

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 3rd APRIL 2023 AT 5.00PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	DREW COLLIER	TREASURER
	CLARE O'DONNELL	SECRETARY
	CAITLIN HEANEY	COMMITTEE MEMBER(ZOOM)
	ALAN BROWN	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting.

1.1 Apologies

RACHEL COOPER-MORRIS	VICE-CHAIRPERSON
CRAIG ALLAN	COMMITTEE MEMBER (LOA)
ANGELA HEANEY	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 27th February 2023

The Minute of the Management Committee meeting held on 27th February 2023 was approved by Committee.

2.2 Confidential Minute of Management Committee Meeting 27th February 2023

The Confidential Minute of the Management Committee meeting held on 27th February 2023 was approved by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted that there was 1 one item contained within action's tracker. This item will be progressed and presented to Committee on the 24th April 2023.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

5.1 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 further progress since the report had been prepared. In particular it was noted that;

- The Stage 1 consultation with Copperworks tenants concluded on 28th March 2023 with almost 86% of tenants engaged with face to face or by telephone. Of those tenants engaged with, 92.56%

indicated that they intend on voting yes, 2.23% will vote no and 4.09% are undecided. Copies of the Stage 1 Notice have been issued to factored owners, shareholders and other stakeholders.

- The Scottish Housing Regulator and TPAS were both provided with a copy of the Stage 1 outcomes report, and both were very impressed with the levels of engagement achieved as well as the very positive feedback from tenants. SHR and TPAS are both happy that we progress to Stage 2 and then the ballot.
- The SHR and TPAS were both provided with copies of the draft Stage 2 notice and pre ballot notice and suggested some minor amendments to these documents. The Director highlighted these minor changes to the Committee who were satisfied with the changes.
- Committee noted that subject to Copperworks Committee approval we will now proceed to stage 2 and the tenant ballot, which will open on the 20th April and run until the 22nd May 2023.

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

- Noted that both Associations continue to comply with SHR Standard 7 and their Tenant Consultation and Approval guidance in advance of the transfer proposals.
- Noted the report on the outcome of the Stage 1 consultation with Copperworks tenants on the transfer that was conducted individually and collectively. This includes the report of the Tenant Participation Advisory Service (TPAS), the Independent Tenant advisors (ITA).
- Noted that approval was being sought from Copperworks in relation to recommendations 2.5-2.9.
- Noted the content of the Project Plan, Outstanding Due Diligence Actions Log, Integration Plan and Risk Register.

5.2 Wider Role Projects 2023/2024

Committee noted the content of report (copy available) The Director provided Committee with an overview of each of the wider role projects. She advised that we now have a new Tenancy Support Officer, Tracey Blair, who has taken up this post with Simon Community.

The Director advised that the association was successful in securing £15,000 of funding from the Lottery Community Anchor Fund. Blochairn Housing Association were also successful in securing £15,000 from this fund. A meeting has been arranged to take place on 6th April 2023 to discuss how to proceed and allocate these funds across the community to support the tenants of all 3 Associations.

5.3 Self-Assessment Review

Committee noted the content of report (copy available) and the progress that has been made since September 2022. The Director advised that as we have carried out a lighter touch self-assessment over the last few years, we plan to carry out a more in depth review this year facilitated by Mulholland Housing Consultancy. A Committee Member asked if this was a requirement, the Director advised that whilst self-assessment is an ongoing process, there is an expectation that in-depth self-assessment exercise is carried out on a regular basis e.g. every 3 years.

5.4 Internal Audit 2023/2024

The Director advised that following discussions with Alex Cameron from Quinn Internal Auditors it was suggested that the association could await the outcome of Copperworks tenant ballot before finalising with this year's joint internal audit plan. Alex advised that he could carry out a joint internal audit covering the areas previously agreed by Committee: Risk Management, Treasury Management and Development. Committee noted that this would see some financial savings being made. Committee approved this recommendation.

5.5 Membership Report

Committee noted the content of report (copy available).

