

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 26TH OCTOBER 2020 AT 5.00PM
VIA ZOOM

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| PRESENT: | ALAN BROWN | CHAIRPERSON |
| | CHARLIE LUNN | VICE CHAIRPERSON |
| | CLARE O'DONNELL | SECRETARY |
| | CAITLIN HEANEY | COMMITTEE MEMBER |
| | ROSS LOVE | COMMITTEE MEMBER |
| | ALLAN STEWART | COMMITTEE MEMBER |
| | ANDY WHITE | COMMITTEE MEMBER |

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|-----------------------|-------------------|------------------------------|
| IN ATTENDANCE: | FIONA MURPHY | DIRECTOR |
| | MARGARET BROWNLIE | DEPUTE DIRECTOR |
| | DONNA RICHARDSON | HOUSING MANAGER |
| | GILLIAN SPENCE | CORPORATE GOVERNANCE OFFICER |
| | CLARK DAVIDSON | FINANCE AGENT |

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

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|---------------|------------------------|
| NDREW WILKIE | COMMITTEE MEMBER (LOA) |
| MARK SHANNON | COMMITTEE MEMBER |
| RACHEL COOPER | COMMITTEE MEMBER |
| SUSAN COSTLEY | COMMITTEE MEMBER |
| CRAIG ALLAN | COMMITTEE MEMBER |

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 30th September 2020

The Minute of the Management Committee meeting held on 30th September 2020 was approved by Committee.

2.2 Confidential Minute of Management Committee Meeting 30th September 2020

The Confidential Minute of the Management Committee meeting held on 30th September 2020 was approved by Committee.

3.0 MATTERS ARISING

3.1 Actions Tracker

Committee noted 1 open items contained within the actions tracker;

Item 7.3 30 Year Financial Projections:

Committee noted that this item was on the agenda for tonight's meeting and would be discussed at the appropriate time.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 FINANCE REPORTS

5.1 Five Year Financial Projections

Committee noted the content of report (copy available). Committee discussed the 3 scenarios put forward within the report and the effect each of these changes would have on the balance sheet. The Finance Agent advised that the Association has a healthy balance sheet throughout the projections and are covenant compliant in all years. Committee discussed what would happen to these figures if the Finance Agent ran a scenario on a combination of Scenario 1 and 2. The Finance Agent advised that he would be happy to run this scenario and report back to Committee. He went on to advise that should the association need to borrow in future years he is confident that repayments could be met. He advised that should any issues arise as a result of COVID that he would incorporate this into these projections.

5.2 Mini Audit of Financial Regulations

The Finance Agent apologised that he had not yet carried out a mini audit of the Financial Regulations and sought Committee permission to carry this item forward to November 2020. Committee agreed to this request.

5.3 Donation Register Report (April – September 2020)

Committee noted the content of report (copy available). Committee noted an error contained within this report where the totals were entered incorrectly in the attached spreadsheet, the Director advised that she would raise this with the Finance Assistant. A Committee Member asked if the donations budget is underspent, should Committee consider reducing this going forward. The Director advised that Committee could indeed reduce this figure when setting the budgets for the following year however she added that the donation budget had not been spend primarily due to COVID and lots of normal activities not running as it normally would therefore Committee may see this figure increase and service start to return to normal.

The Finance Agent left the meeting at 5.20pm

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

John Mulholland entered the meeting at 5.20pm and Committee agreed to proceed to item 6.2.

6.1 Business Plan Progress Report to 30th September 2020

Committee noted the content of report (copy available). The Director presented the KPI, Delivery Plan and Risk reports to Committee.

Committee noted that there was some improvement with average days to relet and void loss however, the Director advised that staff were working hard to reduce this figure further. Committee noted no change on gas safety certificates for the 2nd quarter of this year. The Director advised that this will show red for the entire year and figures will be reported in the ARC. A Committee Member asked if the Scottish Housing Regulator will make some allowances for late gas services due to access issues around COVID, The Director advised that SHR were aware of these issues and advised that all outstanding gas services for Spire View were now complete.

The Director then presented the Delivery Plan Report to Committee who noted that good progress had been made on this plan and the association was on course at the moment to complete all actions.

The Director drew Committee attention to the Risk Report and advised that she had provided a narrative on the updated sections. The Director advised that a Risk workshop would be provided for Committee at this years Business Planning Event.

