

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 31ST OCTOBER 2022 AT 5.00PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	DREW COLLIER	TREASURER
	ALAN BROWN	COMMITTEE MEMBER (ZOOM)
	ALLAN STEWART	COMMITTEE MEMBER (From item 5 onwards)

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	JOHN MULHOLLAND	MULHOLLAND HOUSING CONSULTANCY

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting. The Director advised that Walter McFarlane had been in contact with the Corporate Governance Officer to explain that he had decided to step down from Committee due to ill health. Committee accepted Walters resignation and asked that the Corporate Governance Officer write to Walter and thank him for his time.

1.1 Apologies

Apologies were received from;

CAITLIN HEANEY	COMMITTEE MEMBER
CRAIG ALLAN	COMMITTEE MEMBER
RACHEL COOPER-MORRIS	VICE CHAIRPERSON
ANGELA HEANEY	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 28th September 2022

The Minute of the Management Committee meeting held on 28th September 2022 was approved by Committee.

2.2 Minute of AGM 21st September 2022

The Minute of the Annual General Meeting held on 21st September 2022 was noted by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted 2 open items contained within the actions tracker;

Item 8.3 Insurance Renewal – the Depute Director advised that as requested by Committee this item has been added to the Risk Register. This item is now closed.

Item 10.1 Rent Freeze – the Director advised that this item has also been added to the Risk Register and a report detailing further information was on tonight's agenda. This item is now closed.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 FINANCE REPORTS

5.1 Mini Audit of Financial Regulations

Committee noted the content of report and attachments (copy available). The Finance Manager advised that to adhere to the specifications laid out within the Financial Regulations, a mini audit is carried out twice a year to ensure compliance. Committee noted all 7 key heading audited by the Finance Manager and noted that all areas were compliant.

5.2 Revised 30 Year Projections

Committee noted the content of report and attachments (copy available). The Finance Manager presented the revised 30 year Projections to Committee. He explained that he monitors interest rates and other economic factors almost on a daily basis to ensure short, medium and long-term financial viability. A Committee Member asked what is meant by medium – long term, The Finance Manager advised 15-30 years. A Committee Member asked if these figures are a cumulative calculation, the Finance Manager advised that the baseline position presents a 30 year cumulative cash position and scenario testing demonstrates how sensitive the plan can be, particularly a rent freeze beyond 31st March 2023. Nonetheless, the baseline position in the short term is viable and we will await the outcome or update from the Government regarding a rent freeze.

Committee noted that through a ToE both Spire View and Copperworks would be in a stronger position to mitigate the impact of a rent freeze. Committee approved the updated Projections and confirmed their decision to proceed with a ToE

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Potential Transfer of Engagements / Merger

Committee noted the content of report (copy available) and the Director provided the following overview;

The Project Team continue to meet regularly and making good progress with preparing the Business Case, a draft of which was attached to this report.

The Director advised that Copperworks financial due diligence over Spire View was now completed and Spire View's financial due diligence over Copperworks was currently being prepared by the Finance Manager. She confirmed that the legal due diligence is progressing well.

The Director advised that she met today with Lesley Baird from TPAS to discuss the next steps to be taken to move towards consultation with Copperworks tenants and a ballot.

We are still awaiting on written confirmation from Glasgow City Council showing support for the ToE. A Committee Member asked if this is required. The Director advised that we do not require consent but it is a formality. Verbal consent/support has been provided and they have advised that this will be followed up with a letter.

The Director asked Committee to consider bringing Spire View's salary sacrifice policy in line with Copperworks to ensure that Copperworks staff do not lose this benefit as a result of any ToE, Committee considered this request and agreed to review the policy to align with Copperworks. Revised policy will be presented at the November Committee meeting.

John Mulholland presented the extract draft business case to Committee and advised that this document is 60% complete. He advised that both associations are in a good place and need to agree what the next 5-30 years will look like should a ToE be progressed. John advised that once Copperworks have approved their 30 Year Financial projections, similar to what Spire View Committee have done tonight, all information will be collated and an offer produced and this will make up the remaining 40% of the business case.

