

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 30TH NOVEMBER 2020 AT 5.00PM
VIA ZOOM

PRESENT:	ALAN BROWN	CHAIRPERSON
	CHARLIE LUNN	VICE CHAIRPERSON
	CAITLIN HEANEY	COMMITTEE MEMBER
	ROSS LOVE	COMMITTEE MEMBER (arrived at item 7.3)
	ALLAN STEWART	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER
	ANDREW WILKIE	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER
	SUSAN COSTLEY	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT
	ANGELA FRASER	VOLUNTEER CO-ORDINATOR
	CATRIONA DONALD	VOLUNTEER ASSISTANT
	FIONA MCLEAN	DIGITAL ENGAGEMENT OFFICER
	ALEX CAMERON	QUINN INTERNAL AUDITORS

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

LYNDA MULHOLLAND

COMMITTEE MEMBER

The Chairperson welcomed Angela Fraser, Fiona McLean and Catriona Donald to the meeting. The Director explained that Angela Fraser was recently employed as Volunteer Co-ordinator at Roystonhill Community Hub. Fiona McLean has been employed as the Digital Engagement Officer and Catriona Donald as a Volunteer Assistant, both also based at the Hub. Each new member of staff gave Committee a brief overview of their current role. Committee thanked all 3 members of staff for attending.

Angela Fraser, Fiona McLean and Catriona Donald all left the meeting at 5.15pm

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 26th October 2020

The Minute of the Management Committee meeting held on 26th October 2020 was approved by Committee.

2.2 Minute of Annual General Meeting 17th September 2020

The Minute of the Annual General Meeting held on 17th September 2020 was noted by Committee.

2.3 Minute of Special General Meeting 17th September 2020

The Minute of the Annual General Meeting held on 17th September 2020 was approved 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:

The Finance Agent advised that he had not yet managed to carry out a combination of scenarios 1,2 and 3 for the 30 Year Financial Projections however he would do this as soon as possible and report back to Committee in January 2021.

Item 5.2 Mini Audit of Financial Regulations:

The Finance Agent again advised that due to his current workload he had been unable to carry out this mini audit however he would undertake these works in the coming weeks and report back to Committee in January 2021.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 Internal Audit Feedback Report – GDPR

This item was discussed after item 9.2 – Alex Cameron joined the meeting at 5.15pm

Alex Cameron took Committee through the Internal Audit Report on GDPR. Committee noted that ‘full assurance’ was given along with two minor recommendations. Committee noted the recommendations and the management responses offered. The Director advised that time has been put aside to action the recommendations provided by Alex and confirmed that this would be complete by 31st January 2021.

Alex left the meeting after discussion of this item.

6.0 Health & Safety Report

Committee noted the content of report (copy available). The Depute Director advised that the Association is currently awaiting a Landlord Safety audit report following the audit which was carried out on the 11th November 2020. Once this is received she will report back to Committee.

7.0 FINANCE REPORTS

7.1 Mini Audit of Financial Regulations

Committee noted that no written report was available on this item however the Finance Agent advised that due to his current workload he had been unable to carry out this mini audit. However he will undertake these works in the coming weeks and report back to Committee in January 2021.

7.2 Management Accounts to 30th September 2020

Committee noted the content of report (copy available). The Finance Agent went over the Statement of Comprehensive Income, Statement of Financial Position and Budget v Actual Comparison. The Finance Agent advised that revenue planned maintenance is currently over budget but this will reduce over the coming quarter. He went on to advise that overall the Association has a very strong balance sheet and that he has no concerns at this time.

The Director asked why the Hub income, which was a substantial amount, had not been included within these accounts. The Finance Agent advised that this would be included in the next set of accounts. Committee then approved the Management Accounts to 30th September 2020.

Ross Love arrived at 5.20pm

7.3 Draft Budget 2021/2022

Committee noted the content of report (copy available). Committee discussed the draft budget and approved this subject to the Rent Review Report at item 8.1 and appropriate consultation on the proposed increase. The budget allows for a rent increase of 3% in year 1(2021/22). Longer term projections remain at 3.5% over CPI in years 2 and 3, however, this will be reviewed on an ongoing basis.

