

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

PRESENT: CHARLIE LUNN CHAIRPERSON
CLARE O'DONNELL SECRETARY
CAITLIN HEANEY COMMITTEE MEMBER (ZOOM-item 5.0 onwards)
CRAIG ALLAN COMMITTEE MEMBER (ZOOM)
ALAN BROWN COMMITTEE MEMBER (ZOOM)

IN ATTENDANCE: FIONA MURPHY DIRECTOR
MARGARET BROWNLIE DEPUTE DIRECTOR
DONNA RICHARDSON HOUSING MANAGER
GILLIAN SPENCE CORPORATE GOVERNANCE OFFICER
JORDAN HENDERSON FINANCE MANAGER
JULIE-ANN CLOHERTY SHARE (ZOOM - Item 5.0 only)
ALEX CAMERON QUINN INTERNAL AUDITORS (ZOOM-Item 6.0 only)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting. .

1.1 Apologies

Apologies were received from;

RACHEL COOPER	VICE CHAIRPERSON
ALLAN STEWART	TREASURER
ANDREW WILKIE	COMMITTEE MEMBER (LOA)
ANGELA HEANEY	CO-OPTEE
LYNDA MULHOLLAND	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 28th February 2022

The Minute of the Management Committee meeting held on 28th February 2022 was approved by Committee.

2.2 Confidential Minute of Management Committee Meeting 28th February 2022

The confidential Minute of the Management Committee meeting held on 28th February 2022 was approved by Committee.

2.3 Minutes of Joint Office Bearers Meeting 9th November 2021

The Minute of the Joint Office Bearers meeting held on 9th November 2021 were noted by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted all items on the actions tracker were closed.

4.0 DECLARATION OF INTEREST

Fiona Murphy, Mags Brownlie, Jordan Henderson and Gillian Spence all declared an interest in item 12.4 EVH Wages Ballot.

Julie-Ann Cloherty joined the meeting at 5.30pm

5.0 SHARE – Committee Appraisal

Julie-Ann Cloherty presented SHARE's final report on this year's Committee Appraisals. She went over the process and the results of the self-assessment surveys. Julie-Ann explained to Committee that the surveys completed gave the association an overview of the following areas; motivation, staying effective, succession planning and knowledge and skills. Julie-Ann explained that despite the pandemic the association had achieved most of what it set out to do resulting in Committee Members with strong skills in 4 main areas, Governance & the role of Committee, Health & Safety, Risk Management and Staff Management.

Julie-Ann commended the organisation on its achievements and advised that SHARE have provided 1 recommendation for Committee in the coming year as follows;

- *SHARE recommends that the Committee and Association agree on a learning and development plan based on discussions with members and taking account of the results of the appraisal exercise.*

Committee noted the above recommendations and Julie-Ann advised that a full report along with Individual Learning Statements and an organisational training plan would be issued to the Corporate Governance Officer in the coming days.

Committee thanked Julie-Ann for presenting this report.

Julie-Ann left the meeting at 5.46pm.

Alex Cameron joined the meeting at 5.46pm

6.0 INTERNAL AUDIT FEEDBACK REPORTS

Alex Cameron presented his report on the recent Business Continuity Audit. Alex went over the information he considered while undertaking this audit and advised that he had made no recommendations in this instance. Alex advised that he was impressed with the Association's response during the pandemic and highlighted a number of areas of good practice, in particular the move to remote working and the implementation of the BCDR plan. Alex confirmed that the audit went very well and that full assurance had been awarded. Committee congratulated the Director on this results and thanked Alex for his time.

Alex Cameron left the meeting at 6.00pm

7.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

7.1 Potential Merger / Transfer of Engagements

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

7.2 VAT Report

The Director advised that she had received a bill from HMRC in relation to the error correction submitted. The amount payable matches the calculation from French Duncan, along with interest of £2,093.11.

7.3 Revised Business Plan 2021-2024

Committee noted the content of the report (copy available). The Director advised that the Business Plan was delayed slightly to allow the Finance Manager to join the association and complete the financial sections. The Director confirmed that the Finance Manager has now been in post since the 21st March 2022 and works were well underway and almost complete. She advised that she would circulate a final draft to Committee for consideration with April meeting papers.

Committee agreed to move both the Committee Health & Safety Responsibilities signing and Landlord Safety Manual signing to September each year to allow these to be signed at the same time as the Committee Code of Conduct and Register of Interest. The Director advised that the Committee Reporting Schedule would be updated to reflect this change.

7.4 Self Assessment Review

Committee noted the content of the report (copy available). Committee noted the progress made to date on each of the actions outlined within the report. Committee noted that a review of the Associations Business Continuity and Disaster Recovery Plan is underway with the internal audit which was reported to the Committee this evening by Quinn Internal Auditors.

