

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 28TH FEBRUARY 2022 AT 5.00PM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	RACHEL COOPER	VICE CHAIRPERSON (ZOOM)
	CLARE O'DONNELL	SECRETARY
	ALLAN STEWART	TREASURER
	CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)
	ANGELA HEANEY	COMMITTEE MEMBER (ZOOM)

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	MARGARET GILLESPIE	FINANCE OFFICER (Until Item 8.0)
	JORDAN HENDERSON	ARNEIL JOHNSTON (ZOOM)
	ALEX CAMERION	QUINN INTERNAL AUDITORS (item 6.0 only)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting and introduced Jordan Henderson from Arneil Johnston.

The Director read out an email from Ross Love advising that unfortunately due to work and family commitments he wished to resign his position from the Management Committee. Committee were sad to hear this but accepted Ross's reason for stepping down. They instructed The Corporate Governance Officer to write to Ross and thank him for his service.

1.1 Apologies

Apologies were received from;

LYNDA MULHOLLAND	COMMITTEE MEMBER (LOA)
ANDREW WILKIE	COMMITTEE MEMBER (LOA)
ALAN BROWN	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 31st January 2022

The Minute of the Management Committee meeting held on 31st January 2022 was approved by Committee.

2.2 Confidential Minute of Management Committee Meeting 31st January 2022

The confidential Minute of the Management Committee meeting held on 31st January 2022 was approved by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted item 6.0 Internal Audit Feedback and the actions taken by staff before this item was closed.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 HEALTH & SAFETY

Committee noted the content of the Health & Safety report. The Depute Director advised that a representative from both Spire View and Copperworks Committees attended a Health & Safety walk around on 22nd February 2022 and noted no areas of concern.

The Depute Director advised that 2 further audits on Health & Safety at Work practices and Landlord Safety will both be carried out on 16th March 2022.

The Depute Director asked all Committee Members present to sign the Health and Safety Responsibilities of a Management Committee Member extract. She asked all members attending virtually to email the Maintenance Officer with their acceptance that they have read and understood their responsibilities.

Alex Cameron joined the meeting at 5.25pm

6.0 INTERNAL AUDIT FEEDBACK REPORTS

Alex Cameron presented his report on the recent Anti-Social Behaviour Audit and advised that he had made 2 priority 3 recommendations. Committee noted the recommendations and the Housing Managers response to these. Recommendation one advised that pop ups should be placed on the system where there could be a safety issue for staff to attend on their own. The Director advised that this had already been raised with staff and actioned where required, 1-2-1 training was also offered to staff in the use of implementing and removing pop ups.

Recommendation 2 was in relation to the Anti-Social Behaviour Policy. The Director advised that the Policy was currently being reviewed and would be brought back to Committee in March 2022 for consideration. Alex confirmed that the audit went very well and that full assurance had been awarded. Committee thanked Alex for his time.

A Committee member noted an error contained within the management response under recommendation 1 where it states 'Copperworks staff' and should read 'Spire View staff'.

Alex Cameron left the meeting at 5.50pm

7.0 FINANCE REPORTS

7.1 Management Accounts to 31st December 2021

Committee noted the content of the report (copy available). Jordan presented the Management Accounts to 31st December 2021 and highlighted any areas where there was significant overspend in the budget. Committee discussed the overspend in these areas and the reasons behind them. Committee noted a decrease in the cash balance since the end of 2020/2021 due to the capital investment in stock and the new build development at Glenbarr Street. Jordan advised that overall the association's financial position was healthy and noted no areas of concern. Committee approved the Management Accounts to 31st December 2021.

7.2 Final Draft Budget 2022/2023 and 30 Year Projections

Committee noted the content of the report (copy available). The Director explained to Committee that the draft budget and 30 year projections were now presented in one document. The Director outlined, as per the covering report, the main changes since the draft budget approved in November 2021.

Jordan took Committee through the budget and explained that some of the costs would be one offs. Jordan also presented the 30 Year Projections and Committee noted the scenarios included with the projections. Committee advised they liked the layout and delivery of this report. Jordan advised that overall, the plan is viable in the short, medium and long term and the biggest risk to the Association would be a rent freeze as this would ultimately result in a cash deficit.

Committee approved the Final Draft Budget and 30 Year Projections.

Margaret Gillespie left the meeting

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Possible Merger / Transfer of Engagements

A separate confidential minute is available in relation to this item.

8.2 VAT Report

The Director advised that she was still awaiting a response from HMRC following submission of a VAT error correction notice. She confirmed that this delay was expected as HMRC have a backlog at this time. However, she confirmed that she would report to Committee once she had received a response. She went on to clarify that Jordan has factored the VAT liability cost into next year's budget.

8.3 Wider Role Projects 2022/23

Committee noted the content of the report (copy available). The Director went over the current wider role projects that the Association supports and advised that she had a meeting with the Simon Community this afternoon as sourcing funding for this post had become difficult. She advised that the Simon Community have agreed to fund 50% of this post if the other 5 RSL's could cover the remaining 50% until 30th September 2022. The Director confirmed that all amounts included in the report have already been factored into the approved budget for 2022/2023. Committee discussed these projects and agreed to continue to support all 3..

8.4 Committee Appraisal

The Corporate Governance Officer advised that Committee 1-2-1 interviews were now drawing to a close with 4 outstanding for Spire View. She thanked everyone for giving up time to attend these meetings. Following the final interviews taking place in the coming week she advised that Olwyn Gaffney from SHARE would collate all the relevant information and present a report to Committee in March 2022.