The Finance Agent asked if 10 months' rent was still realistic from the new build at Glenbarr Street, the Director and Depute Director advised that it would be more realistic to assume 8 or 9 months rent from Glenbarr Street.

The Finance Agent went over the draft budget and advised that dependant on all assumptions used coming to fruition then 3% increase in 2021 will allow the Association to meet all financial commitments

7.4 Factoring Report

Committee noted the content of report (copy available).

7.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

7.1 Rent Review 2021/2022

Committee noted the content of report (copy available). The Director drew Committee attention to the comprehensive review of rent charges carried out in 2019/2020 where Committee agreed that a starting point for consultation of future rent increases would be based on a proposed increase of CPI+3.5%. However, the Director advised that given the current climate and the ongoing pandemic this figure may be too high this year for tenants already facing financial hardship / uncertainty. Committee discussed this matter and considered affordability as well as value for money. Committee noted that even with a rent increase of 3% in 2021 Spire View still had the cheapest rents in Scotland.

Committee agreed that they would consult tenants on a proposed rent increase of 3.0% to be implemented from 1st April 2021.

The Director advised that staff would aim to consult will a minimum of 20% of tenants on this proposed rent increase and results would be presented to Committee.

The Finance Agent left the meeting at 5.30pm

8.2 COVID-19 Update

Committee noted the content of the report circulated.

The Director provided the following information, supplementary to the written report provided;

- Staff are now in a routine with regards to the pandemic and transitioned into level 4 smoothly. She advised that entering into level 4 will have an impact on day to day repairs however we will continue to carry out emergency repairs and catch up with routine repairs when it is safe to do so.
- Gas Service - the association had 1 further gas safety check failure which was not yet complete. The tenant reported that she had contracted COVID 19 and was therefore in isolation until 5th December 2020. This figure will be reported in the ARC.
- Community Support - The Food Pantry is due to open on 7th December 2020. This Pantry will be open to all residents within the G21 postcode area. To shop at the Pantry you must become a member. Membership cost £2.50. Residents can then attend once a week and pay £2.50 for £10-£15 worth of shopping depending on the size of household. The Director advised that the Pantry would be funded until 31st March 2021. The Director confirmed that a consultation would take place with the community regarding this project as they expected a convenience store to be placed within this unit.

8.3 Notifiable Event – Rule Change

Committee noted the content of report (copy available). The Director advised that a detailed report was presented to Committee in June 2020 outlining the process that needed to be followed in order to adopt and register the new rules. This report outlined the requirement to notify the Scottish Housing Regulator of the Rule change. The Director confirmed that we have now received notification from TC Young Solicitors that the Rules have been submitted along with all other paperwork required to the Regulator.

8.4 Roystonhill Community Hub Staffing Report

The Director provided Committee with an update on all 3 new members of staff at Roystonhill Community Hub.

Angela Fraser is undertaking a Volunteer Co-ordinator role. This post is funded by Investing in Communities fund until June 2022, with Spire View contributing approx £9000. . Angela is currently line managing the Digital Engagement Officer and Volunteer Assistant posts.

Fiona McLean is undertaking a Digital Engagement Officer post, which is funded by Power Up until end of June 2021.

Catriona Donald is undertaking a Volunteer Assistant post which is funded by the Scottish Government Communities Recovery Fund until May 2021.

8.5 Committee Appraisal

Committee noted the content of report (copy available) including the arrangements and timetable for 2020/21 Committee Appraisals. Committee noted that both the Chair and Vice Chairperson had met with Olwyn Gaffney on 20th November to review the organisational training plan from last year and now that this is complete the Corporate Governance Officer would be circulating this year Committee Appraisal Self-Assessment Survey. The Corporate Governance Officer advised that the closing date for the return of these surveys would be late December 2020. She encouraged all members to complete these as soon as possible to allow SHARE to start to draft their report and allow the association to adhere to the agreed timescales.