6.2 Self-Assessment and Annual Assurance Statement

This item was discussed before item 6.1

Committee noted the content of report (copy available). John Mulholland advised Committee that a thorough process of self-assessment commence in late 2018, resulting in an improvement plan being agreed in March 2019. A number of early activities were identified in order to allow demonstration of compliance with the SHR Regulatory Standards of Governance and Financial Management. A review in September 2019 noted that good progress had been made and at that time, the Association demonstrated full compliance with 38 guiding standards and partial compliance with 2. There were no areas of non-compliance and no material non-compliance.

Following a further recent review, John reported that good progress has been made and the Association is now reporting full compliance with all 40 guiding standards.

John noted during the validation process that some actions which were due to be carried out which have been delayed by COVID, including progression of the Roystonhill Masterplan and tenders for planned and cyclical works. John advised that although these actions are still outstanding they are not failures and all other housing associations are affected in a similar way due COVID. John advised Committee that Copperworks has performed very well throughout the current pandemic and advised that this was due to good planning and early action.

John drew Committee attention to priority areas that should be addressed to ensure ongoing assurance and improvement of Governance for 2021/22.

Following consideration of John's report and some further discussion, the following was agreed by Committee;

1. Approval of the self-assessment outcome up to 26th October 2020
2. That self-assessment against regulatory standards will continue to be conducted annually going forward.
3. Approval of the Governance and Financial Management Improvement Plan and noted that this will be presented to Committee for review 6 monthly.
4. That Committee has had sufficient assurance to give it confidence to sign the attached draft Annual Assurance Statement confirming full compliance on the date of this meeting and authorised the Chairperson to sign the AAS to be sent to SHR confirming this.

John Mulholland left the meeting at 5.30pm

6.3 COVID-19 Update

Committee noted the content of the report circulated.

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

Model Rules

The Director is progressing with TC Young, the registration of the new Model Rules with the Financial Conduct Authority.

Community Support

The Director advised that the association was successful in securing £72,000 of funding from Scottish Government's Communities Recovery Fund that will fund the Tenancy Support Officer post until 31st March 2021. It will pay for a food pantry set up in partnership with NGCFI. It will also fund let fees, food and equipment for the Young at Heart group and the Health and Wellbeing club at the Hub. The Director advised that this funding would be critical to ensure that we continue to support the community and don't just withdraw support completely.

Scottish Housing Regulator

The Director advised that there was an error in the return to SHR where total number of staff should be 10.2 and not 9.2 as stated on the attachment. This is due to the recruitment of the temporary Volunteer Co-ordinator.

6.4 Staffing Structure Review

Committee noted the content of report (copy available). The Director advised that after preparing this report to Committee, it came to her attention that the review of the Service Sharing Agreements remains outstanding. The intention had always been that these would be reviewed as part of, or at conclusion of, the Service Sharing Review. As this review has now concluded, it would be appropriate to review the agreements at this time. Therefore, in addition to the recommendation outlined in the attached report, the Director was also seeking Committee approval to negotiate with Mulholland Housing Consultancy to review the service sharing agreements as part of the staff structure review. The additional cost of this work would be in the region of £1,000 - £1,500 (plus VAT) to be split between Copperworks and Spire View.

Committee discussed this matter fully and agreed;

1. To accept the proposal from Mulholland Housing Consultancy to carry out the staffing review as per the attached brief / proposal.
2. The Director should negotiate with Mulholland Housing Consultancy to include a review of the Service Sharing agreements as part of this process (an additional 2-3 days work approx.)

6.5 ICT Disaster Recovery Plan – Report on Testing

Committee noted the content of report (copy available).

6.6 Guide to Information

Committee noted the content of report (copy available). Committee approved the revised Guide to Information for adoption and implementation.

6.7 Annual Business Planning / Away Day Event

Committee noted the content of report (copy available). A Committee Member asked if it would be possible if we could carry out our Annual Business Planning Event in the in Roystonhill Community Hub as long as social distancing measures would allow. Committee discussed this and instructed the Corporate Governance Officer send a confidential survey out to all Committee Members to gauge their preference on this matter. The Corporate Governance Officer advised that all members must be comfortable with this suggestion for it to be a viable option. Committee agreed that should anyone be uncomfortable with this suggestion then we would revert back to the original planned events on Zoom.

Committee therefore noted the dates of the event and proposed agendas contained within the report.

