

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 5TH DECEMBER 2022 AT 5.00PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	COMMITTEE MEMBER (ZOOM)
	ALLAN STEWART	COMMITTEE MEMBER
	CAITLIN HEANEY	COMMITTEE MEMBER (ZOOM)
	ANGELA HEANEY	COMMITTEE MEMBER (ZOOM)

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 (ZOOM) (Until Item 6.2)
	OLWYN GAFFNEY	SHARE
	ALEX CAMERON	QUINN INTERNAL AUDITORS (Item 6.0 only)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting.

1.1 Apologies

Apologies were received from;

CRAIG ALLAN	COMMITTEE MEMBER (LOA)
RACHEL COOPER-MORRIS	VICE CHAIRPERSON
DREW COLLIER	TREASURER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 31st October 2022

The Minute of the Management Committee meeting held on 31st October 2022 was approved by Committee.

2.2 Minute of Management Committee Meeting 18th November 2022

The Minute of the Management Committee meeting held on 18th November 2022 was approved 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 no declarations of interest.

5.0 Health & Safety Report

Committee noted the content of report and attachments (copy available). Committee noted that a Health and Safety walk around would be carried out on Tuesday 6th December 2022 at 5pm with a representative from both Spire View and Copperworks.

Alex Cameron arrived at 5.07pm

6.0 Internal Audit Feedback Report – Rent Setting

Committee noted the content of report and attachments (copy available). Alex presented his report on his recent rent setting audit and confirmed that he has given full assurance with no recommendations. Alex added that the procedure used is robust, working well and level of information given to Committee should be continued.

Alex thanked the staff for their assistance with providing all the information he requested, he also noted that staff were particularly successful in gaining tenant views while carrying out rent setting consultation which is very good practice. Committee thanked Alex for attending and for providing this report.

Alex left the meeting at 5.20pm

7.0 FINANCE REPORTS

7.1 Management Accounts to 30th September 2022

Committee noted the content of report and attachments (copy available). The Finance Manager presented the statement of Comprehensive Income and confirmed that turnover performance was better than predicted, the main driver for this was voids and bad debt, and he added that this was due to the Housing Management team and their performance.

Committee noted that stage 3 HAG was currently higher than predicted however this spend will be claimed back through grant funding. The Finance Manager drew Committee attention to Operating Costs and advised that current repairs was slightly higher than anticipated however this was due to a large spend in quarter 1 which related to 13 voids that arose from transfers to the new build at Glenbarr Street. He added that he hoped this figure would hopefully align with budget as the year progresses.

Committee noted that there has been significant cash movement during the year due to the new build at Glenbarr Street, this contract has now been signed off with a final payment of £250,000 and £85,000 in retentions. The Finance Manager explained that although the cash balance has changed significantly, he confirmed that there has been no breach of the Treasury Management Policy. The Finance Manager advised that he monitors cash flow daily to ensure smooth running of the business and to ensure there are no immediate risks to the association nor breach of covenants.

Committee therefore approved the Management Accounts to 30th September 2022.

7.2 Draft Budget 2023/2024

Committee noted the content of report and attachments (copy available). The Finance Manager presented the revised budget to 31st March 2023. He went over the content of this report. Committee noted that this was a standalone position and once a ToE takes place these figures will be revised again. The Finance Manager confirmed that the Association is currently in a stronger financial position than most associations in our sector and he would continue to monitor this closely to ensure long term viability.

Committee approved the draft budget for 2023/24 on the basis of consulting on a 5% rent increase. Further scrutiny may be required in the new year given Scottish Government announcements and will be presented alongside 30-year projections and risk analysis before final approval in February.

7.3 Factoring Report

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

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Potential Transfer of Engagements / Merger

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

The Director advised that following the Business Planning Event on the 18th November 2022 all information discussed and agreed at this event has now been fed into the final draft business case. The Director confirmed that both TPAS and SHR have been provided with copies and feedback requested. SHR have

requested some additional information to be sent to them along with some appendices. The Director has asked both SHR and TPAS for feedback by the 15th December 2022.

John advised that it is not unusual for SHR to request further information and went on to confirm that the final draft business case has been reviewed by Mags Lightbody. He further advised that although the document contains a lot of information it is in a format that SHR, our lenders and the Pensions Trust would expect to see. He thanked the project team for all their hard work in providing all this information and their efforts for pulling it all together.

