

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 2nd DECEMBER 2025 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON (ZOOM)
	CLARE O'DONNELL	SECRETARY
	DREW COLLIER	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	FLORENCE DIOKA	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER
	MARY GIBSON	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	CHIEF EXECUTIVE OFFICER
	MARGARET BROWNLIE	DEPUTE CHIEF EXECUTIVE OFFICER
	DONNA RICHARDSON	HOUSING MANAGER
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE MANAGER
	OLWYN GAFFNEY	SHARE
	KATELYN MCGREGOR	OBSERVOR / POTENTIAL CO-OPTTEE

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

ALAN BROWN	TREASURER
ROSEMARY GALLAGHER	COMMITTEE MEMBER
GERALDINE McLAUGHLIN	COMMITTEE MEMBER
RACHEL COOPER	COMMITTEE MEMBER
ELIZABETH WEDLOCK	COMMITTEE MEMBER
EMILY MUIR	CORPORATE SERVICES ASSISTANT

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 28th October 2025

The Minute of the Management Committee meeting held on 28th October 2025 was approved by Committee.

2.2 Draft Minute of AGM 16th September 2025

The draft Minute of the Annual General Meeting held on 16th September 2025 was noted by Committee.

3.0 MATTERS ARISING (Including Actions Tracker)

Committee noted that there were 2 open items contained within the Actions Tracker.

Item 8.1 OSCR Return – the Finance Manager advised that OSCR recently introduced a requirement to have Trustee details contained within their website. This includes Committee Members name, address, email and DOB. This information has been provided to OSCR but only first and last names are published to protect personal data.

Item 5.4 ICT Disaster Recovery Plan – The CEO advised that she would cover this item under item 7.2 on tonight's agenda.

Both open items contained within the action's tracker were then closed.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 HEALTH & SAFETY REPORT

Committee noted the content of the report (copy available). The Depute CEO apologised and advised that this was an old report. She agreed to have the correct report circulated to Committee asap.

The DCEO confirmed that there were no matters currently outstanding on the Health & Safety Action Plan. The next Health & Safety walkabout would take place at the end of January 2026.

A Committee Member asked for an update on lone working following discussion at the Business Planning Event. The DECO advised that lone working training was delivered to staff on 19th November 2026 and we were currently investigating the use of a lone working app or personal alarms. A Sexual Harassment/Lone Working Risk Assessment has been devised and is currently on Teams for staff consultation and will be discussed at the staff meeting on 17th December 2025.

6.0 FINANCE REPORTS

6.1 Management Accounts to 30th September 2025

Committee noted the content of the report (copy available). The Finance Manager apologised and advised that due to a system glitch, Committee received 3 copies of the same attachment for this report.

He then went over the associations Statement of Comprehensive Income, Statement of Financial Position, Statement of Cashflows and reported Q2 Covenant compliance.

He reported the Association has out turned a £238k surplus against a budgeted deficit of -£112k for Q2.

The bathroom contract is slightly over budget due to ad-hoc works but still within budget for the entire component replacement programme. He also confirmed that we are still operating comfortably with covenants. We are sitting at 1085% and only require 150%, Asset cover sits comfortably below the 35% level at 11.7%

Overall, a strong financial performance for Q2 with a healthy surplus, robust balance sheet and covenant compliance. Cost control and income management remain effective, positioning the Association well for upcoming investment programmes.

Committee approved the Management Accounts to 30th September 2025.

6.2 Draft Budget 2026/27

Committee noted the content of the report (copy available). The Finance Manager presented the Draft Budget to 31st March 2027. Committee discussed this matter and approved the draft budget subject to agreement on the rent increase consultation proposals contained in the report at item 7.1.

Committee noted that the Glasgow Communities Fund grant has not yet been confirmed. We hope to get an update on this soon.

Investing in Communities Fund runs out on 31st March 2026. We are not yet sure what the Scottish Government plans are for this fund and the associated projects.

Lottery Fund – the CEO will meet with the Lottery to discuss a recent grant of £244k which will support Hub staff costs and activities.

A Committee Members asked if EVH negotiated a 2 or 3 year staff salaries deal. The CEO confirmed that this was a 3 year deal as long as the increase remained within certain parameters.

The Finance Manager advised that he plans to bring a full detailed report back to Committee in February 2026 for Committee consideration and approval.

6.3 Factoring Report

Committee noted the content of the report (copy available). The Housing Manager explained that there was a slight delay in issuing invoices in November due to transferring information to our new Housing Management Software System which is reflected in the current outstanding balances. However, these issues have now been resolved.

The Housing Manager drew Committee attention to a new section of the report which updates Committee on court/legal actions raised and complaints. Committee advised that they were satisfied with the revised layout.

A Committee Member asked for clarification on the process should an owner not pay their factoring bill. The Housing Manager advised that the association would explore all options available to them such as wage arrestment, court action and issuing a Notice of Potential Liability. The Committee Member asked if there are any support measures in place should an owner get into financial difficulty, The Housing Manager confirmed that owners are referred to our Money Advisors, Financial Capability and Energy Advisors for support.

7.0 CEO / CORPORATE GOVERNANCE REPORTS

7.1 Rent Review 2026/2027

Committee noted the content of report (copy available). The CEO went through the report outlining service and investment requirements, financial viability, affordability & value for money and comparability. She further outlined the proposed consultation process which has been used in previous years and has worked well.

Following discussion Committee approved the following recommendations;

- To consult former Copperworks tenants on a rent increase of 3.6% to be implemented from 1st April 2026.
- To consult the remaining Spire View tenants on a rent increase of 4.6% to be implemented from 1st April 2026.
- To proceed with the proposed consultation process.

