

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 31ST JANUARY 2022 AT 5.00PM

PRESENT:	CHARLIE LUNN RACHEL COOPER CLARE O'DONNELL ALLAN STEWART CRAIG ALLAN ALAN BROWN ANGELA HEANEY	CHAIRPERSON VICE CHAIRPERSON (ZOOM) SECRETARY TREASURER COMMITTEE MEMBER (ZOOM) Until Item 6.0 COMMITTEE MEMBER (ZOOM) COMMITTEE MEMBER (ZOOM)
IN ATTENDANCE:	FIONA MURPHY MARGARET BROWNLIE DONNA RICHARDSON GILLIAN SPENCE ALEX CAMERON	DIRECTOR DEPUTE DIRECTOR (ZOOM) HOUSING MANAGER CORPORATE GOVERNANCE OFFICER QUINN INTERNAL AUDIT (ZOOM) (Item 6.0 only)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Director advised that Lynda Mulholland had been in contact and requested a 2 month Leave of Absence due to ill health. Committee discussed this matter and level of attendance generally at Committee meetings. Committee unanimously agreed to grant this request for a leave of absence.

1.1 Apologies

Apologies were received from;

LYNDA MULHOLLAND	COMMITTEE MEMBER
AHMED SHARIF	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 29th November 2021

The Minute of the Management Committee meeting held on 29th November 2021 was approved by Committee.

2.2 Confidential Minute of Management Committee Meeting 29th November 2021

The confidential Minute of the Management Committee meeting held on 29th November 2021 was approved by Committee.

2.3 Minute of Joint Office Bearers Meeting 10th August 2021

The Minute of the Joint Office Bearer meeting held on 10th August 2021 was noted by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted no open items contained within the actions tracker.

4.0 DECLARATION OF INTEREST

There were not declarations of interest.

5.0 HEALTH & SAFETY

Committee noted the content of the Health & Safety report. The Depute Director asked all Committee Members to note the Health and Safety Responsibilities of a Management Committee Member and asked all those present to sign the extract. She asked all members attending virtually to email the Maintenance Officer with their acceptance that they have read and understood their responsibilities.

Alex Cameron joined the meeting at 5.18pm

6.0 INTERNAL AUDIT FEEDBACK REPORTS

The Director explained that there had been a small mix up and unfortunately the report on Anti-Social Behaviour had been delayed therefore Alex would only report on the EESSH Internal Audit this evening and return to the February Committee meeting to report on the Anti-Social Behaviours Audit.

Alex went over the content for the internal audit report on EESSH. Committee noted that the Association had been awarded 'full assurance' and one priority 3 recommendation made by the internal auditor. The Depute Director advised that this recommendation would be completed by the end of February 2022 and would report to Committee once complete. Alex thanked all staff involved for their help in providing all the required information during the audit. Alex offered all Committee to contact him at any time should they have any questions regarding the audit.

Craig Allan left the meeting at 5.25pm

Alex Cameron left the meeting at 5.40pm

7.0 FINANCE REPORTS

7.1 Mini Audit of Financial Regulations

The Director advised that the Finance Agent would normally carry out a mini audit of the financial regulations however since this is not possible at this time she requested permission to postpone this audit until the new Finance Manager was in post. The Director reminded committee that a full audit of Financial Regulations was carried out fairly recently and gave Committee assurance that there would be minimal risk in postponing this item for a short period of time. Committee unanimously agreed.

7.2 30 Year Financial Projections

The Director advised that Arneil Johnston are currently preparing the association's final 22/23 budget, 30 Year Projections and Management Accounts to 31/12/2021. She advised that these would be presented to Committee in February 2022.

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Business Plan Progress Report to 31st December 2021

Committee noted the content of report. The Director went over the KPI progress, re-let times, complaints, tenant satisfaction, emergency repairs and SHQS figures and gave narrative on the reasons why these figures are out with target.

Committee noted the progress made on the Delivery Plan progress report and Risk Report.

8.2 Rent Review 2022/2023

Committee noted the content of report. The Director advised that following a recent rent increase consultation the association had received 141 responses from tenants expressing their views. The Director advised that this represents a response rate of 22.3%. Committee noted that this response exceeded the 20% target set out. Committee discussed the consultation results and noted that 50.4% of tenants agreed with a proposed rent increase of 5% from 1/4/22. Committee also discussed the comments made by tenants.

Following this discussion Committee agreed to implement a rental increase of 5% effective from 1st April 2022.

8.3 Staff Structure Review

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

8.4 VAT Report

The Director advised that an error correction notice had been sent to HMRC in December 2021. However HMRC have a backlog at the moment and it may take some time for get a response. The Director confirmed that she has ensured that the Finance Manager has factored the historic and future VAT liabilities into the association's budgets for 2022/23.

The Director sought permission to allow French Duncan to continue to prepare and submit the Association's VAT Returns for the foreseeable future, given the issues experienced previously and complexity of the calculations and the ongoing error correction process. Committee unanimously agreed.

8.5 Committee Appraisal

The Corporate Governance Officer advised that there were some issues noted when asking Committee Members to complete the Committee Appraisal survey, which has resulted in delays in the Committee Appraisal Timescale. She encouraged all members to complete these ASAP to allow her to arrange the Individual 1-2-1 interviews. Committee agreed that the 1-2-1 interviews would be carried out the week commencing 7th February 2022 with Olwyn Gaffney from SHARE.

