

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF MANAGEMENT COMMITTEE MEETING**  
**HELD ON MONDAY 25TH JANUARY 2021 AT 5.00PM**  
**VIA ZOOM**

<b>PRESENT:</b>	ALAN BROWN	CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	CAITLIN HEANEY	COMMITTEE MEMBER
	ROSS LOVE	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER
	ANDREW WILKIE	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER
	SUSAN COSTLEY	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER

<b>IN ATTENDANCE:</b>	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT
	ALEX CAMERON	QUINN INTERNAL AUDITORS (Item 6.0 only)

## **1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

### **1.1 Apologies**

Apologies received from;

LYNDA MULHOLLAND	TREASURER
CHARLIE LUNN	VICE CHAIRPERSON

## **2.0 MINUTES OF PREVIOUS MEETING**

### **2.1 Minute of Management Committee Meeting 30th November 2020**

An error was contained within the minute of 30<sup>th</sup> November 2020 where Lynda Mulholland was wrongly recorded as a Committee Member and this should have stated Treasurer. Apart from this correction, the Minute of the Management Committee meeting held on 30<sup>th</sup> November 2020 was approved by Committee.

### **2.2 Minute of Joint Office Bearers Meeting 11th August 2020**

The Minute of Joint Office Bearers Meeting held on 11<sup>th</sup> August 2020 was noted by Committee.

### **2.3 Minute of Joint Office Bearers Meeting 17th August 2020**

The Minute of Joint Office Bearers Meeting held on 17<sup>th</sup> August 2020 was noted by Committee.

### **2.4 Minute of Joint Office Bearers Meeting 21<sup>st</sup> October 2020**

The Minute of Joint Office Bearers Meeting held on 21<sup>st</sup> October 2020 was noted by Committee.

## **3.0 MATTERS ARISING**

### **3.1 Actions Tracker**

Committee noted 2 open items contained within the actions tracker;

*Item 5.1 30 Year Financial Projections:*

Committee had previously requested an additional scenario from the Finance Agent in relation to the 30 year projections. The Director pointed out that the 30 Year Projections require to be reviewed in line with the current Business Plan review. Committee approval was sought to submit a set of fully revised 30 year projections to include all relevant scenarios along with the revised Business Plan by the March 2021 Committee meeting. Committee approved this request.

*Item 5.2 Mini Audit of Financial Regulations:*

The Finance Agent advised that he had carried out the Mini Audit of Financial Regulations and this was on the agenda tonight and would be discussed at item 7.1..

#### **4.0 DECLARATION OF INTEREST**

There were no declarations of interest.

#### **5.0 Health & Safety Policy Statement Review / Signing**

Committee noted the content of report (copy available). Committee agreed that due to current Government restrictions, rather than attending the office to sign the Health & Safety responsibilities sheet, they would email their acceptance and understanding of this to the Maintenance Officer who will collate responses.

#### **6.0 Internal Audit Feedback Report – Tenant Safety**

Alex Cameron joined the meeting at 5.10pm

Alex Cameron took Committee through the Internal Audit Report on Tenant Safety. Committee noted that 'full assurance' was given along with two minor recommendations. Committee noted the recommendations and the management responses offered. The Depute Director advised that recommendation 1 relating to Fire Safety would be included in a new Action Plan that was currently under way and implemented by 28<sup>th</sup> February 2021. Time has been put aside to action recommendation 2 relating to Electrical Safety and confirmed that this would be complete by 31<sup>st</sup> March 2021.

*Alex left the meeting after discussion of this item at 5.20pm*

#### **7.0 FINANCE REPORTS**

##### **7.1 Mini Audit of Financial Regulations**

Committee noted the content of report (copy available). The Finance Agent advised Committee that he had reviewed Spire View's Financial Regulations and advised that the most notable change would be to update the Regulations to reflect the 2020 Model Rules that were adopted at the Special General Meeting in September 2020.

The Finance Agent advised that he is currently in the process of updating the Fixed Asset Register to record the purchase and depreciation of other fixed assets.

The Finance Agent advised that the Financial Regulations were very comprehensive and suit our organisations needs and size.

##### **7.2 Donation Register Report**

Committee noted the content of report (copy available). The Finance Agent went over the donations made to date. A discussion took place regarding the reduction on requests this year due to COVID -19. A Committee Member asked what would happen to any underspend of the budget. The Finance Agent advised that this money would remain in the organisations bank account or be spent on donation requests during the

last quarter of the financial year should these be received. He went on to advise that Committee could decide to increase the donation budget in 2021/22 as some small community groups may need additional support during the COVID recovery period.

A Committee Member asked if this money could be offset against rent increases. The Director advised that the underspend is not too significant and Committee agreed this year's rent increase based on the organisations 30 Year Projections. This money is then used to invest in our properties and reduce the need to borrow.