A Committee Member asked when the association plans to converge rents. The CEO advised that the options in term of the ways to approach this will be presented to the Management Committee at some point in future, once the 3 year transfer rent promise period has concluded in March 2027.

A Committee Member asked how the Association can keep our rents so low. The CEO advised that this was in part due to the grant levels during original refurbishments / new builds and partly due to staff being mindful of all spending levels/budgets to ensure value for money. She went on to say that the association has also been very successful in securing further funding to allow us to deliver Wider Role projects.

The CEO confirmed that even after the suggested Rent Increase, Spire View's rents are still very affordable.

7.2 ICT Disaster Recovery Plan

Committee noted the content of the report (copy available). The CEO advised that following the delay reported last month, she has now received a response from Focus Group. The response from Focus states *'following a review of the current infrastructure, please find below a summary of the disaster recovery components in place: **Backup Coverage: Acronis Backup** is actively configured to protect: **FileStream data, Virtual Machine hosts and Domain Controller (DC)**. This setup aligns with standard DR practices and ensures core systems and data are recoverable in the event of failure or breach. **Power Protection: No Uninterruptible Power Supplies (UPS)** are currently visible in our held documentation, but I have requested further info from our project management leads on this. Microsoft estate including email, one drive and SharePoint data all backed up by Kesaya email management.*

The CEO confirmed that the UPS is actually in place and fully operational. The reason this appears to have dropped off the Focus system is because the UPS battery failed recently and was replaced.

A Committee Member asked how frequent backups are taken. The CEO confirmed that these are taken daily, weekly, and monthly.

7.3 Membership Report

Committee approved 1 new membership application and the use of the seal. Committee also noted the movement in the membership register to date.

7.4 Committee Appraisal Update

Committee noted the content of report (copy available). The Corporate Governance Manager advised that the Chairperson and Vice Chairperson met with Olwyn Gaffney (SHARE) to discuss progress made in relation to Committee training and Committee effectiveness. Olwyn is in attendance tonight to observe Committee.

Olwyn Gaffney presented a report to Committee on the process for this year's Appraisals. Committee agreed that the self-assessment survey would be issued by the 5th December with a return date of 19th December 2025. Committee 1:1's will take place the week commencing 12th January 2026. Committee agreed to be named in the skills matrix within the final feedback report from SHARE so as to ensure we are able to accurately identify, and fill skills gaps should this be required.

Olwyn advised that she would provide a full report to Committee in March 2026.

7.5 Committee Recruitment

Committee noted the content of report (copy available). Katelyn McGregor was in attendance as an observer at tonight's meeting. The Corporate Governance Manager advised that Committee previously agreed to Co-opt Katelyn to the Management Committee until the next AGM, on the basis that she is still interested following this meeting. If so, she will be invited along to the next meeting in January 2026 as a Co-optee.

8.0 DEPUTE CEO / MAINTENANCE / DEVELOPMENT REPORTS

8.1 Planned/Cyclical Maintenance Report

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

- Kitchen – issues with the Kitchen drawings has now been resolved and contract should be on site by 11th January 2026.
- Window Contract – 2,6,11 and 15 James Nisbet Street and 50 & 60 Roystonhill windows require to back to tender. Our QD is preparing documents for issue asap/.
- Grounds Maintenance – Discussions ongoing in relation to quality of work and price.

8.2 Write off Report – Rechargeable Repairs

Committee noted the content of the report (copy available). The Depute CEO advised that an Internal Audit of Rechargeable Repairs and Legal Expenses is currently underway. A Committee asked if the proposed figures are likely to increase. The Depute CEO advised that this would not be the case as all balances are now up to date.

Following discussion Committee approved the proposed write offs totalling £2,315.28.

8.3 Revised Investment Plan

Committee noted the content of the report (copy available) and the revised investment plan presented. It was noted that some changes had been made since last presented in September and as agreed, the revision was being brought to Committee following budget preparation and confirmation from The Finance Manager in relation to resources available. The Depute CEO requested approval for the revised plan and advised that once window Tenders for 50& 60 Roystonhill, 2&6 and 11&15 James Nisbet Street are received she will report back to Committee with an updated position.

A Committee Member asked if the association is in surplus why are we reducing this budget? The Finance Manager advised that this was partly due to timing and advised that some of our surplus is already allocated to other Contracts such as Panelling and Windows.

Following discussion, the revised investment plan was approved for implementation.

9.0 POLICY REVIEW

9.1 Salary Sacrifice – Pension Contributions

Committee approved the Salary Sacrifice - Pension Contributions Policy for adoption and implementation. The Finance Manager advised that all HMRC legislative agenda around pensions remains as is to April 2029, so nothing will be affected in this policy review.

10.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 27th January 2026 at 5.30pm in the office at 43 Tharsis Street / via zoom.

11.0 AOCB

11.1 North Glasgow Healthy Living Community - Donation Request

The CEO reported that a donation request was made from North Glasgow Healthy Living Community. They request £750 to provide a warm space/community event for the people of Royston over 2 days during December 2025. Everyone in attendance will receive a meal, food parcel and a small Christmas gift/activity. Committee discussed this request and approved a donation of £750 on the condition that 15-18 of beneficiaries are Spire View tenants, referred by the Association with the agreement of the tenant in question.

11.2 Christmas Night Out

The Corporate Governance Manager reminded Committee of the Christmas meal booking for Thursday 18th December 2025. She encouraged everyone present to confirm their attendance with her as soon as possible.

11.3 Christmas Event

The Corporate Governance Manager reminded Committee that the Annual Christmas Event will take place on Tuesday 9th December 2025 from 12.30-3.30pm at Roystonhill Community Hub. She encouraged everyone to attend.

Meeting closed at 7.30pm
Minute taken by Gillian

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

Signed (Chair) _____

Date _____