6.8 Committee Appraisal

Committee noted the content of report (copy available). Committee noted the arrangements and proposed timetable for 2020/21 Committee Appraisals. Committee agreed to include a 360 appraisal for the Chairperson as outlined within the SHARE proposal and agreed that a representative from SHARE be in attendance to support the Chair and Vice Chairperson to carry out the 1-2-1 interviews with all new Committee Members..

6.9 Complaint Handling Report to 30th September 2020

Committee noted the content of report (copy available).

6.10 Membership Report

Committee noted the content of the report (copy available). Committee approved cancellation of 9 shares.

7.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 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 she was still additional information from CCG and the QS in relation to the kitchen/boiler replacement contract. She advised that she would agree with the Chairperson on how best to report this information in between meetings once it has been received, if required.

Grounds Maintenance Contract

The Depute Director advised that she continues to monitor performance of the grounds maintenance contract.

Electrical Safety Checks

Supplementary report circulated.

Gutter Cleaning & Anchor Bolt Testing

The Depute Director advised that unfortunately we received no tender returns for these works. 18 companies expressed an interest however they all failed to return the tender. The Depute Director advised that she will reconsider how best to proceed and will update Committee further at the appropriate time.

7.1a Planned / Cyclical Maintenance Report – Update on Electrical Checks Tender

Committee noted the content of report (copy available). Committee approved the recommendation to appoint Consilium Contracting Services Ltd to carry out these works.

7.2 Glenbarr Street

The Depute Director advised that discussions are ongoing in relation to the potential spend in relation to COVID. A further meeting with the Design Team and Development Consultant has been arranged to discuss this on 22nd October 2020. She advised that she would provide Committee with a copy of this minute once it's available. The Depute Director advised that progress on site is now a few weeks behind but not causing any major concern at this time. The Contractor is hopeful that they would be able to catch up as the project progresses.

7.4 Revised Investment Strategy

Committee noted the content of report (copy available). The Depute Director advised that the Finance Agent had incorporated the revised Investment Strategy costs within the Financial Projections that were brought to Committee last month and therefore has confirmed that all costs contained within the report are affordable. The Investment Plan is presented to Committee for confirmation for Committee on that basis.

8.0 HOUSING MANAGEMENT REPORTS

8.1 Housing Management Performance to 30th September 2020

Committee noted the content of report (copy available). Committee noted an error contained with this report where it states 'the purpose of this report is to update Committee with performance to 31st September 2020' This should read 30th September 2020.

Committee noted performance in relation to average days to re-let at 15.37 days is above the target timescale of 10 days. This figure has been impacted by COVID however, staff are working hard to reduce this and there has been an improvement since the last quarter figures.

8.2 Outcomes Report – Money Advice, Financial Capability and Tenancy Support

Committee noted the content of report (copy available). Committee noted a missing appendix to this report. The Corporate Governance Officer apologised for this error and advised that she would circulate an updated copy. The Housing Manager advised that the Money Advice, Tenancy Support and Financial Capability services were going very well and had a healthy demand for appointments. She further advised that some appointments are currently being carried out over the telephone and where that is not possible face to face meetings are being held in the Hub using PPE and adhering to social distancing measures.

8.3 Rechargeable Repairs, Legal Expense & Former Tenant Write Off.

Committee noted the content of report (copy available). Committee approved the proposed rechargeable repairs write offs. Committee approved the proposed legal expenses write offs and approved the proposed former tenant account write offs.

8.4 Welfare Reform Impact Assessment / Strategy – Progress Report

Committee noted the content of report (copy available). The Housing Manager went over the welfare reform impact assessment / strategy and gave a summary on each action. She advised that the association have faced some challenges throughout this year due to COVID 19 resulting in an increased demand for our outreach services.

9.0 POLICY REVIEW

9.1 Equality & Diversity Policy review

Committee considered the reviewed draft Equality & Diversity Policy and agreed to the adoption and implementation of this Policy.

9.2 Recruitment and Selection Policy

Committee considered the draft Recruitment and Selection Policy and agreed to the adoption and implementation of this Policy.

10.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place via Zoom on Monday 30th November at 5.00pm.

11.0 AOCB

11.1 EVH 2020/21 Pay Award

The Director advised that a copy of an email received from EVH had been circulated to Committee regarding pay awards. The Director asked Committee to consider this information and feedback their preference to the Corporate Governance Officer prior to the deadline of 16th November 2020.

Meeting closed at 19.00pm
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 _____