

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 29TH MARCH 2021 AT 5.00PM
VIA ZOOM

PRESENT:

CHARLIE LUNN	VICE CHAIRPERSON
CLARE O'DONNELL	SECRETARY
CAITLIN HEANEY	COMMITTEE MEMBER
ROSS LOVE	COMMITTEE MEMBER
ALLAN STEWART	COMMITTEE MEMBER
ANDY WHITE	COMMITTEE MEMBER
MARK SHANNON	COMMITTEE MEMBER
RACHEL COOPER	COMMITTEE MEMBER

IN ATTENDANCE:

FIONA MURPHY	DIRECTOR
MARGARET BROWNLIE	DEPUTE DIRECTOR
DONNA RICHARDSON	HOUSING MANAGER
GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
CLARK DAVIDSON	FINANCE AGENT (Item 6 & 7 Only)
ALEX CAMERON	QUINN INTERNAL AUDITORS (Item 6.0 Only)
JOHN MULHOLLAND	MULHOLLAND HOUSING CONSULTANCY (Item 5.0 only)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

ALAN BROWN	CHAIRPERSON
LYNDA MULHOLLAND	TREASURER
ANDREW WILKIE	COMMITTEE MEMBER
CRAIG ALLAN	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 16th February 2021

The Minute of the Management Committee meeting held on 16th February 2021 was approved by Committee.

2.2 Minute of Management Committee Meeting 22nd February 2021

The Minute of the Management Committee meeting held on 22nd February 2021 was approved by Committee.

2.3 Minute of Joint Office Bearers Meeting 10th November 2020

The Minute of the Joint Office Bearers meeting held on 10th November 2020 was noted by Committee.

3.0 MATTERS ARISING

3.1 Actions Tracker

Committee noted 2 open items contained within the actions tracker;

Item 5.1 30 Year Financial Projections:

Committee noted that this item was on the agenda for this meeting therefore this item was closed.

Item 5.0 Health & Safety

Committee advised that the Maintenance Officer had circulated a copy of the recent inspection document following a Health & Safety walk around therefore this item was also closed.

4.0 DECLARATION OF INTEREST

There were no declarations of interest noted.

John Mulholland joined the meeting at 5.10pm

5.0 Staff Structure Review

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

John Mulholland left the meeting at 5.30pm

Alex Cameron and Clark Davidson joined the meeting at 5.38pm

6.0 Internal Audit Report – Procurement

Alex Cameron took Committee through the Internal Audit Report on Procurement.

Alex summarised his report for Committee and advised that he was very happy with the information he had checked throughout this audit and confirmed that he was happy to award 'full' assurance.

Alex advised Committee that he recommended carrying out audits on Complaints, EESSH and Anti-Social Behaviour in the coming year. This was discussed further at item 8.4.

Committee thanked Alex for carrying out this audit and for his time.

Alex left the meeting after discussion of this item at 5.50pm

7.0 FINANCE REPORTS

7.1 30 Year Financial Projections

Committee noted the content of report (copy available). The Finance Agent presented this report to Committee. The Finance Agent advised that the projections consisted of Base Line Projections and three sensitivity analyses which test the strength of the Base Projections.

The Finance Agent explained the assumptions that he used in each scenario and the stress factors he tests in each. He advised that in all scenarios the Association maintained a healthy balance sheet and were compliant with covenants throughout.

Committee approved the 30 Year Financial Projections.

Clark left the meeting at 6.05pm

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Revised Business Plan 2021 - 2024

Committee noted the content of report (copy available). The Director drew Committee's attention in particular to the Risk Register, KPIs for 21/22, Delivery Plan for 21/22, 30 Year Financial Projections and Benchmarking sections of the Business Plan. Committee commented that the Business Plan was very comprehensive and very well written they thanked Fiona for her contribution.

Committee then approved the Business Plan 2021-2024.

8.2 Committee Reporting Schedule 2021/2022

Committee noted the content of report (copy available). Committee approved the proposed Committee Reporting Schedule for 2021/22.

8.3 Policy Review Timetable

Committee noted the content of report (copy available). A Committee member suggested that we have a lot of policies and that some of these documents could be merged to make it easier to review. The Director advised that we have merged policies where possible and feels the number of policies the association has at present is manageable however she confirmed that consideration would be given to merging policies where appropriate when they become due for renewal. Committee therefore approved the policy review timetable.

