

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 25th MARCH AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:

ALAN BROWN	TREASURER
CLARE O'DONNELL	SECRETARY
DREW COLLIER	COMMITTEE MEMBER
ROSEMARY GALLAGHER	COMMITTEE MEMBER
OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER

IN ATTENDANCE:

FIONA MURPHY	DIRECTOR
MARGARET BROWNLIE	DEPUTE DIRECTOR
DONNA RICHARDSON	HOUSING MANAGER
JORDAN HENDERSON	FINANCE MANAGER
GILLIAN SPENCE	CORPORATE GOVERNANCE MANAGER
EMILY MUIR	CORPORATE SERVICES ASSISTANT
OLWYN GAFFNEY	SHARE (ZOOM) Item 5.5 only

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

In the absence of the Chair and Vice Chairperson and following discussion Committee agreed that the meeting should be chaired by Drew Collier.

1.1 Apologies

MARY GIBSON	COMMITTEE MEMBER
CHARLIE LUNN	CHAIRPERSON
MAUREEN FLYNN	VICE CHAIRPERSON (ZOOM)
ALAN SHUTE	COMMITTEE MEMBER
GERALDINE McLAUGHLIN	COMMITTEE MEMBER
ELIZABETH WEDLOCK	CO-OPTEE

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 25th February 2025

The Minute of the Management Committee meeting held on 25th February 2025 was approved by Committee.

3.0 MATTERS ARISING (Including Actions Tracker)

Committee noted that there was one open item contained within the actions tracker.

Item 9.3 Triangle Site Satisfaction Survey: Survey is currently with tenants and results will be reported back to Committee at the appropriate time.

All other matters were closed.

4.0 DECLARATION OF INTEREST

Clare O'Donnell, Alan Brown and Osman Lamin Sidique all declared an interest in item 6.2 RDT Lease of SVHA Owned Land. It was agreed that these Committee members would be required to leave the meeting at the appropriate time whilst this item is discussed.

Committee agreed that Olwyn Gaffney could present Item 5.5 Committee Appraisal Feedback Report at this point in the meeting to allow her to attend a prior engagement.

Committee welcomed Olwyn Gaffney to the meeting at 5.40pm.

5.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

5.1 Business Plan 2024 – 2027 (Year 2 Review)

Committee noted the content of report (copy available). The Director presented Section 8 (Part 2) of the draft Business Plan 2024 – 2027. Committee noted this section and the appendices. The Finance Manager noted a small error contained within the finance section in relation to date that stated 2025 and should read 2026. He advised that this would be corrected. Following this amendment Committee approved section 8 of the revised draft Business Plan.

5.2 Self-Assessment Review

Committee noted the content of report (copy available). Committee noted the progress made in relation to Self Assessment since approval of the Improvement Plan in October 2024.

5.3 Tenant Satisfaction Survey Update

Committee noted the content of report (copy available). Committee noted all actions contained within the Tenant Satisfaction Survey - Action Plan were now complete

5.4 Membership Report

Committee noted the content of report (copy available). Committee approved 2 membership applications and the use of the seal.

5.5 Committee Appraisal Update

This item was discussed after item 4.0 in the agenda.

Olwyn Gaffney from SHARE presented her findings following on from this year's Committee Appraisals. Committee noted 2 recommendations as follows.:

- *That the Management Committee and senior officers discuss succession planning for the governing body, including ensuring representation from all parts of the community (including younger people) and that members are clear about how this will be implemented.*
- *That the Committee and Association agree on a learning and development plan based on discussions with members and considering the appraisal exercise's results.*

In addition to these recommendations Olwyn confirmed the following;

- 2 Committee members expressed an interest in becoming an Office Bearer.
- No Committee members are thinking of standing down in the next 3 years however 5 members were 'unsure'.
- Individual Learning Statements are being drafted and will be shared with Committee members in the coming days.
- Committee members present also noted the Chairs 360 appraisal. Olwyn presented feedback on this.

Committee thanked Olwyn for this report and for coming along to present her findings. The Corporate Governance Manager advised that a copy of this feedback report would be circulated to Committee.

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 she had no further additions to report other than what was contained within the report. However, she referred to discussions last month regarding the performance of the current close cleaning contractors and advised that the Director and her were looking at alternative options as part of the considerations of developing an Estate Caretaker service. Therefore, she requested that Committee approve a 3 month extension only at this time to allow for performance to be monitored further and for further information to be brought back to Committee at the appropriate time. Following discussion committee agreed to a 3 month extension of the close cleaning contract.

6.2 RDT Lease of SVHA Owned Land

This matter was discussed after Item 10.2 AOCB

Clare O'Donnell, Alan Brown and Osman Lamin Sidique left the meeting at 6.15pm before this matter was discussed.

Three Committee Members declare and as such, were required to leave the meeting. This left just 2 Committee Members eligible to vote. Therefore Committee decided to defer decision of this report to all full Committee to consider and instructed the Depute Director to email this report to all eligible Committee Members under urgent decisions for consideration and decision.

The Depute Director advised that this would be done immediately following the meeting.

6.3 Strategy and Development Funding Plan 2025-2026

Committee noted the content of report (copy available) Committee approved the Strategy and Development Funding Plan and instructed submission to NRS by the deadline of 25th April 2025.

7.0 HOUSING MANAGEMENT REPORTS

7.1 Write off Report – Former Tenant Arrears, Legal Expenses and Rechargeable Repairs

The Depute Director advised Committee that there was some confusion as to when this report should be reported. It was agreed to report in April this year to allow the inclusion of figures up to 31st March. The Depute Director advised that she would look back and double check if this should be reported in March or April next year to ensure it stays on track going forward.

8.0 POLICY REVIEW

8.1 Digital Engagement Statement

Committee noted the content of report (copy available). Committee considered the revised draft Digital Engagement Statement. A Committee Member asked if the new revised statement considered the use of AI (Artificial Intelligence). The Finance Manager advised that it had not been included here but would be taken into consideration when reviewing the IT Security Policy or Communication Tools Policy. The Finance Manager went on to advise that the Digital Engagement Statement would be incorporated into the Tenant Participation Strategy at the next review date.

Following discussion Committee agreed to the adoption and implementation of this Statement.

8.2 Anti-Social Behaviour Policy

Committee noted the content of report (copy available). An error was noted at section 3.12, which should read 3 years rather than 2 years. Also, section 3.14 should be deleted. Apart from these minor changes,

Committee considered the revised draft Anti-Social Behaviour Policy and agreed to the adoption and implementation of this.

9.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 29th April 2025 at 5.30pm in the office at 43 Tharsis Street / via zoom.

10.0 ANY OTHER COMPETENT BUSINESS

10.1 35th Anniversary Event/ Royston's Got Talent

The Corporate Governance Manager reminded Committee that our 35th Anniversary / Royston's Got Talent event would take place on Saturday 29th March 2025 at 12-4pm in Roystonhill Community Hub. All Committee are encouraged to attend.

10.2 Bulk Uplift

The Depute Director advised that she received an email today confirming that a local landfill site has gone into administration. This will have a knock-on effect on our bulk uplift costs as we would require to use private dumps meantime to ensure that bulk does not pile up. She explained that she would investigate this matter some more and report back to Committee when she had more information.

Meeting closed at 6.30pm

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 _____