

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 17th MAY 2021 AT 5.00PM
VIA ZOOM

PRESENT:	ALAN BROWN	CHAIRPERSON
	CHARLIE LUNN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALLAN STEWART	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	ANDREW WILKIE	COMMITTEE MEMBER

IN ATTENDANCE:	MARGARET BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

LYNDA MULHOLLAND	TREASURER
CAITLIN HEANEY	COMMITTEE MEMBER
ROSS LOVE	COMMITTEE MEMBER
RACHEL COOPER	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting

The Minutes of the Management Committee meeting held on 26th April 2021 and the 4th May 2021 will be circulated with the papers for the meeting on 24th May 2021.

3.0 DECLARATION OF INTEREST

There were no declarations of interest noted.

4.0 MAINTENANCE POLICY REVIEWS

Committee noted the content of report (copy available). Committee noted the following changes within each policy.

Asbestos Policy

Policy review date updated. This Policy was recently audited during the Landlord Safety Audit therefore no further changes were recommended.

Electrical Safety Policy & Procedure

No access procedure included similar to that currently in place for Gas Servicing.

Gas Safety Policy & Procedure

Few tweaks required to ensure it captures the requirements in relation to the New Tolerable Standard in section 3.3 and to clarify procedural issues within section 10 of the policy. Section 6.4 was updated to reflect the change in the data required by the Annual Return to the Charter.

Construction, Design & Management (CDM) Policy
Policy review date updated.

Fire Safety Policy
Policy review date updated.

Maintenance Policy
This policy has been simplified.

Section 2 Statutory Compliance section was updated and the current legislation section has been removed and replaced with a statement. The Associations subscription to the Landlord's Safety Manual and the audit process has been included. .

Section 7 was amended to tie in with current processes and the Asset Management Strategy Policy.

Section 17 was amended to clarify the procedure for owner voting processes when required in relation to planned maintenance.

A Committee Member asked if routine repair timescales were still included in this Policy, the Depute Director advised that they were under section 6.3 and 6.4.

Pre-Inspection Policy
Values for repairs to be pre-inspected has been updated.

Post Inspection Policy
Values for repairs to be pre-inspected has been updated.
A Committee Member asked if these values still tie in the staff delegate authority spends. The Depute Director advised that currently within the delegate authority levels the Maintenance Officer can authorise repairs up to £1500, the Depute Director to £5000 and the Director to £10,000.

Rechargeable Repairs Policy
This policy has been completely re-written. Our legal advisers (TCYoung) have reviewed this and deemed it appropriate.

Right to Compensation for Improvements Policy
Right to Compensation for Improvements application form edited into table format to make it easier for tenants to complete.

Right to Repair Policy
Policy review date updated.

Stage 3 Adaptations Policy
This policy has been tweaked to reflect the restructure of departments within Glasgow City Council.

Section 2 has also been updated to clarify the procedure for claiming grant on the Housing and Regeneration Programme (HARP) portal to ensure that all monies spent on adaptations are reclaimed.

Committee discussed a recent issue with Stage 3 monies claims, the Depute Director advised that NRS have confirmed that they would cover the short fall in last year's spend however payment has not yet been received.

Sustainability Policy
Policy review date updated.

Tenant Alterations Policy
Policy review date updated.

Tenant Satisfaction Policy

A Committee Member asked if the post Technical Officer should be changed to Maintenance Officer. The Depute Director advised that the Association employs a Technical Officer and buys Maintenance Officer services from Copperworks.

Void Policy

The list of legislation at section 9.1 has been removed and a statement included stating that the Association will comply with all legal obligations and regulatory requirements.

Water Systems & Legionella Policy

Policy review date updated.

Contractor's Conditions of Contract

This Policy has been amended to clarify the procedures around Right to Repair in Section 2.2 and Right First Time in Section 2.3 to ensure Contractors are fully aware of their obligations.

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

Asset Management Strategy 2019 to 2022

The Asset Management Strategy is not due for review until October 2021 Committee agreed that this should remain the case.

Procurement Policy

This policy is not due for review until November 2021. As we are no longer, part of the European Union and do not require to comply with European Procurement practices, there is the potential for this policy to be tweaked. However, the Depute Director recommended that we retain the review date of November 2021 to allow us to take full cognisance of the implication of Brexit and any additional guidance that may be forthcoming. Committee agreed with this proposal.

5.0 DATE & TIME OF NEXT MEETING

The next Management Committee meeting will take place via Zoom on Monday 24th May 2021 at 5.00pm.

6.0 AOCB

There were no other matters discussed

Meeting closed at 17.30pm

Minutes 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
