

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 24th APRIL 2023 AT 5.00PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	RACHEL COOPER-MORRIS	VICE-CHAIRPERSON (ZOOM)
	DREW COLLIER	TREASURER
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	JORDAN HENDERSON	FINANCE MANAGER (ZOOM)
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	OLWYN GAFFNEY	SHARE (Until item 6.0 only)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting, including Olwyn Gaffney from SHARE.

1.1 Apologies

CRAIG ALLAN	COMMITTEE MEMBER
CAITLIN HEANEY	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 3rd April 2023

The Minute of the Management Committee meeting held on 3rd April 2023 was approved by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted that there were 2 open items contained within action's tracker. One item was on the agenda for tonight's meeting, and the other item not yet due.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 SHARE – COMMITTEE APPRAISAL

Olwyn Gaffney delivered the Committee Appraisal Feedback Report. She outlined the process undertaken and outlined Committee motivation, highlights, length of service and what was required to stay effective.

Committee noted that the Chairperson scored consistently well during the 360 appraisals along with scoring well across the effectiveness measures.

Committee noted that only 1 recommendation was being made which was that Committee implement a Learning and Development Plan following the Appraisal Process. Committee thanked Olwyn for her very comprehensive report.

Olwyn Gaffney left the meeting at 5.30pm

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Transfer of Engagements

Committee considered the content of report (copy available) along with the various attachments. The Director provided a verbal overview of all documentation and gave an update on further progress made since the report had been prepared. It was noted that;

- The Ballot is now open. 151 households have been contacted by staff to ensure they have received their ballot papers. 62 households have confirmed they have cast their vote and 55 had previously confirmed that they would vote 'yes' to the transfer.
- The Ballot will run until noon on 22nd May 2023 and we hope to have the results by the afternoon of 23rd May 2023.
- Staff issued a text reminder to tenants on Thursday 20th April 2023 and again on Sunday 23rd April 2023.
- We have now received lender consents from both the Clydesdale and Nationwide banks. This will now be passed to the respective legal advisors for completion.
- The Director and John Mulholland from Mulholland Housing Consultancy met with Scott Milligan from Harper McLeod to discuss TUPE (Transfer of Undertaking for the Protection of Employment). Scott was satisfied with the Project Plan but recommended some tweaks to dates in relation to the commencement of TUPE. This will be co-ordinated with EVH (Employers in Voluntary Housing) and Unite the Union. Scott will prepare all the necessary TUPE documentation required. .

Some discussion followed amongst the members, Committee **noted** the following;

- Both Associations continue to comply with SHR (Scottish Housing Regulator) Standard 7 and their Tenant Consultation and Approval guidance in advance of the transfer proposals.
- That Copperworks will be asked to approve
 - The wording of the 2 x special resolutions on the transfer
 - Subject to a positive ballot outcome, Copperworks' Secretary will call SGM1 for the purpose of approving the special resolution
 - Subject to Spire View approving its resolution to accept the transfer, Copperworks Secretary will call SGM2 to confirm approval of the special resolution
- The draft extract minute including the special resolution on the transfer to be presented to the SVHA Management Committee to accept the transfer.
- The formal TUPE consultation with Copperworks staff team and their representatives will commence quickly after the ballot outcomes is received to ensure the process is complete before the transfer date
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- The content of the Project Plan, Outstanding Due Diligence Actions Log, Integration Plan and Risk Register.

6.2 Business Plan Progress Report to 31st March 2023

Committee noted the content of report (copy available) The Director provided Committee with an overview of each section of the KPI report and provided explanation for any sections highlighted in amber or red.

Committee approved the recommendation to remove Risk number 11 from the Risk Register. They also noted the addition of a new risk in relation to Damp and Mould.

6.3 SHR Engagement Plan

Committee noted the content of report (copy available) The Director advised that our 'Engagement Plan' indicates that the association is 'Compliant.'

6.4 Committee Succession Strategy and Action Plan.

Committee noted the content of report (copy available). Committee considered and approved the Succession Strategy and Action Plan for 2023/24. Committee noted SHARE's Committee Appraisal report and the one recommendation contained therein.

6.5 Staff and Committee Training Report 2022/23

Committee noted the content of report (copy available). The Corporate Governance Officer apologised to Committee due to an error contained within the attachment of the report. She advised that an updated attachment showing the correct records for 2022/23 would be forward to Committee following the meeting for their records.

6.6 Complaints Handling Report to 31st March 2023

Committee noted the content of report (copy available). Committee noted 21 x stage 1 complaints and 7 x stage 2 complaints were received and responded to during 2022/23. 11 x Stage 1 complaints were upheld, and 4 x Stage 2 complaints were upheld during the year.

6.7 Membership Report

Committee noted the content of report (copy available). The Corporate Governance Officer advised the Committee that she was currently investigating the possibility of digitalising the Share certificate process. She advised that if this is possible, it would assist to speed up the process of issuing Share certificates in bulk if there was a positive outcome following the ToE ballot.

6.8 Volunteer Co-ordinator Report

Committee noted the content of report (copy available).

7.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available) The Depute Director advised that the Investment Strategy was currently on hold as agreed by Committee until after transfer.

Committee noted that negotiations were now underway in relation to the extensions for the following contracts and the Depute Director would report back to Committee to the June meeting.

- Cyclical Maintenance
- Close Cleaning
- Gas servicing and Reactive Maintenance

7.2 Glenbarr Street New Build

Committee noted the content of report and the Final Account attached (copy available). As per item 6.2, Committee noted that Risk No 11 in relation to this project can now be removed from the Risk Register as the risk no longer exists.

8.0 HOUSING MANAGEMENT REPORTS

8.1 Outcome Update

Committee noted the content of report (copy available) Committee noted that the Simon Community have only reported figures for January – March 2023. This is due to a changeover in staff. Tracy Blair is now in post as our dedicated Tenancy Support Officer. Tracy has advised that she will review the reporting format going forward. Committee noted successful outcomes for tenants on all 3 projects.

8.2 Tenant Participation Strategy Progress Report 2022/23

The Housing Manager advised that Committee previously agreed to place the Tenant Participation Strategy on hold until following the outcome of the Transfer of Engagement.

8.3 Homelessness Letting Targets

Committee noted the content of report (copy available). Committee discussed this report and following discussion, they agreed to advise Glasgow City Health & Social Care Partnership that the quota of 25% of lets would remain and Committee would review this if the target was being met.

9.0 POLICY REVIEW

9.1 Factoring Debt Recovery Policy.

Committee noted the content of report (copy available). Committee approved the reviewed Factoring Debt Recovery Policy and agreed immediate implementation.

10 FINANCE REPORTS

10.1 Digital Signature Procedure

Committee noted the content of report (copy available). Committee approved the Digital Signature Procedure Note with immediate implementation.

9.0 DATE & TIME of NEXT MEETING

Due to Monday 29th May being a public holiday, the next hybrid Management Committee meeting will take place on Wednesday 31st May 2023 at 5.00pm in the office at 43 Tharsis Street / via zoom.

Meeting closed at 6.20pm

Minute 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