5.6 Business Plan Reporting Arrangements 2023/24

Committee noted the content of report (copy available). The Director advised that following Committee agreement to postpone the Business Planning process until after the ToE, she had prepared KPI's, a Delivery Plan and Risk Register for 2023/2024. These will allow staff to continue to work towards continuing to achieve the aims and objectives of the Association, whilst providing Committee with a mechanism against which to

measure performance. She advised that she intends to continue to report these figures to Committee each quarter to allow Committee to monitor performance. Committee therefore approved the following;

- The proposed KPI's for 2023/24
- The Delivery Plan for 2032/24
- The updated Risk Register
- The proposed Committee Reporting Schedule for 2023/24
- The proposed Policy Review Timetable for 2023/24.

A Committee Member asked that if the Transfer goes ahead and both sets of KPI's are merged he would like a copy of the stand alone figures beforehand to allow him to compare. The Director agreed to provide these.

6.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

6.1 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.

She also added that Glenbarr Street has reached the end of defect period and McLaughlin's are on site attending to all outstanding defects. Once completed and signed off, retentions can be released.

The Depute Director advised that in light of recent correspondence from SHR she has reviewed our procedures in relation to Damp and Mould and. And provided staff with a formal written procedure. This has been sent to all staff to sign their acceptance and understanding of this procedure. She hoped that this provided Committee with the assurance required on this matter.

Following discussion, Committee approved the recommendations contained within the report which were to:

- Provide the Depute Director with the authority to progress with negotiations to extend the following contracts until 31st March 2023, as contained in sections 4.2.1, 4.2.4 and 4.2.6
 - Ground Maintenance
 - Close Cleaning
 - Gas Servicing and Reactive Maintenance
- For Committee to note the formal procedure now in place for Damp and Mould issues as outlined in section 4.4 and supporting documentation attached.

6.2 Glenbarr Street New Build

The Depute Director advised that Glasgow City Council have completed their review of the HAG Completion application and have awarded an additional £62,000. This is less than we applied for. However, following discussion with John Mulholland and the Chair, it was agreed that the offer was fair and reasonable and should be accepted. The Depute Director advised that this was a relatively positive outcome as all funding for the project had been budgeted for already and this additional grant will therefore be offset against additional amounts settled with McLaughlin's.

6.3 Strategy and Development Funding Plan

The Depute Director advised that as we currently have no plans to develop then there is no requirement to submit a Strategy and Development Funding Plan for the coming year.

6.4 Revised and Updated Investment Strategy

The Depute Director advised that the revised and updated investment strategy is currently on hold until the outcome of the transfer is known. Once this is complete the Depute Director and the Finance Manager will prepare a revised investment strategy and bring to Committee for consideration.

7.0 HOUSING MANAGEMENT REPORTS

7.1 Write off Report

Committee noted the content of report (copy available) Committee approved the legal and former tenant write offs put forward within the report.

8.0 FINANCE REPORTS

8.1 External Auditors Appointment Year End 2024

Committee noted the content of report (copy available). The Finance Manager explained that following advice from Mulholland Housing Consultancy he would recommend the reappointment of French Duncan as External Auditor for 2023/24. He explained that reappointing French Duncan would for a further year would give consistency while the Associations progresses with the Transfer of Engagements of Copperworks.

The Finance Manager advised that the Audit market is unstable at the moment and the price quoted was fairly competitive and the tender process should be a year in advance of the audit. A committee member asked if SVHA will go to tender next year, this was confirmed by the Finance Manager.

Committee considered this request and agreed to recommend the reappoint French Duncan as External Auditor for 2023/24 to shareholders at the AGM in September 2023.

A preaudit meeting has also been arrange with French Duncan on 19th April 2023 to discuss the 2022/23 audit process.

9.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Monday 24th April 2023 at 5.00pm in the office at 43 Tharsis Street / via zoom.

10.0 AOCB

10.1 Committee Training

The Corporate Governance Officer reminded Committee that training on Safeguarding and Protection of vulnerable children and adults will take place at 5.30pm on Wednesday 5th April 2023 in the office. She asked that everyone attend if possible.

Meeting closed at 6.00pm

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 _____