8.4 Internal Audit Services 2021 – 2024

Committee noted the content of report (copy available). The Director advised Committee that the attached Internal Audit Plan report for 2021-2024 had been considered by the Chairperson and subsequently brought to this meeting for discussion. Committee discussed this proposal and commented that they felt Quinn Internal Auditors provided good value for money. They also agreed that the proposed internal audit plan had a good spread throughout the 3 key functions. Committee approved Quinn Internal Audit & Business support for a further 3 year period.

8.5 COVID-19 Update

Committee noted the content of the report circulated.

The Director advised that as we were now one year of from the start of the global pandemic and fairly well equipped to deal with most challenges this presented that she felt it was time to reduce the number of items contained within this report. The Director provided the following information, supplementary to the written report provided;

- Community Support –The Director advised that capital works in the Pantry would commence in April 2021. The legal agreements will be signed in the coming days. Spire View was also successful in securing funding from Glasgow City Council to continue to employ the Volunteer Assistant and the Digital Engagement Officer until 30th September 2021. Over £340,000 had been secured the pandemic started in March 2020. Committee congratulated the Director on achieving this in such difficult circumstances.

8.6 Self-Assessment Review

Committee noted the content of report (copy available) The Director presented the Self-Assessment Action Plan Progress Report. Committee noted the progress made since approval of the Self-assessment improvement Plan in October 2020. Committee noted that a significant number of actions were now fully complete with other currently in progress.

8.7 Finance Agency Agreement

The Director advised that the Finance Agency Agreement is now due for renewal. The Director suggested that it would be appropriate to consider this alongside the Staff Structure Review. The Director will provide more information on this item next month and Committee agreed to ask the Finance Agent to continue in the meantime.

8.8 SHR Engagement Plan 2021/2022

Committee noted the content of report (copy available)

8.9 Membership Report

Committee noted the content of the report (copy available).

8.10 Committee Appraisal

Committee noted the content of the report (copy available). Committee approved the proposal from SHARE for the coming 3 years (2021-2024) Committee also agreed to SHARE assisting with carrying out 1-1 appraisals and a 360 appraisal for the Chairperson.

9.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Revised and Updated Investment Strategy

Committee noted the content of report (copy available). The Depute Director advised that she had no further information to add other than what was contained within this report. Committee had no questions therefore approved the recommendation made.

9.2 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available). The Depute Director provided the following information, supplementary to the written report provided;

Kitchen / Boiler Replacement Contract

Now that COVID restrictions are beginning to ease we will be able to re-commence non-essential works from 26th April 2021. Surveys will start week commencing 26th April 2021

73-85 James Nisbet Street

Pre-start meeting has been held and this contract will recommence with surveys being carried out week commencing 26th April 2021.

9.3 Glenbarr Street

Committee noted the content of report (copy available). The Depute Director advised that this new build project is really moving and starting to take shape, the senior management team carried out a site visit and were very impressed and how well things were progressing.

She went on to advised that she had submitted a funding application to DRS to support the financial impact of COVID on the project and would update Committee on this again once she has some more information.

The Depute Director advised that when restrictions allow she will try arranging site visits for Committee.

9.4 Maintenance Policy Reviews

The Depute Director explained to Committee that a whole suite of maintenance policies are due for review in April 2021, she had just started working on these however she asked Committee if she felt it would take up too much time at a full Committee meeting could she have permission to call an additional meeting. Committee considered this request and advised that they would be happy with this.

10.0. HOUSING MANAGEMENT REPORTS

10.1 Write Off Report – Former Tenant Arrears, Legal Expenses and Rechargeable Repairs.

Committee noted the content of report (copy available). Committee approved the recommendation to write off 1 Rechargeable Repair balance, and 3 former tenant balances where they agreed that these balances would not be recoverable.

11.0 POLICY REVIEW

11.1 Complaints Handling Procedure

Committee considered the revised Complaints Handling Policy and Procedure and agreed to the adoption and implementation of this.

11.2 Unacceptable Actions Policy

Committee considered the draft Unacceptable Actions Policy and agreed to the adoption and implementation of this Policy.

12.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place via Zoom on Monday 26th April 2021 at 5.00pm.

13.0 AOCB

13.1 Royston Pantry Tender Outcome

Committee noted the content of report (copy available). Committee approved the appointment of Emtec Property Services to carry out the capital works for the Pantry.

A Committee member requested that the plans for the Pantry were circulated to Committee. The Depute Director agreed to circulate a copy of the proposed floor plan.

Meeting closed at 18.50pm

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
