

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING**  
**HELD ON MONDAY 27<sup>TH</sup> FEBRUARY 2023 AT 5.00PM IN THE OFFICE AT**  
**43 THARSIS STREET / VIA ZOOM**

<b>PRESENT:</b>	CHARLIE LUNN	CHAIRPERSON
	RACHEL COOPER-MORRIS	VICE-CHAIRPERSON (ZOOM)
	DREW COLLIER	TREASURER
	CLARE O'DONNELL	SECRETARY
	ALLAN STEWART	COMMITTEE MEMBER
	ANGELA HEANEY	COMMITTEE MEMBER (ZOOM)

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

**1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

The Chairperson welcomed everyone to the meeting.

**1.1 Apologies**

CRAIG ALLAN	COMMITTEE MEMBER (LOA)
ALAN BROWN	COMMITTEE MEMBER
CATRIONA DONALD	VOLUNTEER ASSISTANT

**2.0 MINUTES OF PREVIOUS MEETING**

**2.1 Minute of Management Committee Meeting 30<sup>th</sup> January 2023**

The Minute of the Management Committee meeting held on 30<sup>th</sup> January 2023 was approved by Committee.

**2.2 Confidential Minute of Management Committee Meeting 30<sup>th</sup> January 2023**

The Confidential Minute of the Management Committee meeting held on 30<sup>th</sup> January 2023 was approved by Committee.

**2.3 Minute of Joint Office Bearers Meeting 8<sup>th</sup> November 2022**

The Minute of the Joint Office Bearers meeting held on 8<sup>th</sup> November 2022 was noted by Committee.

**3.0 MATTERS ARISING (Including Action Tracker)**

Committee noted that all open matters detailed on the action's tracker had been actioned and subsequently agreed that these should now be marked as closed.

**4.0 DECLARATION OF INTEREST**

There were no declarations of interest.

**5.0 Health & Safety Report**

Committee noted the content of report and attachments (copy available). The Depute Director advised that Asbestos training required as part of Landlord Facilities Action Plan has now been booked for appropriate staff.

**6.0 FINANCE REPORTS**

## **6.1 Management Accounts to 31<sup>st</sup> December 2022**

Committee noted the content of report (copy available). The Finance Manager took Committee through the Statement of Comprehensive Income. He advised that the Association has had a healthy outcome for the period and compared the budget against the annual budget, drawing Committee's attention to any areas of variation. Committee noted turnover, operating costs and financing costs.

The Finance Manager reassured Committee that he monitors cashflow on a daily basis and has no concerns at this time in relation to meeting covenants or financial viability.

A Committee Member asked how the association budgets for voids and bad debts are calculated. The Finance Manager advised that we budget 1% of the Associations rental income for voids and bad debts. The Finance Manager advised that annually we would expect to see 1% budgeted. However, historically Spire View normally performs under 0.5%.

A Committee Member asked what happened if wider role funding has not been fully spent at the end of the funding period. The Director advised that we normally contact the funder and ask if we could extend the timeframe or spend under a different budget heading.

Committee therefore approved the Management Accounts to 31<sup>st</sup> December 2022.

## **6.2 Final Draft Budget 2023/2024**

Committee noted the content of report (copy available). The Finance Manager went over the draft budget for the year ending 31<sup>st</sup> March 2024. He drew Committee's attention to the main change which was outlined in section 4.1.9 where the repairs and maintenance budget has been increased. This is in response to an average rise in supply costs of 12%.

The Finance Manager advised that he has built in a contingency for interest rates going forward. He also advised that this budget was a stand alone position and this would change if the transfer of engagements progresses with Copperworks Housing Association. However, he added that, should this happen, this would only improve Spire View's current position.

He went on to confirm that there was no risk to the association in the short, medium or long term. He also advised that this budget was based on current assumptions and should economic issues change further then this would need to be revisited.

## **6.3 Digital Signatories**

The Finance Manager advised that due to the transfer of engagements there will be a number of documents for Committee members to sign over the coming months. He therefore asked if Committee would consider the use of electronic signatures. Committee discussed this matter and staff advised that signatures would be kept secure with only senior management team and the Corporate Governance Officer granted access. A register of use would be set up and permission sought from the Committee Member in question before the signature can be used.

The Chairperson requested further time to consider this, and this item was therefore deferred to a future meeting. The Finance Manager was requested to develop a procedure for requesting use of digital signatures.

## **7.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

### **7.1 Potential Transfer of Engagements / Merger**

Committee considered the content of report (copy available) along with the various attachments. The Director provided a verbal overview of all documentation and further progress since the report had been prepared. In particular it was noted that;

- The Stage 1 Notice has now been issued and has arrived with tenants. Therefore, canvassing by the joint staff team will get underway imminently.
- Copies of the Stage 1 Notice have been issued to factored owners and shareholders.

