asked Committee to consider providing financial support to the project to allow it to continue in some form until the outcome of the next ERF bid is known. If we were to retain 2 staff members for a period of 2 months (1/9/24 – 31/10/24), this would allow these staff members to keep the project running until (hopefully) new funds kick in and if the application is unsuccessful, this would allow the staff members a period of 6-7 weeks to wind up the project. The total cost of this support would be approximately £9,200, split proportionately between Spire View (£6,200) and Blochairn (£3,000).

The Director has discussed the matter with the Finance Manager who has confirmed that the cost of £6,200 can be contained within current salary budgets. Furthermore, Blochairn Housing will be discussing the matter with their Management Committee this evening.

Committee considered the request and approved the spend of £6,200, subject to agreement of Blochairn's Management Committee.

6.4 Potential Name Change

Committee noted the content of report (copy available). The Corporate Governance Officer went over the suggested names following a name change competition with 3 local primary schools. Committee asked for

additional time to consider this therefore it was agreed that they would contact the CGO by 3rd June with their top 3 suggestions. Following this a community consultation would be carried out with tenants.

6.5 Membership Report

Committee noted the content of report (copy available). Committee approved 4 membership applications and the use of the seal.

6.6 Freedom of Information Statistics 2023/24

Committee noted the content of report (copy available).

7.0 FINANCE REPORTS

7.1 Management Reports to 31st March 2024

Committee noted the content of report (copy available). The Finance Manager advised that the Statement of Comprehensive income shows a positive variance against quarter 4's budget, he advised that Stage 3 is higher than expected but this will be recouped through Glasgow City Council Funding. He confirmed that further investigate is required on Hub expenditure as it currently shows a net spend of £16,000 however it should be around £8,000 and may be a coding issue. He will look into this with the Senior Management Team and arrange quarterly meetings to ensure expenditure is being adequately coded.

A Committee Member asked why housing depreciation was less than budgeted, the Finance Manager advised that this is due to the Association replacing a lower number of components and may be higher next year through the backlogged investment

The Finance Manager advised that overall it's been a good year and turnover is higher than anticipated. However, he did stress, these results may be subject to change following the annual audit of the financial statements.

7.2 5 Year Financial Projections

Committee noted the content of report (copy available). The Finance Manager confirmed that he tests the robustness of the 5 Year Projections to ensure financial viability.

A Committee Member asked if there were any variances from the Transfer of Engagement 30 Year Projections, the Finance Manager advised that there was no change.

Committee approved submission of these projections to the Scottish Housing Regulator by the deadline of 31st May 2024.

7.3 Factoring Report

Committee noted the content of report (copy available). The Housing Manager apologised for the delay in circulating this report, this was held up due to ARC verification. Committee noted an error contained at item 4.1 and should read 'as at 31/03/24' and not 01/10/24.

7.4 IT – Housing Software Provider

The Finance Manager advised that discussions are currently ongoing with HomeMaster regarding legal agreements. The team met with TC Young on 8th May 2024 and agreed changes that were required, these were sent to HomeMaster for consideration and a further meeting has been arranged to take place on 13th June 2024 to discuss this further.

A full report will be provided to Committee as soon as possible.

8.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

8.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available). The Depute Director provided the following additional information;

Kitchen/Boiler Renewal Contract

A meeting has been arranged to discuss a few issues identified during march in surveys and thereafter a programme of works will be provided and the contract will progress.

Window Contract

A meeting has been arranged to take place on 29th May 2024 to discuss survey results and progression of pilot works. The Contractor hopes to be on site with full contract works by July 2024. and Contractor should be onsite.

Bathroom Contract

Committee noted the section of the report relating to this and The Depute Director advised that following review of further information, the Quantity Surveyor advised that we may be able to save further on this contract. However as per the report, it is recommended that Committee approve the appointment of MCN at the full budgeted cost of £135,178.05 for year 1 at this time and savings made can be reported as we progress. We will revisit Years 2 and 3 later in the year.

Painterwork

An estate walkabout has been delayed due to a recent bout of bad weather. However, this has been rescheduled and should take place next week. A report with recommendations will be brought back to Committee once prepared.

Grounds Maintenance Contract

The Depute Director Confirmed that Ramora are now on site and making a huge effort to bring the grass cutting up to standard. These works have been hindered by a lot of dog fouling in tenants' gardens, on at least 3 occasions staff had had to leave site to go home and change. A text will be sent to all tenants and advise that if they are found to have dog fouling in their garden then we will consider recharging them.

Following discussion Committee appointed MCN Scotland Ltd to move forward with the bathroom replacement program for Year 1 and review the position for Years 2 and 3 later in the year once we have further robust financial information.

Gas Servicing & Reactive Maintenance

This Contract is now out to Tender and is advertised on Public Contract Scotland.

8.2 Milburn Street Development

he Depute Director advised that there has been no further movement on this project. We have lodged scheme proposal with NRS. However, given that the affordable housing budget has been cut, NRS are currently reviewing all project commitments and will be unable to provide a response to this until they have ascertained what they have the capacity to progress at this time. However, in addition, City Property have advised that they require the developer to conclude the purchase of the site by 31st May 2024 or they may approach the next highest bidder.

8.3 Triangle Site

Committee noted the content of report (copy available) and that attached proposed layout of the site and drew Committee's attention to the bench locations in particular as they had expressed a keen interest in this at the last meeting. The Depute Director also read out the section of the report which provided the Architect's justification for the locations chosen for benches. A Committee Member asked about the informal kickabout area. The Depute Director confirmed that this is an informal green space that can be used for any purpose. She advised that there will also be a Mono blocked area at the bottom of the site that could be used to host events such as the Christmas carol service.

A Committee Member asked who will monitor dog fouling on this site, the Depute Director advised that the association will monitor this and tackle offenders through the normal procedures. Lighting will also be installed on the site. The Depute Director advised that the site will be out of use for at least a year from now.

8.4 RDT Lease of SVHA Owned Land

The Depute Director advised that the Finance Manager is currently progressing the release of lender's security in relation to this land and adjacent properties. Once complete, the Director and the Chief Executive from RDT will move forward with the lease of the land.

9.0 HOUSING MANAGEMENT REPORTS

9.1 Tenancy Support Outcomes Report 2023/2024

Committee noted the content of report (copy available). The Housing Manager apologised to Committee for the delay in presenting this report, she advised that sadly the Tenancy Support Officer suffered a bereavement. She confirmed however that she has now returned to work. Committee therefore noted the report and the outcomes.

10.0 POLICY REVIEW

10.1 Principal Officer Remuneration

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

10.2 Risk Management Policy

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

10.3 Registered Tenant Organisation (RTO) Procedure

Committee noted the content of report (copy available). Committee considered the revised draft Registered Tenant Organisation Procedure and agreed to the adoption and implementation of this.

10.4 Tenant Participation Strategy 2024-2027

The Housing Officer advised that a full review of the Tenant Participation Strategy was underway. A tenant focus group has been held with support from Lesley Baird, Participation Advisor, and staff were now implementing suggested changes into the Strategy. A draft document will be available for Committee consideration in June 2024.

10.5 Stress Policy

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

10.6 Lone Working Policy

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

10.7 Staff Appraisal Policy

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

11.0 DATE & TIME OF NEXT MEETING

The next hybrid Management Committee meeting will take place on **Tuesday 25th June 2024 at 5.30pm.**

12.0 A.O.C.B

12.1 Donation Request

The Director read out a donation request from Mari Farr at St Roch's Secondary who asked for financial support to produce this year's school production of Shrek. Committee discussed this request and agreed to donate £500.

Meeting closed at 7.20pm

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