John advised that options will be modelled for consideration and agreement at this year's Business Planning event on the 18th/19th November and once it has been discussed and agreed, final checks will be conducted before we finalise the Business Case and send a copy of to the Scottish Housing Regulator, Lenders and TPAS. John advised that the agreements made at the Away Day will form a Stage 1 notice including 'promises' that will go out to consultation to Copperworks tenants late January 2023. Tenants views will then

be fed into the document and assist to form the final offer. This will then be issued as a Stage 2 notice and go to ballot.. Although Spire View tenants will not have a vote, Spire View tenants will be kept informed each step of the way as it is important to keep them involved in the process to ensure they do not feel that the transfer is to their detriment and that it will have a positive impact. John asked all Committee to read the document fully and advise if they have any comments/questions or concerns, he confirmed that these would then be discussed by both Committee's at the Business Planning Event.

John advised that further discussions on numerous topics, including issues such as how many places on Committee would be offered to Copperworks and the potential for a new name, would be required at this event. John will facilitate and support Committee throughout this process. John advised that both Committees would have opportunity to review the final business case document at their November Committee meetings before approving.

Finally, John thanked the project team for their support in collating all the information required for the due diligence and the business case.

John Mulholland left the meeting at 6pm

A Committee member asked for the Project Plan (with progress made) to be circulated to Committee for each Committee meeting.

Committee provided approval of the content of the Draft Business Case extract provided to them within their papers.

6.2 Business Plan Progress Report to 30th September 2022

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

KPI Report

The Director advised that overall the KPI's are looking good and provided explanation on the KPIs highlighted in amber. The Director advised that re-let times were improving gradually. Rent lost due to void have increased slightly, this is due to re-let times having an impact. The number of complaints upheld have risen significantly and this is reported and explained separately. The Director also advised that with the exception of exemptions and abeyances, SHQS would be 100% compliant.

Delivery Plan

The Director advised that good progress had been made during the year against each item contained within the delivery plan, she went on to advise that she had no concerns regarding progress at this time.

Risk Register

The Director advised that she has carried out a full review of the Risk Register and has included as requested items such as a potential rent freeze. Committee approved this and further changes within the Risk Register.

6.3 ICT Disaster Recovery Plan

Committee noted the content of the report (copy available). The Director advised that in the past our IT Company M2 have crashed our IT system and rebuilt it in order to test the response of the system should a disaster occur. However, M2 continue to take a full system remote backup monthly, and no longer require to crash the system to be assured that the back up would work if ever required to reinstall the system. Monthly back ups are tested to ensure there are no errors that would prevent implementation if required. They have advised that although a full system restore can be done it is unnecessary and means that the systems may be off line for a period of time. M2 recommend that if the Association wishes to carry out a full system restore test that they wait until after the ToE when both systems will be merged into one system. This will reduce costs and down time. Committee agreed to postpone any system tests until the appropriate time.

A Committee Member asked if the Association were prepared for any planned power cuts as these had been rumored to take place following the energy crisis. The Director advised that most of our systems were now cloud based with the exception of SDM Housing Software, which was still stored on a physical server. She confirmed that we have a UPS (Uninterruptable Power Supply) in place.

6.4 Volunteer Co-ordinator Report

Committee noted the content of the report (copy available). The Director advised that this report was reviewed recently to a format that the funders were keen to use and outcomes were recorded. She advised that she is keen to implement the same format for the Digital project in the coming months. The Director advised that we have been successful in securing funding to review the monitoring and reporting arrangements for hub staff posts as well as carry out job evaluations for all three posts. She advised that she has instructed Community Links Scotland to carry out this work.

6.5 Annual Business Planning Event

Committee noted the content of the report (copy available). The Corporate Governance Officer reminded all Committee of the dates of the upcoming Business Planning Event which will take place on 18th and 19th November 2022 at the Westerwood Hotel. She encouraged all Committee Members to attend and contact her with any mobility or dietary requirements. Committee noted the draft agenda.

6.6 Membership Report

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

6.7 Committee Appraisal

Committee noted the content of report (copy available). The Corporate Governance Officer advised that Committee were now entering Year 2 of the 3 year proposal agreed in 2021 from SHARE.

