

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 24th SEPTEMBER 2024 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	TREASURER
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER (Zoom)
	CRAIG ALLAN	COMMITTEE MEMBER (Zoom) (From item 6.0)
	MARY GIBSON	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	ALEX CAMERON	QUINN INTERNAL AUDITORS (Zoom – Item 6

only)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

Charlie Lunn welcomed everyone to the meeting.

1.1 Apologies

MAUREEN FLYNN	VICE CHAIRPERSON
FLORENCE DIOKA	COMMITTEE MEMBER (ZOOM)
DREW COLLIER	COMMITTEE MEMBER

2.0 ELECTION OF OFFICE BEARERS

Committee agreed that the Director would progress the meeting until the election of office bearers concluded. The Director thanked all Committee present for completing and returning the Code of Conduct for Governing Body members. She advised that those members not present would also be required to sign the COC before participating in the next meeting. Committee noted that the meeting programme for 2024/2025 was sent separately from the papers and noted the dates contained therein.

Office Bearers were then duly elected to office as follows:

CHAIRPERSON

Alan Brown nominated Charlie Lunn for the position of Chairperson.
Seconded by Mary Gibson
There were no other nominations. Charlie accepted the position.

VICE CHAIRPERSON

Geraldine McLaughlin nominated Maureen Flynn for the position of Vice Chairperson.
Seconded by Alan Shute
There were no other nominations. Although Maureen was not present at the meeting she has indicated that she would be happy to accepted the position.

SECRETARY

Alan Brown nominated Clare O'Donnell for the position of Secretary.
Seconded by Alan Shute.
There were no other nominations. Clare accepted the position.

TREASURER

Clare O'Donnell nominated Alan Brown for the position of Treasurer.

Seconded by Geraldine McLaughlin

There were no other nominations. Alan accepted the position.

At this point, Charlie took on his elected position as Chairperson.

2.1 Authorised Signatories

Committee agreed that the authorised signatories for the coming year would be the Director, Charlie Lunn, Alan Brown and Maureen Flynn. This remains unchanged from last year.

3.1 Minute of Management Committee Meeting 27th August 2024

The Minute of the Management Committee meeting held on 27th August 2024 was approved by Committee.

3.2 Confidential Minute of Management Committee Meeting 27th August 2024

The Confidential Minute of the Management Committee meeting held on 27th August 2024 was approved by Committee.

4.0 MATTERS ARISING (Including Action Tracker)

Committee noted that there were no open items contained within the action's tracker.

5.0 DECLARATION OF INTEREST

There were no declarations of interest noted.

Alex Cameron joined the meeting at 5.40pm

6.0 Internal Audit – Transfer of Engagements

Committee considered the content of report (copy available). The Chairperson welcomed the association's Internal Auditor Alex Cameron to the meeting. Alex presented his findings on a recent audit of the Transfer of Engagements process from Copperworks to Spire View. Alex advised that he was pleased to be able to award SVHA with 'substantial' assurance and no recommendations were made following this audit.

Craig Allan joined the meeting at 5.50pm via Zoom.

Alex further confirmed that he has reviewed the Transfer Promises Action Plan to ensure the association has moved this forward as planned. He advised that although some items are still outstanding everything is moving forward and kept within timescales. Alex commends the staff for keeping clear records and a very clear audit trail.

Committee thanked Alex for his time and this report.

Alex left the meeting at 5.55pm.

7.0 Health & Safety Report

Committee considered the content of report (copy available). Committee noted the current position in relation to the Health & Safety Action Plan and Landlord Safety Plan. All Committee members present signed or confirmed by email/whatsapp the Management Committee Health and Safety responsibilities and Landlord safety responsibilities.

Those not present will be asked to sign when they return.

A Health & Safety walkabout was arranged to take place on 26th November 2024 at 4.30pm with Alan Shute, Alan Brown and Mary Gibson in attendance.

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Self-Assessment and Annual Assurance Statement.

The Director advised that normally around September/October time we would present a report on Self-Assessment/Assurance Statement. This is currently being prepared by Mulholland Housing Consultancy and would be presented to Committee at the end of October 2024.

The Director advised that staff were currently updating a revised self-assessment 'Evidence Bank'. This is to bring the format up to date and make full use of our IT systems. The new evidence bank was shared with Committee via email and the Director demonstrated how this worked at the meeting. The Director asked Committee to review this information, the format and accessibility and contact her if they had any comments or suggestions etc.

She went on to state that the evidence bank has lots of information included and explained how crucial it is that both Committee and Staff understand the reason why we collate this information and how it is used. John Mulholland of Mulholland Housing Consultancy will be helping facilitate this years Business Planning event and will no doubt discuss this with Committee. In addition, John has been invited to deliver a staff training session on 30th October 2024. The intention is to raise awareness of the self-assessment./ annual assurance statement process and encourage staff to see where their individual roles fit in the process.