8.5 Membership Report

Committee noted the content of report (copy available). Committee approved 1 membership application and the use of the seal.

9.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Maintenance Performance Reports to 31st December 2021

Committee noted the content of report (copy available).

The Depute Director provided the following additional information;

Maintenance Expenditure

The Depute Director advised that as agreed by Committee the quarterly review of maintenance expenditure will now be included within the Management Accounts to avoid duplication.

Repairs Performance by Category

The Depute Director drew Committee's attention to the 27 emergency jobs that had been recorded late in this quarter and advised that all of these related to one Contractor (Gas Sure). As contained within the report, on further investigation, 5 of these emergency repairs were attended to within timescale but required follow up work and additional parts. The remaining 22 late jobs recorded were due to staff sickness due to COVID. However, it was noted that this had not been communicated effectively with the Association staff and as such, the Contractor has given assurances that this will be improved upon going forward. The Depute Director advised that we would be monitoring this situation closely

9.2 Planned / Cyclical Maintenance Report

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

- Kitchens – works complete with an underspend as noted in the report. The Final Account has been received and signed off

- 73-85 James Nisbert Street - Some additional issues have come been uncovered once the render was opened up. This is likely to impact on costs and as noted in the report, the measured element of this is currently around £11,000 with the potential for some addition on top of that. The Depute Director is awaiting an updated report on cost from the QS and Architect. The Depute Director is confident that additional cost can be offset against the underspend on the kitchen/boiler contract and as such, will be able to be contained in the overall planned maintenance budget..
- Grounds Maintenance – winter program on going
- Smoke & Heat detectors – 7 properties outstanding due to access issues – ongoing
- Gutter Cleaning & Anchor Bolt Testing – meeting planned for next week for an update and to plan for next year.

9.3 Glenbarr Street New Build Development

The Depute Director confirmed that an open day took place to showcase the development to local partners. This went very well and was well attended.

She advised that handover of closes 2 and 3 has been delayed due to water ingress issues that have been discovered. The Contractor is working to resolve this issue and we will move to take handover at the appropriate time.. The Depute Director advised that the association would be enforcing L&A damages and the Contractor is aware of this.

9.4 Hub Shop Unit – Capital Works

The Depute Director advised that all funding has now been drawn down with the exception of these costs for the installation of a loft ladder however this final draw down was underway.

10.0 POLICY REVIEW

10.1 Equality & Human Rights Policy and Action Plan

The Corporate Governance Officer advised that this Policy was currently being drawn up however GWSF has taken up some issues with the Scottish Housing Regulator regarding this and we are currently awaiting further guidance being released before we can finalise our policy. The Corporate Governance Officer advised that she would report back on this in March 2022.

10.2 Prevention of Fraud & Anti-Bribery Policy Review

Committee considered the reviewed draft Prevention of Fraud & Anti-Bribery Policy and agreed to the adoption and implementation of this Policy.

10.3 Event Management Strategy Review

Committee considered the reviewed draft Event Management Strategy and agreed to the adoption and implementation of this Strategy.

11.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Monday 28th March 2022 at 5.00pm in the office at 43 Tharsis Street / via zoom.

12.0 AOCB

12.1 Subscription Renewals

GWSF

Committee agreed continuation of affiliation to Glasgow and West Scotland Forum for a further 12 months at the cost of £2581.00. Cost approved by Committee.

12.2 Performance Reporting

Committee noted the content of report (copy available). The Depute Director presented this report and Committee considered areas where reports were duplicated. They approved the recommendation to streamline these reports.

12.3 EVH Wages Ballot

Committee noted the content of report (copy available). The Director advised that EVH are continuing with wage negotiations and once further information was available, she would update Committee again.

12.4 Committee Recruitment

The Corporate Governance Officer advised that following a recent recruitment drive, the Association had received applications from 2 local people who are interested in becoming Committee Members. She therefore asked Committee to form a recruitment panel to interview the prospective members. The Chairperson along with the Secretary and Treasurer all volunteered to attend. The Corporate Governance Officer thanked them for volunteering and advised that she would contact them to arrange the interviews.

12.5 Hub Staff Funding

The Director spoke to Committee about the 3 staff currently working from the Community Hub. She advised that the Volunteer Co-ordinator's post is fully funded until 31st March 2023. The Volunteer Assistant along with the Digital Engagement Officer's funding runs out on the 31st March 2022 however, we have submitted a bid to the Lottery to cover these posts for a further year. The application is currently being assessed with the outcome due in March / April 2022. The Director explained that we have some alternative project funding that can cover part of the salary costs for these 2 posts until such times as we know the outcome of the lottery bid. She asked Committee if they would consider covering a short fall in funding of approximately £4,332 to allow us to extend the two staff members' temporary contracts until 31st May 2022. It was also confirmed that there is sufficient funding available in the Community Fund budget to cover this cost. Should the lottery funding commence sooner, there may be no requirement to cover all / any of the shortfall. Committee approved this spend.

12.6 91-99 James Nisbet Street

The Depute Director explained that staff have been exploring options to refresh and soften the external environment at 91-99 James Nisbet Street. She advised that staff have looked at planting, canopies and close numbering. The Depute Director presented visual options to Committee and they agreed to installing close numbers that would match with the render and planting. The cost of these works were £17,150+VAT for 5 closes. Committee noted that there was a significant underspend on the kitchen contract that would allow for these works. Committee approved this spend.

Meeting closed at 6.45pm
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 _____