

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF MANAGEMENT COMMITTEE MEETING**  
**HELD ON MONDAY 28TH JUNE 2021 AT 5.00PM**  
**VIA ZOOM**

<b>PRESENT:</b>	CHARLIE LUNN CLARE O'DONNELL ALLAN STEWART MARK SHANNON ANDREW WILKIE CRAIG ALLAN LYNDA MULHOLLAND RACHEL COOPER	CHAIRPERSON SECRETARY COMMITTEE MEMBER COMMITTEE MEMBER COMMITTEE MEMBER COMMITTEE MEMBER TREASURER (from item 2.0 onwards) VICE CHAIRPERSON
<b>IN ATTENDANCE:</b>	FIONA MURPHY MARGARET BROWNLIE GILLIAN SPENCE CLARK DAVIDSON	DIRECTOR DEPUTE DIRECTOR CORPORATE GOVERNANCE OFFICER FINANCE AGENT (item 5.0 Only)

**1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

C.Lunn chaired the meeting and referred those members present to item 1.0 'Committee Recruitment' report.

Committee discussed the content of report and unanimously agreed with the recommendation to appoint Lynda Mulholland to fill the current casual vacancy until the next AGM.

**1.1 Apologies**

Apologies were received from;

ANDY WHITE

COMMITTEE MEMBER

**2.0 MINUTES OF PREVIOUS MEETING**

**2.1 Minute of Management Committee Meeting 17<sup>th</sup> May 2021**

The Minute of the Management Committee meeting held on 17<sup>th</sup> May 2021 was approved by Committee.

**2.2 Minute of Management Committee Meeting 24<sup>th</sup> May 2021**

The Minute of the Management Committee meeting held on 24<sup>th</sup> May 2021 was approved by Committee.

**2.3 Confidential Minute of Management Committee Meeting 24<sup>th</sup> May 2021**

The Confidential Minute of the Management Committee meeting held on 24<sup>th</sup> May 2021 was approved by Committee.

**2.4 Minute of Joint Office Bearers Meeting 9<sup>th</sup> February 2021.**

The Minute of the Joint Office Bearers meeting held on 9<sup>th</sup> February 2021 was noted by Committee.

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

**3.1 Governance / Committee Matters including Notifiable Event (confidential report)**

Committee noted the content of the report, including the A. Brown's resignation. Committee accepted the recommendations made.

Lynda Mulholland joined the meeting at 5.15pm

### **3.2 Election of Chairperson / Vice Chairperson**

Following the resignation of the Chair, Allan Stewart nominated Charlie Lunn for the position of Chairperson. Seconded by Rachel Cooper.

There were no other nominations. Charlie accepted the position.

As the Vice Chair was elected to the position of Chair, a new Vice Chair was required and Clare O'Donnell nominated Rachel Cooper for the position. Seconded by Lynda Mulholland.

There were no other nominations. Rachel accepted the position

### **3.3 Election of Treasurer**

Clare O'Donnell nominated Lynda Mulholland for the position of Treasurer.

Seconded by Allan Stewart.

There were no other nominations. Lynda accepted the position.

### **3.4 Actions Tracker**

Committee noted 2 open items contained within the actions tracker;

Item 1.1 Casual Vacancy

Committee noted that this item was on the agenda for tonight's meeting and had been discussed at item 1.0.

The item is now closed.

Item 11.1 Positive Action in Housing Affiliation

The Corporate Governance Officer advised that due to an admin mix up this membership/affiliation had not yet been progressed however, she advised that this task would be completed by the next Committee meeting.

## **4.0 DECLARATION OF INTEREST**

There were no declarations of interest noted.

*Clark Davidson joined the meeting at 5.20pm*

## **5.0 FINANCE REPORTS**

### **5.1 Five Year Financial Projections**

Committee noted the content of report (copy available). The Finance Agent went over this report and advised that the association is financially sound throughout the period of the 5 Year Financial Projections. He advised that he has assumed inflation at 2% from year 2 and rental income increased by 2.3% over inflation in year 1. He advised that it was increased to 3.5% over inflation in years 2 and 3 and 1% over inflation thereafter. The Finance Agent confirmed that it shows a reasonable surplus each year.

The Finance Agent advised that the association is covenant compliant throughout. The Finance Agent sought permission to submit these projections to the Scottish Housing Regulator by 30<sup>th</sup> June 2021. This was approved by Committee.