Following discussion Committee approved the following;

- A representative from SHARE should be in attendance to support the Chair and Vice Chairperson to carry out 1-2-1 interviews.
- 360 appraisal for the chair will be carried out
- To note and agree arrangements and proposed timetable for Committee appraisals.

6.8 Complaint Handling Report to 30th September 2022

Committee noted the content of report (copy available). Committee noted an increase in complaints received and being upheld by the Association, Committee discussed this matter and the explanations provided. They noted that further staff training would be carried out for individual staff members. Committee agreed that this matter should be closely monitored.

6.9 Committee Recruitment

The Corporate Governance Office advised that the Recruitment Panel met on Thursday 27th October 2022 to meet with two potential Committee Members. However only 1 person turned up on the day. Due to the timing of these meetings, a written report could not be prepared. Committee agreed that this should be brought to the November meeting for consideration and if appropriate, the applicant will be invited to the January 2023 meeting as an observer.

7.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Planned / Cyclical Maintenance Report

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

- Electrical Safety Checks
The Depute Director advised the number outstanding had now reduced to 3 all of which are booked into be completed.
- Close Cleaning
Performance has improved since the last report, a new area manager now in post. Staff are continuing to monitor closely.
- Grounds Maintenance
Staff are monitoring this contract and liaising with the Contractor on any issues raised.
- Gutter Cleaning & Anchor Bolt Testing
Year 2 of anchor bolt testing is underway and gutter cleaning will commence early spring.
- Stock Condition Survey

All information is now up to date. The Depute Director along with the Finance Manager and John Mulholland will use this information to support the financial projections/investment information for the ToE Business case.

7.2 Glenbarr Street New Build

The Depute Director confirmed that she has now progressed a HAG Completion application to NRS and requested £179,000 of additional funding in relation to this project. Once we have received an outcome, any additional grant awarded will be drawn down and a Final Account prepared and presented to Committee.

8.0 HOUSING MANAGEMENT REPORTS

8.1 Outcomes Report

Committee noted the content of report (copy available) and noted the positive outcomes for tenants as a result of engaging with the tenancy support officer, financial capability officer and money advisors. Committee were pleased at how these projects were progressing.

The Director advised that Geraldine Burgess, our current Tenancy Support Officer has recently been given a promoted post within Simon Community. Committee expressed congratulations to Geraldine. The Director advised that a replacement tenancy support officer would be in place in the coming weeks.

8.2 Write Off Report

Committee noted the content of report (copy available). Committee approved write off legal expenses for case number 244 and approved write off for former tenant accounts 237, 803,523 and 765. Committee agreed that rechargeable repairs write off report could be resubmitted in November 2022.

9.0 POLICY REVIEW

9.1 Code of Conduct for Governing Body Members

The Corporate Governance Officer advised that the Code of Conduct for Governing Body Members had recently been updated by SFHA. Committee noted the changes proposed and approved adoption and implementation.

10.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Monday 5th December 2022 at 5.00pm in the office at 43 Tharsis Street / via zoom.

The Chair noted that, as the time was now 6.50pm, Standing Orders may need to be suspended if business was not concluded by 7.00pm. Members agreed to continue beyond 7pm if necessary.

11.0 AOCB

11.1 Staffing Sub Committee

Committee agreed that the staffing sub-committee for the coming year would be made up by the 4 Office Bearers. Unanimously approved by Committee.

11.2 Property A Buyback Option

Committee noted the content of report (copy available). Committee discussed this report and noted the benefits of buying back Property A. Committee also noted the funding available for this to assist in increasing housing provision. Approval was given by Committee to progress the buy back.

11.3 Craig Allan – Leave of Absence

Committee noted that Craig had requested a leave of absence for 3 months. This was agreed by Committee.

11.4 Planned Power Cuts

Following the issue raised by a Committee member, it was agreed to revisit the issue of preparing for planned power cuts in January/February 2023.

11.5 Committee/Staff Christmas Lunch

A discussion was held on holding a Committee/Staff Christmas lunch event jointly with Copperworks. The potential dates agreed were 2nd, 9th, 16th or 23rd December. These dates will be suggested to Copperworks and lunch will be arranged at the Hub on the Hill Café.

Meeting closed at 7.00pm

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 _____