

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING**  
**HELD ON MONDAY 30<sup>th</sup> MAY 2022 AT 5.00PM**

<b>PRESENT:</b>	RACHEL COOPER	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALLAN STEWART	TREASURER
	ALAN BROWN	COMMITTEE MEMBER (ZOOM)
	CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)
	DREW COLLIER	CO-OPTEE

<b>IN ATTENDANCE:</b>	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	JORDAN HENDERSON	FINANCE MANAGER
	WALTER McFARLANE	OBSERVER

**1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

The meeting was chaired by Rachel Cooper Vice Chairperson who welcomed everyone to the meeting.

**1.1 Apologies**

Apologies were received from;

CHARLIE LUNN	CHAIRPERSON
DONNA RICHARDSON	HOUSING MANAGER
ANGELA HEANEY	COMMITTEE MEMBER
CAITLIN HEANEY	COMMITTEE MEMBER

**1.2 Resignation**

The Director read out an email received from Lynda Mulholland advising that, for personal reasons, she wishes to resign her position as a management committee member. Committee asked the Corporate Governance Officer to write to Lynda thanking her for her service and contribution to the Association.

**2.0 MINUTES OF PREVIOUS MEETING**

**2.1 Minute of Management Committee Meeting 25<sup>th</sup> April 2022**

The Minute of the Management Committee meeting held on 25<sup>th</sup> April 2022 was approved by Committee.

**2.2 Confidential Minute of Management Committee Meeting 25<sup>th</sup> April 2022**

The confidential Minute of the Management Committee meeting held on 25<sup>th</sup> April 2022 was approved by Committee.

**3.0 MATTERS ARISING (Including Action Tracker)**

Committee noted 3 open items on the actions tracker items 1.0, 6.5 and 6.8 however Committee noted that all items have now been actioned and will be closed off.

**4.0 DECLARATION OF INTEREST**

There were no declarations of Interest noted.

**5.0 HEALTH AND SAFETY REPORT**

Committee noted the content of the report (copy available). The Depute Director advised that a recent Health & Safety walk around was carried out with no issues raised. She drew Committee's attention to the Action Plans developed following the recent audits of Health & Safety and the Landlord Safety Manual. Committee noted the attachments. A Committee Member asked if Asbestos was an issue for tenants wishing to carryout alterations. The Depute Director advised that the Association has an Asbestos register and tenants must ask permission before carrying out tenant alterations to ensure we can carry out any analysis tests that may be required. We have no major issues at the moment.

## **6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

### **6.1 Annual Return on the Charter**

Committee noted the content of the report (copy available). The Director presented a PowerPoint presentation to Committee on the ARC figures for Spire View during 2021/2022. The Director advised that she had included the previous 3 years ARC figures for comparison.

The Director confirmed that there were some changes to the ARC again this year but this is not surprising given the ongoing changes in guidance.

The Depute Director drew Committee's attention to the non-compliance regarding electrical checks and outlined the action now being taken to complete these. This may result in access being forced where access is continually an issue.

The Depute Director advised ESSH 2 would be coming in the next few years and staff have started to prepare for this.

The Director drew Committees attention to the ARC validation reports prepared by Lilian Peters. Committee noted that Lilian examined all 40 indicators that apply to the Association, with 19 indicators requiring minor amendments. The Director advised that these amendments may lead to some staff training.

A Committee Member congratulated staff on their performance and added that the Association was doing very well in comparison with other RSL's.

The Annual Return to the Charter was approved by Committee for submission to SHR.

### **6.2 Internal Audit Plan 2022/2023**

Committee noted the content of the report (copy available). The Director explained that following discussions with our internal auditor she felt it would be reasonable to pull forward the rent setting audit and postpone Treasury Management to 2023/24. Committee considered and approved this recommendation and the attached Internal Audit Programme for 22/23.

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

A Separate Confidential Minute is available in relation to this item.

### **6.4 Membership Report**

Committee noted the content of report (copy available). Committee approved 2 membership applications and use of the seal.

### **6.5 Freedom of Information (FOI) Statistics 2021/2022**

Committee noted the content of the report (copy available). The Corporate Governance Officer advised that 9 FOI requests were received during 2021/2022. All 9 requests were completed within timescales. A Committee Member asked how this figure compared with the previous year and the Corporate Governance Officer confirmed that bother years were fairly similar.

## **7.0. FINANCE REPORTS**

## **7.1 Management Accounts**

Committee noted the content of the report (copy available). The Finance Manager presented the Management Accounts to 31<sup>st</sup> March 2022. The Finance Manager advised that overall turnover for the year is healthy. He went over the Statement of Comprehensive Income, the Statement of Financial Position and Statement of Cashflow, he explained to Committee that some items need to be moved from revenue to capital spend however the Finance team were working on this at the moment. He went on to advise that he has also recast the budget and ran the new figures through the 30 year projections.

A Committee Member asked if there was any risk attached to a reduction of cash flow, the Finance Manager advised that whilst there has been a significant reduction in cash, this has been predominantly driven by one off items such as Glenbarr Street and investment in our current housing stock for which funding was also brought in for the year through housing grant..

The Management Accounts were then approved by Committee and the Finance Manager confirmed that a copy of these accounts would be sent to our lenders.

