

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING**  
**HELD ON MONDAY 28<sup>TH</sup> SEPTEMBER 2022 AT 5.00PM IN THE OFFICE AT**  
**43 THARSIS STREET / VIA ZOOM**

<b>PRESENT:</b>	CHARLIE LUNN	CHAIRPERSON
	RACHEL COOPER	VICE CHAIR (ZOOM)
	CLARE O'DONNELL	SECRETARY
	DREW COLLIER	TREASURER
	ALAN BROWN	COMMITTEE MEMBER (ZOOM)
	CAITLIN HEANEY	COMMITTEE MEMBER (ZOOM)
	ANGEAL HEANEY	COMMITTEE MEMBER (ZOOM)

<b>IN ATTENDANCE:</b>	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

**1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

The meeting was chaired by Fiona Murphy Director who welcomed everyone to the meeting.

**1.1 Apologies**

Apologies were received from;

ALLAN STEWART	COMMITTEE MEMBER
CRAIG ALLAN	COMMITTEE MEMBER
WALTER MCFARLANE	COMMITTEE MEMBER

**2.0 ELECTION OF OFFICE BEARERS**

The Director thanked all Committee present for completing and returning the Code of Conduct for Governing Body members. The Director presented the proposed meeting dates for the coming year and Committee noted these. The Director advised that the meeting scheduled to take place at the end of May 2023 would fall on a bank holiday. Committee agreed that if this meeting date would be moved, the date will be agreed nearer the time.

Office Bearers were then duly elected to office as follows:

**CHAIRPERSON**

Alan Brown nominated Charlie Lunn for the position of Chairperson.

Seconded by Drew Collier.

There were no other nominations. Charlie accepted the position.

**VICE CHAIRPERSON**

Charlie Lunn nominated Rachel Cooper for the position of Vice Chairperson.

Seconded by Drew Collier

There were no other nominations. Rachel accepted the position.

**SECRETARY**

Charlie Lunn nominated Clare O'Donnell for the position of Secretary.

Seconded by Alan Brown.

There were no other nominations. Clare accepted the position.

**TREASURER**

Charlie Lunn nominated Drew Collier for the position of Treasurer.  
Seconded by Clare O'Donnell.  
There were no other nominations Drew accepted the position.

At this point, Charlie took on his elected position as Chairperson.

## **2.1 Cheque Signatories**

Committee agreed that the cheque signatories for the coming year would remain as the Director, Charlie Lunn, Alan Brown and Clare O'Donnell.

## **3.0 MINUTES OF PREVIOUS MEETING**

### **3.1 Minute of Management Committee Meeting 29<sup>th</sup> August 2022**

The Minute of the Management Committee meeting held on 29<sup>th</sup> August 2022 was approved by Committee.

### **3.2 Joint Office Bearers Meeting 10<sup>th</sup> May 2022**

The Minute of the Joint Office Bearers Meeting held on 10<sup>th</sup> May 2022 was noted by Committee.

## **4.0 MATTERS ARISING (Including Action Tracker)**

Committee noted that the open item in relation to obtaining a quote for the annual audit had been actioned and was therefore now closed..

## **5.0 DECLARATION OF INTEREST**

There were no declarations of interest.

## **6.0 HEALTH & SAFETY REPORT**

Committee noted the content of report and attachments (copy available). The Depute Director asked all members present to read and sign both the Landlord Safety Manual responsibilities and the Health and Safety responsibilities for Committee. Those online had already confirmed their acceptance by email prior to the meeting. The Depute Director instructed the Corporate Governance Officer to chase up any outstanding signatures for those who were not present at the meeting.

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

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

Committee noted the content of report (copy available) and the Director provided the following overview;

The Project Team continue to meet regularly and making good progress with preparing the Business Case, a draft of which will be presented to the October Committee.

Committee also noted that it may be a requirement for the due diligence findings may be discussed at the upcoming Business Planning event on the 18<sup>th</sup>/19<sup>th</sup> November. The Director confirmed that the Finance Manager is carrying out the due diligence on Copperworks and Fettes McDonald from FMD Consultancy is carrying out the due diligence on Spire View.

The Director also confirmed that she has provided a copy of the draft project plan to SHR and they seemed satisfied with this. They requested to be kept updated as we move through this process.

Lesley Baird from TPAS will attend the staff meeting on 5<sup>th</sup> October 2022 to provide information and support on the ToE process. She will also advise staff on how to provide information and support tenants through the ballot process.

### **7.2 Self-Assessment and Annual Assurance Statement**

Committee noted the content of the report (copy available). The Director advised that over the last 2/3 years we have carried out a lighter touch when carrying out a review of the Self-Assessment however, a full review will be done next year following the completion of the ToE process.