### **5.2 Loan Portfolio Return**

Committee noted the content of report (copy available). The Finance Agent explained to Committee that this report is required annually to be submitted to the Scottish Housing Regulator (SHR). This demonstrates to the Regulator that we continue to repay our mortgages and comply with our covenants.

The Finance Agent then took Committee through our current outstanding loans and payments that have been made over the duration of the borrowings.

Committee approved the Loan Portfolio and agreed that that this should be submitted to SHR.

### **5.3 Treasury Management Report**

Committee noted the content of report (copy available).

#### **5.4 Registers Report to 31<sup>st</sup> March 2021, Asset Register, Loan Register and Disposals Register**

Committee noted the content of report (copy available). The Finance Agent confirmed that during 2020/21 there has been no disposals. The Finance Agent then confirmed that £5,274 was spent on equipment during the financial year, this was mainly made up of IT equipment which would depreciate in value. The Finance Agent updated Committee on outstanding mortgages which are contained within the loan register.

#### **5.5 LIBOR / SONIA Transition**

Committee noted the content of report along with the information note prepared by TC Young Solicitors. The Director provided Committee with some background information regarding the LIBOR transition. She advised that at the moment the interest on our loans is calculated using LIBOR (London Inter-Bank Offered Rate) plus a margin. However she advised that LIBOR is being discontinued at the end of 2021 and will be replaced with SONIA (Sterling Overnight Interest Average) or another alternative

The Director advised that the change would have implications for the loan agreements we have in place with Nationwide and Clydesdale and will require amendments to be made to the agreements.

The Finance Agent advised that we are waiting on further information from the bank with regards the options being offered. He advised that the banks are currently working on a way to make this as financially neutral as possible. He advised that he is keen to see what they come up with.

The Director advised that she would jointly prepare a report with the Finance Agent on this matter for Committee in August. The Finance Agent will update Committee on the financial aspect and impact of the transition and the Director will look at the legal agreements and seek appropriate advice.

*Clark Davidson left the meeting at 17.39*

### **6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

#### **6.1 Staffing Review**

The Director advised that she had met with the Staffing Review Working Group along with John Mulholland and Eamonn Connolly on 11<sup>th</sup> May and again on 26<sup>th</sup> May to discuss the proposals. Committee noted the content of the report prepared by EVH following the consultation exercise, outlining the points discussed and the remaining areas of concerns. The Director advised that the staffing review meetings had been a positive and constructive process.

The Director went over the main issues and outstanding concerns and outlined the response to each point made.

A Committee member asked why the association couldn't yet provide a new job description for maintenance posts. The Director explained that it would be more beneficial and appropriate to allow the maintenance manager, once in post and to review all maintenance roles and the current structure to ensure we have the correct balance and structure to address the needs of the organisation.

Committee discussed the concerns raised by staff regarding estate management issues and discussed how this matter may be resolved. There was a general agreement that the options to address this concern should be explored further.

The Director advised that there are legal and financial issues matters to be considered and provided Committee with a notional timescale for completion of April 2022 to allow the organisations time to consider these matters fully.

Following some further discussion, the following was agreed by Committee;

1. Subject to agreement of Copperworks Committee the sharing of all staff should be trialled from 1<sup>st</sup> August 2021 with regular feedback being sought. A more formal review will be carried out in October / November 2021.
2. The Director should report to Committee in August with the following;

- a. Proposals around how to address the estate management resource concerns highlighted during the staff consultation exercise.
- b. A schedule of actions / timetable for the implementation of the various actions identified as part of the staff structure review, including revised agreements and salary splits etc.
- c. Proposals for the recruitment of a new Finance Manager.

## **6.2 Staffing Update – Finance Assistant**

The Director explained to Committee that the Finance Assistant's last day was 2<sup>nd</sup> July 2021 and a temporary Finance Assistant joined the association on 14<sup>th</sup> June 2021. The temporary employee is very experienced and has settled in well and has been employed on a 3 month contract however this will very likely be extended. The Director advised that we have had a 3 week handover period ahead of the associations audits in July 2021.

## **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;

- The Director advised that attention has now been turned to the reopening of the office. She advised that she has discussed this with staff at recent staff meeting and received positive feedback. She advised that she would be keen to re-open if Committee were in agreement over the summer if restrictions allow. Committee agreed the Director could progress this if appropriate.
- The Director advised that a staff member recently tested positive for COVID and was advised to isolate. The staff member had developed symptoms during working hours and the Director took the precaution of sending all staff in the downstairs office home to isolate and get tested. All other staff tested negative and were able to return to work.