*The Finance Agent left the meeting at 5.25pm*

## **8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

### **8.1 Business Plan Progress Report to 31<sup>st</sup> December 2020**

Committee noted the content of report (copy available). The Director drew Committees attention to re-let times, which are significantly out with target. The Director advised that although this figure is higher than she would like it is a reduction from the previous quarter and staff are working hard to reduce this further.

The Director confirmed that 1 complaint was concluded out with the target timescale and the percentage of upheld complaints higher than target. however she advised that she has discussed this with the Corporate Governance Officer and notes no trends at this time.

Committee noted the Gas Safety figure. The Director advised that due to failures recorded between April and December 2020 this item will remain red on this report and will be reported in the ARC. All Gas Safety failures have now been addressed and no further failures have occurred.

The Director advised that good progress has been made on the Delivery Plan to date and she had no concerns to report.

The Director advised that the Risk Report was now rather lengthy however this is the result of new COVID related items been added.

Overall, in the circumstances, the Director reports that performance remains very positive.

### **8.2 Rent Review 2021/2022**

Committee noted the content of report (copy available). The Director confirmed that overall an excellent response had been received to the rent consultation. In total, we received 315 response's representing 50% of our tenants. 62% of respondents indicated that they agreed with the proposal to introduce a 3% rent increase from 1<sup>st</sup> April 2021. Committee congratulated the housing management team on achieving 50% response rate..

### **8.3 COVID-19 Update**

Committee noted the content of the report circulated.

The Director provided the following information, supplementary to the written report provided;

- Repairs - Due to COVID restrictions we are no longer able to carry out day to day repairs however a recording mechanism has been reintroduced to ensure all outstanding repairs are recorded and carried out when restrictions allow. The Depute Director confirmed that currently only twelve jobs were outstanding. Emergency repairs are still being carried out.
  
- Staff – Staff will continue to work from home and only attend the office to carry out essential tasks. A staff attendance timetable has been set up to ensure staff are present each day to collect mail and allow the cleaner access. This has worked very well so far and we have been able to continue to deliver the best possible service to our tenants.

- Community Support - The Food Pantry has been very successful since opening in December 2020, they now have 110 members. A community consultation is currently underway and initial results show overwhelming support from the community to retain the Pantry in the shop unit at the hub. The Director advised that the Pantry is now open on a Tuesday 4pm-7pm, Wednesday 10am-1pm and Thursday 1pm-4pm.

#### **8.4 Committee Appraisal**

Committee noted the content of report (copy available) including the arrangements and timetable for 2020/21 Committee Appraisals. Committee noted that 1-2-1 interviews had been carried out and Olwyn Gaffney would be in attendance at the February Meeting to provide Committee with feedback on the appraisal process and to have a discussion on Committee learning and development.

#### **8.5 Complaints Handling Report to 31<sup>st</sup> December 2020**

Committee noted the content of the report (copy available).

#### **8.6 Membership Report**

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

#### **8.7 Committee Recruitment Report – Verbal**

The Corporate Governance Officer advised that following a recent Committee recruitment campaign, we had received an application from a tenant who was keen to join the Management Committee. As per the Recruitment Policy, Committee formed a Recruitment Panel to interview this applicant who unfortunately did not attend this interview nor did they respond to any subsequent attempts to make contact. The Corporate Governance Officer advised that she will continue to run a recruitment campaign in the hope of attracting new members.

#### **8.8 Roystonhill Community Hub – Volunteer Co-ordinator Report**

Committee noted the content of the report (copy available). The Director presented this report on the Volunteer Co-ordinator's behalf, asking Committee to note progress made to 31<sup>st</sup> December 2020. A Committee Member asked what would happen when the Scottish Government Investing in Communities Fund runs out. The Director advised that whilst this post is funded until June 2022, she hopes to source continuation / alternative funding. Furthermore, should the Community Hub prove to be successful and generate sufficient income, this may be able to support staff costs.

#### **8.9 Royston Community Pantry – Verbal**

The Director advised that recent and pending funding awards will allow us to support the pantry with let, utility and food costs until March 2022.

The Director further advised that the Lottery has granted permission to allow us to use an underspend in funding to support other groups at the Hub including a sewing class and digital classes.

The Director advised that she recently submitted a funding application to the Glasgow Town Centre Fund for £127,000 which was successful and will allow us to carry out capital works within the shop unit to make it more appropriate for the Pantry to operate from there. Committee congratulated the Director on this achievement.

### **9.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS**

#### **9.1 Planned/Cyclical Maintenance Report**

Committee noted the content of report (copy available). The Depute Director provided the following information, supplementary to the written report provided;

Kitchen / Boiler Replacement Contract

The Depute Director advised that unfortunately this contract had been placed on hold due to COVID restrictions.