Committee noted the priorities outlined within the report and subsequently approved the following recommendations;

- 1) Approve the self-assessment outcome up to 28<sup>th</sup> September 2022
- 2) Agreed that self-assessment against Regulatory Standards is conducted annually
- 3) Approved the continuation of a Governance and Financial Management Improvement Plan which will be presented and reviewed 6 monthly
- 4) Agreed that Committee has sufficient assurance and approved the Chairperson signing and notifying SHR of these decisions.

### **7.3 Equalities Data Collection**

Committee noted the content of the report (copy available). The Director advised that since preparing this report some of the dates contained within the action plan have slipped slightly. This was due to some minor technical issues with the online survey which have now been resolved. Testing is almost complete and thereafter, anonymous surveys will then be sent as outlined in the attached action plan.

The survey will remain open until 31<sup>st</sup> December 2022. Once closed, the information collected will be used to tailor services. A Committee Member asked how often these surveys would be repeated and the Director advised that we were still awaiting guidance on this but thinks it is likely to be every 3 years.

### **7.4 Annual Business Planning Event**

Committee noted the content of the report (copy available). The Corporate Governance Officer reminded all Committee of the dates of the upcoming Business Planning Event which will take place on 18<sup>th</sup> and 19<sup>th</sup> November 2022 at the Westerwood Hotel.

### **7.5 Membership Report**

Committee noted the content of report (copy available). Committee approved 3 membership applications and use of the seal.

### **7.6 Committee Recruitment**

The Corporate Governance Office advised that following the AGM we have another 2 potential candidates who have expressed an interest in joining the board. Committee agreed that the recruitment panel will comprise of Charlie Lunn, Drew Collier and Clare O'Donnell. They will meet with the applicants week commencing 17<sup>th</sup> October 2022.

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

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

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

- Electrical Safety Checks  
The Depute Director advised the number outstanding had now reduced to 12.
- Close Cleaning  
Some issues with performance noted. Staff raised this with the Contractor and we are continuing to monitor closely. CAS have now appointed a new area manager and they have offered some specialist cleans as way of compensation.
- Grounds Maintenance  
Staff are monitoring this contract and liaising with the Contractor on any issues raised.
- Gutter Cleaning & Anchor Bolt Testing  
The Depute Director advised that a meeting had been arranged for 6<sup>th</sup> October 2022 to progress this year's programme.
- Stock Condition Survey  
All information now up to date, the Depute Director along with the Finance Manager and John Mulholland will use this information to support the financial projections/investment for the ToE Business case.

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

The Depute Director advised that there has been no major change since her last report in August. She confirmed that the final account has been agreed and she will now progress the completion application to NRS and request additional funding in relation to unforeseen items. She will also request reconsideration of the COVID 19 costs previously submitted of circa £40K. If received, this will offset the additional monies paid by the Association.

### **8.3 Insurance Report / Assurance Statement**

Committee noted the content of report (copy available). Committee approved the recommendation to instruct the Depute Director to progress the renewals as outlined in section 4.2 of the report. The Finance Manager has confirmed that all costs can be contained within the budget set.

A Committee Member asked that this matter be added to the Transfer of Engagements Risk Register.

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

The next hybrid Management Committee meeting will take place on Monday 31<sup>st</sup> October 2022 at 5.00pm in the office at 43 Tharsis Street / via zoom.

### **10.0 AOCB**

#### **10.1 Rent Freeze**

The Director updated Committee on a recent announcement from the Scottish Government regarding the proposed legislation for a rent freeze until 31<sup>st</sup> March 2023. She advised that there is concern in the sector regarding this. As it stands, the Association do not propose any rent increases before this date but we are aware that there was no consultation carried out on this matter before the announcement and the worry would be if this continued beyond 31<sup>st</sup> March 2023. The Director advised that there is also a ban on evictions until the same date. SFHA have asked for associations to provide information based on the scenarios of i) a rent freeze ii) 3% rent increase cap iii) 5% rent increase cap and the Finance Manager is working on producing this.

Committee had a discussion about the proposed legislation and asked if SFHA will report their findings to the Scottish Government. The Director advised that this would be the case. SFHA have also recommended that all Associations write to their MSPs and stress the impact this will have. Committee agreed with this recommendation and asked the Director to send letters to Bob Doris and Paul Sweeney on behalf of the Association.

A Committee Member asked if the Association could still carry out the rent increase consultation in light of this. The Director advised that she is waiting on guidance on this matter but we are making preparations internally to progress in the normal manner. The Director advised that this matter is making lenders nervous. The Clydesdale Bank have asked for our thoughts on the issue. The Director advised that we were not yet in a position to make comment but told them she is closely monitoring the situation.

A Committee Member asked this this matter also be added to the Risk Register.

#### **10.2 Temporary Staff**

The Director provided an update on the Maintenance Officer's ill health and treatment being undertaken. Committee asked that their best wishes be passed on to the staff member. The Director also advised that a temporary member of staff has been recruited to cover this role and will remain in post until 31<sup>st</sup> March 2022.

Meeting closed at 6.15pm

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 \_\_\_\_\_