The Corporate Governance officer reminded all Committee to contact her if they required support to complete the self-assessment survey.

8.6 Complaints Handling Report to 31st December 2021

Committee noted the content of report (copy available). The Corporate Governance Officer advised that the Association recorded 6 stage 1 complaints and 2 stage 2 complaints during the quarter. Committee noted that the association has received 38 stage 1 complaints and 2 stage 2 complaint during the year to date.

8.7 Membership Report

Committee noted the content of report (copy available). Committee approved 1 new membership application and use of the seal.

8.8 Volunteer Coordinator Report

Committee noted the content of report (copy available). The Director went over this report with Committee and noted the progress made, project outputs and the project outcomes. The Director provided an update for Committee on various classes and lets been taken at the Hub. She advised that an inspirational visit to other Hub/community centres will take place on Thursday 10th February 2022 with the Director, Corporate Governance Officer and Hub staff team.

9.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Planned / Cyclical Maintenance Report

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

- Stock Condition Survey – we have now has now passed the 'stand still' period and the Depute Director has therefore appointed the consultant and is progressing these works as per the delegated authority permitted by the Committee. The Consultant will carry out a different 20% sample from previous surveys which will mean that the actor the association is well on its way to being 100% fully surveyed which will allow for robust future planning.

9.2 Glenbarr Street Development

Committee noted the content of report (copy available). The Depute Director advised that this development is now nearing completion with the first round of properties being available for handover by 14th February

2022. She advised that a site visit has been arranged for all Committee Members on 7th February and requested permission to also invite Copperworks Committee. This was unanimously agreed. The Depute Director also requested permission to allow an additional site visit for other local partners such as the members of the Royston Strategy Group, colleagues from Glasgow City Council, local councillors and open this up to the community later in February. Committee approved this request.

The Depute Director asked Committee to note and approve the estimated overspend of £78,000 and she outlined the reasons behind this. She advised that the notification of the potential to apply L&A damages had been issued to the Contractor. L&A damages at the moment amount to circa £90,000 but this has the potential to increase if there is a further delay to completion.

The Director asked if the lost rent had been accounted within this year's budget. It was noted that this should be advised to Arneil Johnston to ensure they are aware of the full position when preparing the budget and financial projections.

9.3 Hub Shop Unit – Capital Works

Committee noted the content of report (copy available). The Depute Director confirmed that the association have been given permission to draw down funding for the additional cost of installing a loft ladder. Committee noted that the full cost of this unit was fully covered by funding. A full breakdown of the Final Account will be provided at the February meeting.

9.4 Recruitment Report

Committee noted the content of report (copy available). The Depute Director advised that the quality of candidates for the post was very high and is delighted that the successful candidate had accepted the post as he will be a great asset to the Associations. The new Finance Manager will start on 21st March 2022.

10 HOUSING MANAGEMENT REPORTS

10.1 Housing Management Performance Reports

Committee noted the content of report (copy available). Committee noted the position of the current rent arrears figures and noted that the quarter ended at 2.05%.

Committee noted the average days to re-let stood at 10.31 which is out with the associations target of 8 days. The Housing Manager advised that this figure has been impacted by COVID and will be reviewed when appropriate. Committee noted that the sector average to re-let is 56 days.

11.0 POLICY REVIEW

11.1 Standing Orders, Committee Remits and Delegated Authority

Committee considered the reviewed Standing Orders, Committee Remits and Delegated Authority. The Director went over the proposed changes. Committee agreed to the adoption and implementation of this policy.

11.2 Prevention of Fraud & Anti-Bribery Policy Review

The Director issued an apology to Committee and advised that due to a clerical error this policy review had not yet been carried out. She advised this would be done and presented at the February Committee meeting.

11.3 IT System Security Policy Review

Committee considered the reviewed draft IT System Security Policy and agreed to the adoption and implementation of this Policy.

11.4 Communication Tools Policy Review

Committee considered the reviewed draft Communication Tools Policy and agreed to the adoption and implementation of this Policy.

12.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Monday 28th February 2022 at 5.00pm in the office at 43 Tharsis Street / via zoom.

A Joint Office Bearers meeting will also take place on Tuesday 8th February 2022 at 5.30pm in the office at 43 Tharsis Street / via zoom.

13.0 AOCB

13.1 Subscription Renewals

EVH

The Director read out an email from EVH detailing this year's affiliation fee. Committee considered both options put forward by EVH with regards to Core Membership and Members Protect and agreed to purchase EVH's core element only at a total cost of £4334.

Positive Action in Housing

Committee agreed to continue affiliation to PAIH for 2022/23 at the cost of £675.00.

13.2 Finance Services

The Director provided Committee with an update on the Finance Services provided by Davidson & Co. The Director advised that this contract came to an end on 31st December 2021 as agreed previously by the Management Committee. The Finance Agent asked that this decision be reconsidered by the Office Bearers. The Director sought clarification from the Office Bearers following this request and was advised that the decision taken by full Committee stood. In the meantime the Director advised that Arneil Johnston will prepare the Associations Management Accounts to 31/12/21, 30 Year financial projections and 22/23 budgets.

Meeting closed at 6.30pm

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 _____