

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 28th OCTOBER 2025 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON (ZOOM)
	ALAN BROWN	TREASURER
	CLARE O'DONNELL	SECRETARY
	DREW COLLIER	COMMITTEE MEMBER
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER
	FLORENCE DIOKA	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	CHIEF EXECUTIVE OFFICER
	MARGARET BROWNLIE	DEPUTE CHIEF EXECUTIVE OFFICER
	DONNA RICHARDSON	HOUSING MANAGER
	JORDAN HENDERSON	FINANCE MANAGER
	EMILY MUIR	CORPORATE SERVICES ASSISTANT

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

CRAIG ALLAN	COMMITTEE MEMBER
MARY GIBSON	COMMITTEE MEMBER
ELIZABETH WEDLOCK	COMMITTEE MEMBER
GILLIAN SPENCE	CORPORATE GOVERNANCE MANAGER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 23rd September 2025

The Minute of the Management Committee meeting held on 23rd September 2025 was approved by Committee.

3.0 MATTERS ARISING (Including Actions Tracker)

Committee noted that there were no open items contained within the Actions Tracker.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 CEO / CORPORATE GOVERNANCE REPORTS

5.1 Self-Assessment and Annual Assurance Statement

Committee noted the content of the report. Following discussion, Committee;

- **Approved** the self-assessment outcome up to October 2025.
- **Agreed** that self-assessment against the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management is conducted annually going forward.
- **Approved** the continuation of a Governance and Financial Management Improvement Plan to be presented for review annually as part of the business planning process.

- **Agreed** that Committee has sufficient assurance to sign the 2025 Annual Assurance Statement confirming full compliance and authorized the Chairperson to sign the letter to SHR confirming this.

5.2 Copperworks Transfer Promises Action Plan to 30th September 2025

Committee noted the content of the confidential report and noted progress made to 30th September 2025.

5.3 Business Plan Progress Report to 30th September 2025

Committee noted the content of the report including the KPI Report, Delivery Plan Report and Risk Report. A Committee Member noted that within the delivery plan, many of the issues were due for completion by March 2026 and questioned whether this was achievable. The CEO advised that a number of the actions relate to matters that are assessed throughout the year with a final assessment made at the end of the financial year in March. Therefore this situation is not uncommon and a number of the 'actions' are generally marked as complete in March each year. The CEO also advised that she continues to review target timescales to ensure they remain realistic.

5.4 ICT Disaster Recovery Plan

The CEO apologised that this matter has not yet been concluded. Despite best efforts on our part, we have been unable to obtain the necessary clarification from our IT support providers (Focus Group) with regards the robustness of our ICT Disaster Recovery Plan.

A Committee member asked if we were having any other issues with our IT Support provider. The CEO explained that she has recently become aware of a number of outstanding issues that have not yet reached a satisfactory conclusion. She assured Committee that she is dealing with these matters personally and hopes to bring them to a conclusion very soon. The CEO hopes to be able to report fully on this item at the meeting next month.

5.5 Membership Report

Committee approved 6 new membership applications and the use of the seal. Committee also noted the movement in the membership register to date.

5.6 Complaints Handling Report to 30th September 2025

Committee noted the content of the report.

5.7 Annual Business Planning Event

Committee noted the draft Business Planning Agenda for the Business Planning Event which will be held on Friday 14th and Saturday 15th November 2025.

5.8 Roystonhill Community Hub Report to 30th September 2025

Committee noted the content of the Roystonhill Community Hub Progress Report and the Heritage Project Progress Report. A Committee Member acknowledged that this quarter has been busier than the previous quarters this year.

5.9 Committee Recruitment

Committee considered the content of the report from the Corporate Governance Manager and agreed to Co-opt Katelyn McGregor onto the Management Committee from 25th November 2025 until the next AGM, subject to her observing at the next full Management Committee meeting and being in agreement to the co-option.

Committee noted that section 4.2 of the report should have stated 'one other Committee member' and not 'two'

5.10 Committee Appraisal Timetable

Committee considered the proposal from SHARE and agreed it would be acceptable for the coming year. Committee decided that a member of SHARE staff should carry out any 1:1 meetings in order to provide support to the Chair. Committee further agreed that there was no requirement to include a 360 appraisal for the Chair as this was carried out last year. . Finally, Committee agreed to the proposed timetable.

6.0 DCEO / MAINTENANCE / DEVELOPMENT REPORTS

6.1 Planned/Cyclical Maintenance Report

Committee noted the content of the report. The DCEO added that the kitchen carousel has now arrived, and tenant choices for the Kitchen upgrades are underway. A Committee Member asked if all tenants have been notified of this. The DCEO advised that there had been some issues with the letters, but all tenants who are required to make selections have now been contacted.

7.0 HOUSING MANAGEMENT REPORTS

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

Committee noted the content of the report. A Committee Member expressed congratulations to the three officers for the great results they have provided for our tenants.

7.2 Write off Report – Former Tenant, Legals and Rechargeables to 30th September

Committee noted the balance of formal tenant legal expenses and approved the proposed former tenant arrears write-offs. Committee approved the proposed delay to providing a write-off request for rechargeable repairs due to information not being transferred timeously from our old housing management system to the new system, creating a significant amount of work to bring matters up to date. The Housing Manager advised this work is ongoing and progressing well.

8.0 FINANCE REPORTS

8.1 OSCR Annual Return

Committee noted the content of the report and approved the submission of the return to OSCR. The Finance Manager advised that all registered charities are required to submit an Annual Return to OSCR within 9 months of their financial year end.

A Committee Member asked about the new requirement to provide OSCR with full details of Trustees for inclusion on their website. The Finance Manager explained this isn't something they have done previously but OSCR are now starting to request trustee details from charities and advised he will provide an update for Committee by next meeting.

8.2 IT Equipment Purchase

Committee considered the content of the Finance Manager report and approved the recommendation.

A Committee member asked if we have a life cycle replacement programme for IT equipment and if we have a plan in place for the next cycle. The Finance Manager advised that whilst IT equipment is depreciated over a 3-year period, it usually has a longer life span than this. We don't replace automatically after this period of time but rather on an ad-hoc basis as required. The CEO explained that the current situation has arisen due to support no longer being available for the operating systems on some PCs and laptops which in turn will impact on our Cyber Essentials compliance. This matter is also being raised with Focus with a view to establishing why this was not noted at the handover from our previous IT support back in February / March 2025.

9.0 POLICY REVIEW

9.1 Code of Governance for Governing Body Members

Committee approved the new Code of Conduct for Governing Body Members and the new Protocol for Managing Breaches of the Code of Conduct for adoption and implementation. A Committee Member asked if they will need to re-sign the Code of Conduct. The CEO advised that the changes are minor so committee will not need to re-sign this year.

10.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 25th November 2025 at 5.30pm in the office at 43 Tharsis Street / via zoom.

11.0 AOCB

11.1 Cleansing Issues

A Committee Member asked about the frequency of bin collections following recent Glasgow City Council changes. The Housing Manager explained she recently met with the council to discuss these matters and get some clarification and these discussions are currently ongoing.

Meeting closed at 6.50pm
Minute taken by Emily Muir

I certify that the above minute has been approved as a true and accurate reflection of the proceedings.

Signed (Chair) _____

Date _____