The Association has also addressed the weakness in the Finance Department and Financial Procedures by recruiting a temp Finance Assistant and permanent Finance Manager. The Director advised that the Finance Assistant's contract was extended until 30th September 2022 and may be extended for a further 6 months from that date if required.

7.5 SHR Engagement Plan 2022/2023

The Director advised that the Scottish Housing Regulator has produced a draft engagement plan that cannot yet be published however, she confirmed that the Association is compliant.

7.6 Membership Report

Committee noted the content of report (copy available). Committee approved 7 membership applications and 1 membership cancellation.

8.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

8.1 Revised and Updated Investment Strategy

Committee noted the content of report (copy available). The Depute Director advised that the Investment Strategy had been agreed in principle and it was agreed to bring this back to Committee following the review of the budget and financial projections, both of which were now completed. The Depute Director also advised that the draft Stock Condition Survey report had been received and she intended to drill down into this over the coming weeks and will liaise with the Finance Manager on future investment plans. Committee approved the revised investment strategy.

8.2 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available). The Depute Director advised that she was pleased that a lot of works were now complete and had nothing further to add to her report. There were no further questions.

8.3 Glenbarr Street New Build

Committee noted the content of report (copy available). The Depute Director advised that all new build properties have been allocated and tenants have moved in. She advised that staff are working on a significant number of voids that this has created within existing stock. The Housing Manager advised that feedback from the new tenants on the Glenbarr Street properties was very positive.

The Depute Director advised that snagging is currently being carried out with the Contractor, she went on to advised that a deduction notice has been issued to the Contractor to the sum of £111,600 she advised Committee that this matter could come to litigation/adjudication. However she is hopeful that we could still reach an amicable agreement.

9.0 HOUSING MANAGEMENT REPORTS

9.1 Write off Report – Former Tenant Arrears, Legal Expenses and Rechargeable Repairs

Committee noted the content of report (copy available). Committee discussed the proposed write offs, following discussion Committee approved the recommendation to write off these balances.

10.0 POLICY REVIEW

10.1 Equality & Human Rights Policy and Action Plan

The Corporate Governance Officer advised that GWSF recently issued further guidance on the collection, storage and retention of data collected and this was currently being considered with the support of the Senior Management Team. She advised that as this is a very complex issue it may take some time to present a comprehensive report and policy however she advised that we will continue to source and consider all new guidance on this matter and bring to Committee for consideration as soon as possible.

10.2 Digital Engagement Statement

Committee considered the revised draft Digital Engagement Statement and agreed to the adoption and implementation of this Statement.

10.3 Procurement Policy

Committee considered the revised draft Procurement Policy and agreed to the adoption and implementation of this Policy.

10.4 Anti-Social Behaviour Policy

Committee considered the revised draft Anti-Social Behaviour Policy and agreed to the adoption and implementation of this Policy.

11.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Monday 25th April 2022 at 5.00pm in the office at 43 Tharsis Street / via zoom.

12.0 AOCB

12.1 Bank Account Closure

The Finance Manager advised that the Association has an old bank account previously used for the funding received from the lottery in relation to the capital build project at the Community Hub. This was a requirement at that time. Permission was sought from Committee to transfer any remaining funds into the Associations current account and close the 'Hub' bank account. The Director suggested that this account may be required for the new round of Community Led Lottery funding that has just been awarded. Therefore Committee approved this request to close this account on the proviso that it is not required for the Community Led Lottery funding. .

12.2 Ukrainian Refugees

The Director advised that there has been some talk recent within the sector regarding rehousing and supporting Ukrainian refugees. There are some concerns around this and the Director outlined these concerns as outline din a recent SFHA briefing. She suggested to Committee to consider adopting the same approach they took last year to rehousing Afghan refugees in allowing the local authority to let some of our properties for this purpose. She explained that this is the best way to offer full support and security to the refugees. Committee discussed this matter and agreed to allocate properties to Glasgow City Council should an appropriate opportunity arise.

12.3 Funding Update

The Director advised Committee that ICF funding will cover the Volunteer Co-ordinator post until 31st March 2023. She also confirmed that a recent Lottery application was successful meaning that the Volunteer Co-ordinator's salary will be covered to 31/3/2025 as well as the Volunteer Assistant for a further 12 months and the Digital Engagement Officer for 18 months. Committee congratulated the Director on securing this funding.

12.4 EVH Wages Ballot

The Director read out the email received from EVH earlier today with a recommendation contained therein. After some discussion, Committee agreed to support the recommendation. The Director will note this decision on the ballot paper and return to EVH.

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 _____