

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 26th AUGUST 2025 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	TREASURER
	ALAN SHUTE	COMMITTEE MEMBER
	DREW COLLIER	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE MANAGER
	JORDAN HENDERSON	FINANCE MANAGER
	EMILY MUIR	CORPORATE SERVICES ASSISTANT
	STUART BEATTIE	CT AUDITORS (ZOOM) (Item 5.1 only)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting.

1.1 Apologies

MAUREEN FLYNN	VICE CHAIRPERSON
RACHEL COOPER	COMMITTEE MEMBER
ROSEMARY GALLAGHER	COMMITTEE MEMBER
OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
MARY GIBSON	COMMITTEE MEMBER
ELIZABETH WEDLOCK	CO-OPTEE
JEREMY CHITTLEBURGH	CT AUDITORS

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 24th June 2025

The Minute of the Management Committee meeting held on 24th June 2025 was approved by Committee.

2.1 Minute of Staffing Sub-Committee Meeting 22nd July 2025

The Minute of the Staffing Sub-Committee meeting held on 22nd July 2025 was approved by member of the staffing Sub-Committee.

3.0 MATTERS ARISING (Including Actions Tracker)

Committee noted that there was 1 open item contained within the action's tracker. Item 7.3 Glasgow City Council HSCP local lettings plan: this item is on the agenda at Item 8.1 to be discussed tonight.

4.0 DECLARATION OF INTEREST

There were 2 declarations of interest made, as follows;

Emily Muir declared an interest at Item 6.4 SHR Anonymous Report

Charlie Lunn declared an interest at item 11.2 Donation Request

5.0 FINANCE REPORTS

Stuart Beattie from CT Auditors joined the meeting via Zoom at 5.40pm

The Finance Manager introduced Stuart Beattie from CT Auditors who apologised that neither he nor his colleague Jeremy Chittleburgh were able to attend the meeting in person.

5.1 Draft Annual Financial Statements & Letters to 31st March 2025

Committee noted the content of the report (copy available). Stuart took Committee through the Audit Summary Report and advised that the Association had a clean audit report. He confirmed that he was happy that there have been no breaches nor issues for the Association. Committee were happy with this report and the level of information presented. The Finance Manager drew Committee attention to the Management Letter and noted that there were no areas requiring Committee attention.

Committee therefore;

- Approved the draft financial statements for the year 31st March 2025
- Approved response to the audit summary report which, once drafted, will be signed by the Chairperson
- Approved the signing of the Letter of Representation

Committee thanked Stuart for attending and for presenting this report.

Stuart left the meeting at 6pm.

5.2 Management Accounts to 30th June 2025

Committee noted the content of the report (copy available). A Committee Member asked what £43,000 'Other Income' referred to, the Finance Manager advised that this was grant income such as funding received from Cycle Scotland to install bike sheds in the community. The Finance Manager explained that although some areas of the Statement of Comprehensive Income were showing a significant variance and highlighted in Red was due to funding draw downs and would change as the financial year continues.

Following some discussion Committee approved the Management Accounts to 30th June 2025.

6.0 CEO/ CORPORATE GOVERNANCE REPORTS

6.1 Transfer Promises Action Plan to 30th June 2025

Committee noted the content of the report (copy available). Committee noted the progress made in relation to the Transfer Promises Action Plan and the change in timescale for completion of the implementation of the tenant portal to October 2025. The CEO advised that the Scottish Housing Regulator were continuing to monitor the Transfer Promises Action Plan and she has provided them with a copy of this report.

6.2 Business Plan Progress Report to 30th June 2025

Committee noted the content of report (copy available). The CEO confirmed that KPI figures remain positive and provided narrative where any targets have not yet been reached. She advised that there has been good progress on the delivery plan. The CEO drew Committee's attention to a change in timescale from June 2025 to March 2026 to explore the introduction of an Estate Caretaking team.

There were no changes to the assessment of risks at this time.

6.3 Urgent Measures Report

Committee noted the content of the report (copy available). Committee noted that since the last Committee meeting on 24th June 2025 there were 3 Urgent Decisions that required Committee decision. These decisions were taken under the urgent decision provision within the Standing Orders and a full report on each matter presented at tonight's meeting.

As per the Standing Orders decision was sought on the following matters;

- Paneling at 299 Roystonhill, 2 & 4 Dunolly Street and 290-288 Royston Road
- Close Cleaning Tender
- EPB Allocation

As per the Standing Orders over 75% of Committee agreed via email to proceed with each matter and move forward.

6.4 SHR Anonymous Report

Emily Muir left the meeting whilst this item was discussed.

A separate confidential minute is available in relation to this item.

Emily Muir returned to the meeting.

6.5 AGM Arrangements 2025

Committee noted the content of the report (copy available). Committee noted the date for this year's AGM is Tuesday 16th September 2025 at 6pm and will take place in Roystonhill Committee Hub.

Committee also noted the content of the Secretary's letter in accordance with Rule 68. Furthermore, they noted the Committee members that will be standing down this year.

6.6 Membership Report

Committee noted the content of the report (copy available). Committee approved 3 membership applications and the use of theseal.

6.7 Complaints Handling Report to 30th June 2025

Committee noted the content of the report (copy available). The Corporate Governance Manager advised that although the association is currently out with target and sitting at 60% of all complaints upheld this related to 3 of 5 complaints received this year. It is hoped that this figure will reduce as the year progresses.