A Committee member advised that we should be cautious when reopening the office to members of the public due to cases being on the rise. The Director confirmed that she would take this into consideration. She advised that she would continue to monitor this as well and review all guidance available.

- Staff Wellbeing - A Committee Member advised that we need to ensure all staff feel comfortable returning to the office to work. The Director advised that staff are aware that they should raise any concerns with their line managers and that all precautions are being taken to ensure their safety.

## **6.4 VAT Report (Confidential Report)**

Committee noted the content of the report and approved all the recommendation contained therein.

## **6.5 Register Reports to 31<sup>st</sup> March 2021**

Committee noted the content of the register report to include;

- Declaration of Interest
- Entitlements, Payments and Benefits
- Fraud Register

## **6.6 Membership Report**

Committee noted the content of the revised report issued in advance of the meeting. . Committee approved 6 new membership applications and approved the cancellation of 2 shares.

## **6.7 AGM Arrangements**

Committee noted the content of the report (copy available). Committee noted the proposed date of the 16<sup>th</sup> September 2021 for this year's AGM. Committee granted permission to hold the AGM virtually if restrictions

won't allow a physical meeting. Committee agreed that Lynda Mulholland, Charlie Lunn, Mark Shannon and Rachel Cooper would all stand down this year. All 4 are standing for re-election.

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

### **7.1 Planned / Cyclical Maintenance Report**

Committee noted the content of report (copy available). The Depute Director advised that some issues had arisen with 73-85 James Nisbet Street in relation to the condition of the render. This means that more of the render requires to be removed than originally anticipated. However at this time, it is anticipated that the additional cost can be contained within the contingency allowed for within the approved contract sum.

A Gutter Cleaning and Roof Anchor Bolt testing tender opening has been arranged to take place on Monday 12<sup>th</sup> July 2021 at 12 noon. The Depute Director sought two volunteers to attend. The Chairperson and Secretary agreed to attend this opening via Zoom.

### **7.2 Glenbarr Street New Build**

Committee noted the content of report (copy available). The Depute Director referred Committee to the section of her report in relation to L&A Damages. She advised that she has sought advice on this from the Lead Consultant and our Development Agent and it is therefore recommended that we pursue L&A damages from the last Interim Certificate. Committee considered this and approved the recommendation to progress the application for L&A damages at the appropriate time.

Committee expressed an interest in visiting this site, the Depute Director advised that this will be arranged as soon as it's safe to do so.

### **7.3 Hub Shop Unit – Capital Works**

Committee noted the content of report (copy available). The Depute Director confirmed that works are still ongoing and now nearing completion. She advised that we are still waiting on delivery of some of the fridges and other items but it is hoped that these will arrive this week to allow completion as estimated by 2<sup>nd</sup> July and for the Food Pantry to be relocated back into the shop unit from 5<sup>th</sup> July onwards.

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

The next Management Committee meeting will take place via Zoom on Monday 30<sup>th</sup> August 2021 at 5pm.

## **9.0 AOCB**

### **9.1 Scottish Government Signatories**

The Director sought permission to amend the signatories for Scottish Government funding administration. The proposal to replace Alistair MacPhee with Margaret Gillespie was approved by Committee.

### **9.2 Fraudulent Direct Debit**

The Director advised Committee that a fraudulent direct debit had been set up from one of the Association's bank accounts with just one payment collected. Action has been taken to stop any further payments being taken and the full cost has been recovered under the Direct Debit Guarantee. The Director discussed this in full with the Vice Chair and has reported the actions taken to our internal and external auditors who are satisfied with our response.

As required, a notifiable event has been submitted to the Scottish Housing Regulator (SHR). SHR are happy with the information provided and advised that they do not need anything further at this time.

A full written report will be provided to Committee in August 2021.

### **9.3 Royston Road Mural**

The Depute Director advised that Copperworks Housing Association had been approached by Community Land Scotland with a proposal to commission a Mural by 'Rebel Bear' on the wall at Royston Road across from St Roch's Primary School. Copperworks have agreed to these works and approved a Mural depicting all good points from the local area and Glasgow. The painting will be 10 foot by 10 foot and fully funded by Community Land Scotland. Copperworks are now working in partnership with Rosemount Development Trust to develop this idea more and hopefully have the Mural included as part of the Glasgow Mural Trail.

Meeting closed at 18.45pm  
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 \_\_\_\_\_