8.6 Membership Report

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

8.7 Committee Recruitment Report – Verbal

The Corporate Governance Officer advised that following a recent Committee recruitment campaign, we had an applicant who was keen to join the Management Committee. As per the Recruitment Policy, the Corporate Governance Officer asked Committee to form a Recruitment Panel to interview this applicant. Three Committee members volunteered to take part in this process. The Corporate Governance Officer thanked Committee and advised that she would contact them directly with provisional dates for the interview.

9.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Maintenance Performance reports to 30th September 2020

Committee noted the content of report (copy available). The Depute Director advised that as per the Directors COVID report at item 8.2, the association had a further gas safety failure due to COVID. She advised that this was very disappointing however, this property would be revisited as soon as it was safe to do so.

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

Committee approved the appointment of CCG for the progression of the kitchen / boiler renewal contract. A Committee Member asked when the Contractor would be on site. The Depute Director advised that following Committee approval of this appointment a pre-start meeting would be arranged following a stand still period has approved now the Contactor. Committee had previously agreed that Copperworks properties could be prioritised due to SHQS failure issues. However, the Deput Director hoped that the appointed Contractor would be in a position to ensure that properties are completed as soon as possible

73-85 James Nisbet Street

Negotiations and discussions are ongoing with regard to the returned tender cost as this was above the budget set for these works. In addition, owner consultation will require to be progressed and the Depute Director will move both matters forward and report back to Committee as appropriate.

Grounds Maintenance Contract

The Depute Director advised that she continues to monitor performance of the grounds maintenance contract.

Electrical Safety Checks

The Depute Director advised that Consilium Contacting Services have now been formally appointed and works are likely to commence early in 2021.

9.3 Glenbarr Street

Committee noted the content of report (copy available). A Committee Member asked if this contract was progressing as expected. The Depute Director advised that we were still planning on a June 2021 completion. There were some delays due to COVID however, the Contractor advised that they hoped they would be able to catch up with these and complete on time. Negotiations with regards to cost are still ongoing and once the Depute Director had more information she would report this back to Committee for discussion.

9.4 98 James Nisbet Street – Extension to Lease

Committee noted the content of report (copy available). Committee discussed the report provided and approved an extension to the lease at Help 4 The Homeless for a further 12 months.

9.5 Strategy and Development Funding Plan

Committee noted the content of report (copy available). Committee approved the updated Strategy and Development Funding Plan and instructed the Depute Director to submit this to DRS by the deadline of 24th December 2020.

10.0 POLICY REVIEW

10.1 Rent Setting Policy review

Committee considered the reviewed draft Rent Setting Policy and agreed to the adoption and implementation of this Policy.

10.2 Value for Money Strategy

Committee considered the draft Value for Money Strategy and agreed to the adoption and implementation of this Strategy.

10.3 Communication Strategy

Committee considered the draft Communication Strategy and agreed to the adoption and implementation of this Strategy.

11.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place via Zoom on Monday 25th January 2021 at 5.00pm.

12.0 AOCB

12.1 Website Update / Logo

The Director advised that the Spire View website has had a few technical issues of late and is becoming more and more difficult to manage. Many staff resources are spent on updating and managing this site. We have taken some professional advice on this and it is looking likely it will need to be rebuilt. As part of this revamp, the web designer suggested that Spire View update our logo and have provided some suggestions for consideration. The Director presented 3 options of a proposed new logo and asked Committee if there was an appetite for this. A Committee member suggested a minor tweak to the proposed design, which the Director advised she will feed back to the designer. A Committee member asked if there would be a cost involved with this to update our current literature. The Director advised that we would continue to use all

headed paper and associated items until they were used up. She further advised that the new site will not be ready to 'go live' for a couple more months yet and by then we should have depleted our stock.

Committee agreed that tenants should be consulted on this change and asked that a survey be circulated online and in the newsletter before making a final decision.

12.2 Allocation in accordance with Entitlement, Payment and Benefit

Committee noted the content of report (copy available). Committee agreed to approve an offer of tenancy in line with the Association's rules, the Allocation Policy and the Entitlement, Payments and Benefit Policy.

Meeting closed at 18.30pm
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 _____