6.8 Roystonhill Community Hub

Committee noted the content of the report (copy available). Committee noted that both the Hub and Heritage Projects are going very well. Engagement has been high, and both the Hub and Heritage project continue to go from strength to strength. The CEO advised that the agreement for the Association to fund the Volunteer Co-ordinator post will come to an end on the 30th September 2025 however, we are currently awaiting the outcome of a funding application to the lottery to see if they will fund this post going forward. She advised that a report will be submitted to the Management Committee next month with an update.

7.0 DEPUTE CEO/ MAINTENANCE / DEVELOPMENT REPORTS

7.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available). The Depute Chief Executive Officer (DCEO) presented this report. The DCEO advised that kitchen surveys had been delayed but she was pushing this matter forward as fast as possible.

- The Pre-Start meeting for Panelling works at 299 Roystonhill, 2 & 4 Dunolly Street and 290 –288 Royston Road will take place on 28th August 2025.
- Improvement noted with Grounds Maintenance contract
- Improvement noted with the Close Cleaning contract - a Committee member reported that windows were being missed during the clean. Staff advised that they would investigate this and urged Committee and tenants to report any missed areas as they occur and not to wait until a Committee meeting. This will allow us to monitor the contract effectively and take immediate action.
- Stock Condition Survey – The DCEO apologised she advised that due to a mix up she had scheduled to bring this to Committee in September but noted it should have been tabled this month. She advised that she would bring the report to the September meeting. However, she did confirm that initial findings have not thrown up any areas of concern or major issues that would impact upon the planned programme for 2026/27..

7.2 Insurance Report – Annual Update

Committee noted the content of report (copy available). Committee noted that the renewal cost negotiations for the period 1-10-25 – 30-9-26 are ongoing and a report on this will be brought to the September meeting.

7.3 Maintenance Assistant Recruitment Report

Committee noted the content of report (copy available). Committee noted the procedure that was followed throughout the recruitment process and the DECO confirmed that she was very happy with the appointment.

7.4 Rechargeable Repairs

A separate confidential minute is available in relation to this item.

8.0 HOUSING MANAGEMENT REPORTS

8.1 Glasgow City HSCP – Local Letting Plan 2025/2026

Committee noted the content of report (copy available). Following discussion Committee agreed that the current target of 25% homeless allocations would remain. If we get close to meeting this target during the year then the situation will be reviewed.

9.0 POLICY REVIEW

9.1 Whistleblowing Policy

Committee noted the content of the report (copy available). Committee agreed to the adoption and implementation of the revised Whistleblowing Policy with immediate effect.

9.2 Protocol for Reporting Notifiable Event

Committee noted the content of the report (copy available). Committee agreed to the adoption and implementation of the revised Protocol for Reporting Notifiable Events with immediate effect. Committee noted that Committee and staff training on this policy has been arranged to take place in Oct/Nov 2025.

9.3 Damp & Mould Policy

Committee noted the content of the report (copy available). The DCEO explained that this policy review was being tabled out of sequence due to recommended action from the Internal Audit. The changes to the policy were highlighted in red. As per the report, DCEO also requested permission from Committee to delay the implementation of the Damp & Mould monitoring process to September as this was not yet available on Homemaster. Committee agreed to the adoption and implementation of the revised Damp & Mould Policy with immediate effect and also to the revised timescale for the monitoring process to September 2025.

A Committee Member asked given recent issues in the media if SVHA regularly check window catches. The DCEO advised that we currently check safety catches when a property becomes void or if a tenant reports a fault. She stated that her understanding was that annual checks only related to buildings over a certain height. However, she would double check this.. Committee discussed this and felt it would be appropriate to draft a newsletter article on window safety catches.

9.4 Financial Procedures

Committee noted the content of the report (copy available). The Finance Manager advised that the Financial Procedures were being presented to Committee outwith the normal cycle due to the introduction of card payment machines which referred mainly to section 6 of the policy. However he went on to explain that he also took the opportunity to revise the full document and update accordingly. He went on to advise that the future revision date of January 2027 remained unchanged and will continue to align with Financial Regulation review. Committee agreed to the adoption and implementation of the revised Financial Procedures with immediate effect.

10.0 DATE & TIME of NEXT MEETING

Committee noted the Associations AGM will take place at 6pm on Tuesday 16th September 2025 in Roystonhill Community Hub. Following the AGM the next hybrid Management Committee meeting will take place on Tuesday 23rd September 2025 at 5.30pm in the office at 43 Tharsis Street / via zoom.

11.0 ANY OTHER COMPETENT BUSINESS

11.1 Donation Request

The Corporate Governance Manager read out an email from a local resident who has requested that the association support him in a donation towards the full cost of training in First Aid Response Emergency Care Level 4. Committee discussed this matter and agreed to donate £300 directly to the training provider. The resident advised that following completion of this course he would volunteer his services as a first aider at any local community events that SVHA hosts in the future.

11.2 Blochairn Housing Association Update

A separate confidential minute is available in relation to this item.

11.3 GCC - Area Partnership Meetings

The CEO reminded the Chairperson that the next Area Partnership Meeting would take place on 16th September 2025 and advised that Lizzy Wedlock should attend too if possible, to shadow and be introduced.

11.4 Donation Request

The Chairperson declared an interest in this item and left the meeting whilst discussion took place.

The CEO advised that we had received a donation request from a local tenant who is related to the Chairperson therefore she felt it was appropriate to present this to the full management committee for consideration and decision. Committee noted that the donation request would be used to start a free breakfast club at the Hub on the Hill Cafe as a trial. If there was a big enough demand for this service, the Hub on the Hill Café would seek other partners and continuation funding to support the venture. Committee discussed this and agreed to donate £200 to this project.

Meeting closed at 7.20pm

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