- Copies of the Stage 1 Notice will now be issued to all other stakeholders as per the communication strategy.
- SVHA Committee need to consider and decide on the best way forward with regards formal appointment as factor of Copperworks properties as outlined in section 4.33 - 4.35 of the report.

Some discussion followed amongst the members, with consideration of the advice from TC Young. Committee noted / agreed the following;

1. Noted the feedback provided by TPAS the Independent Tenant Advisor.
2. Noted the content of the Stage 1 Notice that was approved by Committee since the last Committee meeting and in accordance with the Standing Orders.
3. Noted the content of the Project Plan, Outstanding Due Diligence Actions Log, Integration Plan and Risk Register.
4. Agreed, based on the advice from TC Young, to proceed with the Transfer of Engagements on the basis that SVHA will seek formal appointment as factor of current CHA properties at the earliest possible opportunity post transfer.

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### **7.2 Business Planning 2023 onwards**

The Director asked Committee for permission to place the review of the Business Plan in abeyance until the conclusion of the Transfer of Engagements process. Committee agreed this made sense and therefore provided their approval.

### **7.3 Wider Role 2023/2024 onwards**

The Director advised that unfortunately the information was not received on time to allow a written report to be submitted to Committee however a full report will be provided at the next Committee meeting.

The Director advised Committee that a recent ICF funding bid from SVHA was unsuccessful however the association has been placed on a waiting list for this fund and will know if we will be receiving funds by the end of September 2023. This application included funding for 2 Hub staff members. However, the Finance Manager will report on this matter separately under AOCB.

### **7.4 Membership Report**

Committee noted the content of report (copy available).

### **7.5 Committee Appraisal Update**

The Corporate Governance Officer advised that all 1-2-1 interviews were now complete. SHARE are collating the results and preparing their report. They plan to feed this back to Committee at the next Committee meeting and will also issue individual and organisational training plans.

### **7.6 Equality & Diversity Report**

Committee noted the content of report (copy available). The Corporate Governance Officer advised that as required by the Scottish Housing Regulator, a full Equality and Diversity survey was undertaken on all 9 protected characteristics. 5 groups were targeted to achieve results, Tenants, New Tenants, Applicants, Management Committee and Staff. Spire View achieved a 24% response rate.

These results will now be used to develop an Equality & Diversity Policy and Action Plan.

## **8.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS**

### **8.1 Planned / Cyclical Maintenance Report**

Committee noted the content of report (copy available) The Depute Director advised that she had nothing further to report other than the information that was contained with the report. There were no questions.

### **8.2 Glenbarr Street New Build**

The Depute Director advised that there has been no further movement in relation to the HAG Practical Completion application. She advised that additional funding has been requested however the outcome of this bid is not yet known. End of Defect Inspections are ongoing. Liability Period will end in March 2023.

## **9.0 HOUSING MANAGEMENT REPORTS**

### **9.1 Legal Recharges**

Committee noted the content of report (copy available) The Housing Manager explained the content of the report in more detail and why a request to change our current procedure was being made. Following discussion, Committee agreed the recommendation to write off the balances outlined in the report. Committee further agreed the recommended change in procedure.

## **10.0 POLICY REVIEW**

### **10.1 Domestic Abuse Policy Review**

Committee noted the content of report (copy available). Committee considered the revised Domestic Abuse Policy and approved adoption and implementation.

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

The next hybrid Management Committee meeting will take place on Monday 27<sup>th</sup> March 2023 at 5.00pm in the office at 43 Tharsis Street / via zoom.

*Post Meeting Note: Committee agreed to change the meeting date to Monday 3<sup>rd</sup> April 2023 at 5pm.*

## **12.0 AOCB**

### **12.1 GWSF Affiliation Fee 2023/2024**

Committee considered the affiliation fee request from GWSF and noted the fee for 2023/2024. Committee agreed to affiliate to GWSF for the coming year 2023/24.

### **12.2 Wider Role Spend Allocation**

Committee considered the content of this confidential report and approved the recommendation to reallocate wider role savings.

### **12.3 EVH Terms & Conditions Consultation**

The Director advised that EVH are currently consulting with Governing Body Members regarding proposed changes to staff terms and conditions. She advised that the Corporate Governance Officer would forward on a copy of this consultation email and requested that all responses are returned to the Corporate Governance Officer by 9<sup>th</sup> March 2023. This will allow responses to be collated and submitted to EVH by the deadline on 10<sup>th</sup> March 2023.

Meeting closed at 6.30pm

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 \_\_\_\_\_