A Committee Member suggested that SVHA add a commitment into the offer made to CHA tenants that a name change will be carried out within 12 months of the date of transfer. Committee agreed with this suggestion and instructed the Director to feed this back to Copperworks Committee.

Committee therefore agreed the following;

- Approval of the final draft Business Case
- Delegated authority to joint office bearers to provide final approval following any minor amendments resulting from feedback from SHR or TPAS (it was also agreed that any other Committee member wishing to make comments should email these to the Director who will incorporate them under the delegated authority approval'
- Approval of the draft Communications Strategy and Action Plan
- Approval of draft the Equality & Diversity Impact Assessment

John Mulholland left the meeting at 5.50pm

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

8.2 Rent Review 2023/24

Committee noted the content of the report (copy available). The Director went through the written report with Committee outlining service / investment requirements, financial viability, affordability and value for money as well as comparability with other landlords. The Director further outlined the approach staff would take to ensure a good consultation response rate. The SFHA affordability tools has been used and discussion held with the Finance Manager to ensure the testing process for affordability is completely robust,

Following discussion and consideration of the content of the comprehensive written report provided, it was recommended that we consult with tenants on a proposed 5% rent increase from 1st April 2023. The Director advised that SHR and GWSF have advised RSLs to proceed and consult tenants as we would normally do, despite the current rent cap. An announcement is expected by 14th January 2023 from the Scottish Government to update on whether the rent cap / freeze will continue beyond 31st March 2023. Committee approved this recommendation.

8.3 Membership Report

Committee noted the content of report (copy available). Committee approved 4 membership applications and use of the seal.

8.4 Committee Appraisal

Committee noted the content of report (copy available). Committee noted the current arrangements and timescales for this year's Committee Appraisals. Olwyn Gaffney was in attendance at tonight's meeting to observe Committee. Olwyn presented SHARE's plan for the coming year and advised that they will also review any recommendations from the previous year.

8.5 Committee Recruitment

Committee noted the content of report (copy available). Committee noted that a hold has now been placed on Committee Recruitment and instructed both the Director and the Corporate Governance Officer to arrange to meet with any prospective Committee Members and explain the situation in relation to the ToE.

9.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available)

9.2 Glenbarr Street New Build

The Depute Director confirmed that she had completed a HAG Completion application to NRS 2 weeks ago requesting £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.

10.0 HOUSING MANAGEMENT REPORTS

10.1 Write Off Report

Committee noted the content of report (copy available). Committee approved write off of all rechargeable repair cases outlined in the report.

11.0 POLICY REVIEW

11.1 Salary Sacrifice – Pension Contributions

Committee noted the content of report (copy available). Committee considered the revised draft Salary Sacrifice – Pension Contributions Policy, noted the changes proposed and approved adoption and implementation.

12.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Monday 30th January 2023 at 5.00pm in the office at 43 Tharsis Street / via zoom.

13.0 AOCB

13.1 Request from Hawthorn Housing Co-op

The Director advised that she had been recently contacted by Hawthorn Housing Co-op who requested that some of their Committee Members sit in on a Spire View Committee meeting as part of their ongoing governance training. Committee discussed this matter and agreed that this could take place if the Agenda for future meeting allowed. The Director advised that she would liaise with the Chairperson about this before making any arrangements.

13.2 Correspondence from SHR

The Depute Director read out a letter received from Helen Shaw at SHR regarding Dampness and Mould. This letter has been sent to all landlords asking that governance bodies consider their systems and approach and procedures when tackling mould within properties. The Depute Director advised that she would be reviewing current procedures to ensure that we are progressing matters in line with good practice and guidance. The Depute Director would also be attending GWSF Asset Management Forum on Thursday 8th December where this matter would also be discussed. The Depute Director advised that she would forward a copy of this letter onto all Committee and keep them updated on this matter.

13.3 Staff Sickness

The Depute Director advised that the Association's Maintenance Officer who is currently off sick is responding well to treatment and hoping to visit staff at the office on 14th December 2022. Committee were delighted with this news and asked staff to pass on their best wishes to Jacqueline.

13.4 Thank you

The Corporate Governance Officer read out a thank you card from St Roch's Lunch Club thanking Committee for their recent donation of £150.00.

Meeting closed at 6.50pm

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