8.2 Potential Transfer of Engagements (Blocharin)

The Director advised that there's nothing further to update on this matter at the moment. A report has been received by Blochairn and further works commissioned as a result. . We are therefore not in a position to progress matters at this stage. The Scottish Housing Regulator is being kept updated by Blochairn as the matter progresses.

8.3 Tenant Satisfaction Survey Results – Action Plan

Committee noted the content of report (copy available). The Director advised that a full copy of both Tenant Satisfaction reports were sent to Committee following the meeting in August 2024 along with a copy of Lorna Shaw's presentation. She advised that the Senior Management Team met recently to consider the content and have devised an action plan which is currently being worked through. A Committee Member asked about a dampness issue identified within the report. The Depute Director advised that she has requested further information from Research Resource to allow us to investigate this matter. Research Resource needs to check with the tenant that they are happy to be identified, and their information passed along to us.

8.4 Name Change

The Director explained to Committee that staff had recently run a Name Change survey and we had 2 clear front runners. Royston Housing Association and No Change. Both results were too close to call. Committee discussed this and advised that they felt there were too many options put forward in this survey therefore they agreed to run the survey again this time with only 2 options to choose from. Royston Housing Association and No Change. This survey will run to 16th October 2024. A further report will be provided at the meeting in October 2024.

8.5 Annual Business Planning Event

Committee noted the content of report (copy available). The Corporate Governance Officer encouraged all Committee Members to attend this years Business Planning Event / Away day on Friday 8th and Saturday 9th November 2024 which will be held at the Garfield House Hotel. She asked any members that had not yet confirmed their attendance to do so as soon as possible to allow her to finalise these details with the hotel.

8.6 Membership Report

Committee noted the content of report (copy available). Committee approved 5 membership applications and the use of the seal. Committee also noted the cancellation of 4 shares.

9.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available) and approved the recommendation to extend the current gutter cleaning and roof anchor bolt servicing and maintenance contract with Paterson Safety Anchors for a further 2 years.

9.2 Triangle Site

The Depute Director advised that works to this site have been further delayed by a recent bout of bad weather. However, she advised that she is pushing to have these works completed as soon as possible.

9.3 RDT Lease of SVHA Owned Land

The Depute Director advised that that Finance Manager was still progressing this matter with the lenders. We are in the process of discharging the encumbered stock. Committee will be updated as this matter progresses.

9.4 Insurance Report – Renewal Premiums

Committee noted the content of report (copy available) The Depute Director presented the Insurance Report in relation to renewal premiums. Committee noted a significant increase in premiums this year and the Depute Director advised that this is reflective of increases across the board in the sector. She advised that the housing stock insurance market is currently very volatile and as a result, not many insurers are willing to provide insurance. She advised that this is a matter GWSF are discussing at the moment with their members. Therefore, as detailed in the report and attachments, only 2 companies were willing to provide cover at this time.

Following discussion Committee agreed payment of the broker's fee and instructed the Depute Director to proceed with the renewal as detailed in her report.

A Committee member asked for an update in relation to an ongoing insurance claim that had been discussed at a previous meeting. The Depute Director provided this and also advised Committee members that we are continuing to pursue recovery of the property and also the cost of these works along with legal fees. Weekly monitoring of the property condition is also ongoing.

10.0 POLICY REVIEW

10.1 Entitlements, Payments and Benefits Policy - Review

Committee noted the content of report (copy available). Committee considered the draft Entitlements, Payments and Benefits Policy and agreed to the adoption and implementation of this Policy.

10.2 Committee Recruitment Policy- Review

Committee noted the content of report (copy available). Committee considered the draft Committee Recruitment Policy and agreed to the adoption and implementation of this Policy.

10.3 Committee Induction Policy Review

Committee noted the content of report (copy available). Committee considered the revised draft Committee Induction Policy and agreed to the adoption and implementation of this revised Policy.

11.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 29th October 2024 at 5.30pm in the office at 43 Tharsis Street / via zoom.

12.0 ANY OTHER COMPETENT BUSINESS

12.1 Energy Project

The Director advised Committee that sadly we were unsuccessful in our recent funding application from Energy Redress Fund. She advised that the energy team have been informed and are now looking for alternative employment. The Director advised that we could reapply to ERF at the appropriate time. In the meantime, we will consider staff suitability for any posts that we have available / recruit to.:-

12.2 Change of Auditors – Notifiable Event

The Director advised that at our recent Annual General Meeting on 17th September 2024, Association members approved the appointment of a new external auditor CT. The Director advised that this constitutes a notifiable event which has been submitted to the Scottish Housing Regulator and subsequently signed off as complete. Details have been entered into the Notifiable Event register.

Meeting closed at 6.45pm

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 _____