*Alan Stewart left the meeting at 5.50pm*

## **7.2 Draft Budget 2022/2023 and 30 Year Projections**

Committee noted the content of the report (copy available). The Finance Manager advised that he prepared a Budget in February 2022 in his capacity as Finance Consultant with Arneil Johnston. However, since joining the Association he has been able to review information available in much more depth. He advised that to ensure we have contingences in place he revised both the 30 Year Financial Projections and Budget. He confirmed that this revised Budget now includes provisions for VAT and Transfer of Engagement expenses.

The Finance Manager advised that if there were any further changes required throughout the year then he would analyse these figures and run the projections again.

The Finance Manager confirmed that he has no financial concerns at this time. Committee therefore approved the revised Budget, 30 Year Financial Projections and the updated associated business plan sections. Both the Director and Depute Director advised that they have been very happy with the level of information they have received from the Finance Manager.

Committee then approved the revised budget and 30 year projections.

## **7.3 5 Year Financial Projections**

Committee noted the content of report (copy available). Committee advised that they were happy with the level of detail contained within the report and approved submission of this to the Scottish Housing Regulator by the deadline of 11pm on 31<sup>st</sup> May 2022.

*Alan Brown left the meeting at 6.28pm*

## **7.4 Factoring Report**

Committee noted the content of report (copy available). The Depute Director apologised for the delay in circulating this report, she explained that this was due to the validation process resulting in some adjustments being required and made. Committee noted that balances were reducing.

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

### **8.1 Revised Investment Strategy**

The Depute Director advised that she has been drilling down into the Stock Condition Survey information and had noted some anomalies in the data. She will meet with the surveyor to discuss these and report back to Committee at the appropriate time. The Depute Director advised that she was working on the revised investment strategy with the Finance Manager with a view to reporting back to Committee in June

### **8.2 Maintenance Performance Report to 31<sup>st</sup> March 2022**

Committee noted the content of report (copy available). The Depute Director advised that all the information contained within this report had been checked and verified while preparing the ARC return.

### **8.3 Planned / Cyclical Maintenance Report**

Committee noted the content of report (copy available). The Depute Director drew Committees attention to section 4.4 of the report and provided the following additional information;

#### Gas Servicing and Maintenance Contract

The contract for the above was tendered for a 3 year period in 2019 and is due to expire in September 2022. However, the tender allows for a negotiation for a further two years. As such, the Depute Director had asked James Frew (Gas Sure) to provide a quote for the renewal at 1<sup>st</sup> October 2022.

Initially, James Frew (Gas Sure) had proposed an uplift of 12.5%. However, the Depute Director had asked them to reconsider this position as she felt this would not be an acceptable uplift that Committee would be satisfied with.

Following review James Frew (Gas Sure) revised their position to propose a one year extension with an 8.5% uplift in rates but would hold boiler prices at a 2.5% uplift.

The Depute Director took advice from one of our Quantity Surveyors on the matter who advised that he felt this was a reasonable position in light of current and predicted market conditions.

The Depute Director advised that the past two years have been difficult for all parties and Contractors have also suffered as a result. The Association has been lucky enough to only have had 2.5% increase over the last few years (as per the agreed tender)

Therefore, the Depute Director recommended approval of the one year extension on the terms outlined above.

Committee discussed this and agreed to approve an extension to contract.

### **8.4 Glenbarr Street New Build**

The Depute Director advised that there was no change to our current position. She advised that the Architect and Quantity Surveyor had met with the Contractor to discuss a solution that is acceptable to all parties. The Contractor is now working on a proposal for consideration by the Quantity Surveyor/Architect and they will report back to us as matters progress. She advised that she is hopeful that an amicable agreement can be obtained..

*Walter McFarlane left the meeting at 6.57pm*

### **8.5 98 James Nisbet Street**

Committee noted the content of report (copy available). Committee discussed the proposals to extend the lease of 98 James Nisbet Street for a further 6 months on an insure and repair lease. They also discussed the recommendation to provide permission for Help 4 The Homeless to operate and "Essential Items Shop". The Director raised a concern at the last bullet point under section 4.4 where volunteers may have access to the building unsupervised. She asked the Depute Director to raise this matter and seek assurances from the lease holder and check and update our insurance policies as required.

A Committee Member asked why the lease was only being extended for a 6 month period at a time. The Depute Director advised that previously this had been extended for 12 months at a time. However, this period was reduced to 6 months at last renewal due to the condition in and around the building . She confirmed that all the matters that were raised with regards to the condition of the building were now resolved. The Depute Director advised that she felt that a further 6 month lease is appropriate at this time as the association was still considering the long plans for this site.

Committee therefore agreed to extend this lease on lease and repair basis for a further 6 months and to provide permission to operate an "Essential Items" shop with attention taken to the issues highlighted by the Director .

Craig Allan left the meeting at 7.00pm.

## **9.0 POLICY REVIEW**

### **9.1 Business Continuity & Disaster Recovery Plan**

Committee considered the revised draft Business Continuity & Disaster Recovery Plan and agreed to the adoption and implementation of this Policy.

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

The next hybrid Management Committee meeting will take place on Monday 27<sup>th</sup> June 2022 at 5.00pm in the office at 43 Tharsis Street / via zoom.

## **11.0 AOCB**

### **11.1 Lottery Community Led Terms and Conditions**

The Director advised that as part of the Lottery Community Led grant funding Committee must be made aware of the Terms and Conditions of grant. This document was sent out to Committee separately via email and the £149k awarded will cover all 3 members of staff members at the Hub's salaries. Committee noted the Terms and Conditions as required.

Meeting closed at 7.20pm

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)

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Date

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