#### 73-85 James Nisbet Street

Negotiations and discussions are ongoing with regard to the returned tender cost as this was above the budget set for these works. The Finance Agent is also in the process of considering these costs in line with the 30 Year Financial Projections. The Depute Director advised that unfortunately funding for this project is not currently available however, she will continue to work on various options and report back to Committee as appropriate. In addition, owner consultation will require to be progressed and the Depute Director is working with our Solicitors to resolve this matter.

#### Grounds Maintenance Contract

The Depute Director advised that our grounds maintenance contractor has now entered into the winter programme. The maintenance team continues to monitor performance.

#### Electrical Safety Checks

The Depute Director confirmed that this contract is now on site and works are underway. There have been some initial issues with no accesses but we will continue to monitor this as things progress.

#### Close Cleaning

The Depute Director advised that the close cleaning contract has continued throughout level 4 restrictions as we view this as an essential service, The contractor is happy to continue and follow Government guidelines while carrying out these works. A Committee Member advised that they had recently visited a property where close cleaning was in place and noted a marked improvement. The Depute Director thanked him for this feedback.

#### Gutter Cleaning & Anchor Bolt Testing

This contract has also been placed on hold until restrictions allow these works to be recommenced.

### **9.2 Glenbarr Street**

Committee noted the content of report (copy available). The Depute Director confirmed that an operative working at the site has contracted COVID-19. Track and trace have been notified and this matter has been contained. The Depute Director advised that she would update Committee on this matter as the information becomes available. A discussion then took place on the completion date of this project and the Depute Director advised that due to the lockdown earlier in the year the completion date has been postponed to the 8<sup>th</sup> June 2021. However, she felt this was also optimistic. The Contractor is reluctant to accept "Force Majeure" as they feel it could adversely affect them financially. Therefore, the Architect has issued a certificate of non-completion (copy attached to this report). This allows the Association to claim damages weekly for our losses. Following discussion with the Architect and Development Agent, it is advised not to enact this at the moment to give the Contractor time to reflect on the position. The losses can be deducted from a future certificate for payment if deemed appropriate.

### **9.3 Lease of premises at 3 Bright Street 0-1**

Committee noted the content of report (copy available). The Depute Director explained that the Association had been approached by a local partner organisation and asked if we would consider letting the common room at 3 Bright Street 0-1. The report provided information on the group requesting the lease (North Glasgow Healthy Living Community and details of the project that they wished to be based there. Committee discussed the matter and approved the Director/ Depute Director to progress an appropriate *Licence to Occupy* for North Glasgow Healthy Living Community for a period of 5 years, with the provision to break at 3 years. This is on the proviso of appropriate resident consultation being carried out.

## **10 HOUSING MANAGER REPORTS**

### **10.1 Housing Management Performance Reports to 31<sup>st</sup> December 2020**

Committee noted the content of report (copy available). Committee noted a slight increase in rent arrears at the end of December 2020, however we are still within the 2.0% target. The housing manager explained that a slight increase in arrears over the festive period was fairly common however she confirmed that she was monitoring this matter very closely and staff were working hard to reduce this figure.

A Committee Member asked if the Housing Manager could see a trend in the same tenants falling into arrears each year. The Housing Manager advised that this can sometimes be the case however this year we are noticing some tenants are starting to be affected by COVID, perhaps where they were employed on zero hour contracts and are now having to claim Universal Credit.

The Housing Manager confirmed that she has seen a steady increase in housing and transfer applications. This is mainly due to the new build development nearing completion.

A Committee Member asked for an update on the tenants who have been issued with a Notice of Proceedings (NOP) due to Anti-Social Behaviour. The Housing Manager advised that 3 NOP's had been issued recently due to Anti-Social Behaviour however she advised that a Housing Officer had recently attended training on Anti-Social Behaviour and following this would like to try some other methods to manage the situation before taking these cases to court.

## **11.0 POLICY REVIEW**

### **11.1 Salary Sacrifice – Pension Contribution Policy**

Committee considered Salary Sacrifice - Pension Contribution Policy and agreed to the adoption and implementation of this Policy from 1<sup>st</sup> April 2021.

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

The next Management Committee meeting will take place via Zoom on Monday 22<sup>nd</sup> February 2021 at 5.00pm.

## **13.0 AOCB**

### **13.1 Website Update / Logo**

Committee noted the content of report (copy available). The Corporate Governance Officer advised that, following Committee instruction in November 2020, a tenant consultation taken been carried out with regards to Spire View's logo. We received 101 responses with 70% of the vote in favour of logo option 3. Committee therefore approved the recommendation to proceed with the implementation of the updated logo design which will be launched along with the new website.

Meeting closed at 18.15pm  
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 \_\_\_\_\_