

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 26TH MARCH 2024 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON (ZOOM)
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	TREASURER
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	DREW COLLIER	COMMITTEE MEMBER
	MARY GIBSON	COMMITTEE MEMBER
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	OLWYN GAFFNEY	SHARE (ITEM 6.8 ONLY)
	TONY CARRUTHERS	GUARDIAN PEOPLE SOLUTIONS (ITEM 5.0 ONLY)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting.

1.1 Apologies

RACHEL COOPER	COMMITTEE MEMBER (LOA)
ALLAN STEWART	COMMITTEE MEMBER (LOA)
ANGELA HEANEY	COMMITTEE MEMBER (LOA)

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 27th February 2024

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

2.2 Confidential Minute of Committee Meeting 27th February 2024

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

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted that there were 2 open items contained within the action's tracker, they are as follows;

Item 6.2 Final draft budget – The Finance Manager confirmed that he has now met with a Committee Member and provided a copy of 23/24 projections for comparison to 24/25 projections. He advised that he also built in more detail on this into the quarterly Management Accounts.

Item 12.2 Risk Assessment – The Finance Manager confirmed that a Risk Assessment had been completed and saved into SharePoint.

Both open items were therefore closed following this update.

4.0 DECLARATION OF INTEREST

Gillian Spence declared an interest at item 5.0 - Staff Structure Review

Maureen Flynn, Alan Brown and Clare O'Donnell declared an interest at item 7.5 - RDT request to lease SVHA owned land.

Fiona Murphy, Margaret Brownlie, Donna Richardson, Gillian Spence and Jordan Henderson declared an interest in relation to item 12.2 AOCB (EVH Employers Ballot).

It was agreed that all those declaring an interest would leave the meeting when the relevant items were discussed.

Item 6.8 was discussed at this point

Tony Carruthers joined the meeting at 5.40pm

Olwyn Gaffney left the meeting at 5.50pm

5.0 STAFF STRUCTURE REVIEW – CONFIDENTIAL REPORT

Gillian Spence had declared an interest in this item and left the meeting whilst the presentation / discussion took place.

Tony Carruthers outlined the background and methodology for carrying out the work commissioned, including the survey of peers that was carried out. He went through his covering report with the Management Committee drawing their attention to each of the recommendations. Tony felt it was apparent that the Committee and Senior Management Team were thinking ahead during the Transfer of Engagements process and putting in place some temporary measures during that time was the right thing to do.

Tony advised he had met with the SMT to discuss the report and they had accepted the findings and noted that there were no big surprises there. Tony feels the current structure is fit for purpose now and in the future, assuming the recommendations are accepted and acted upon.

Tony also noted that generally there is a lot of movement within the Housing Association sector at the moment, meaning there are a lot of jobs available. It is therefore important that we make Spire View as attractive an employer as possible. Furthermore, he noted the positivity with Spire View as an organisation and across the staff team, all of whom were very engaged and positive during the review process.

Committee considered each of the recommendations made by Tony and approved these in their entirety. The Director advised that she will commence discussion on the implementation of recommendations via the Senior Management Team meetings.

Tony Carruthers left the meeting at 6.00pm

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Transfer of Engagements – Confidential Report

Committee considered the content of report (copy available) along with the various attachments. The Director provided a verbal overview of all documentation.

The Director advised that we have now received confirmation that Copperworks has been deregistered from the Financial Conduct Authority, OSCR and the Scottish Government's Property Factors Register.

Only one item is outstanding on the due diligence register in relation to the Written Statement of Services and a draft IS on the agenda to be considered this evening. Committee therefore agreed that this should be removed from the Due Diligence Log and noted that all items on this Log were now concluded.

Staff continue to work their way through any remaining Project Plan actions.

The Director also advised that following communication with SHR some items would be added to the Transfer Promises Action Plan as reported last month.

The Director advised that all items on the Integration Plan are now complete therefore Committee approved the removal of this from future reports.

Committee therefore;

- **Noted** the update contained within the report in relation to the close down of Copperworks Housing Association.
- **Noted** the content of the Outstanding Due Diligence Actions Log, Project Plan and Integration Plan.
- **Approved** removal of the 'Outstanding Due Diligence Actions Log' from future reporting.
- **Approved** removal of the integration Plan from future reports.

6.2 Potential Transfer of Engagements (Blochairn)

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

6.3 Business Plan 2024 - 2027

Committee considered the content of report (copy available).

Following some general discussion, Committee **noted** and **approved** the part 2 of the Business Plan attached to the report along with the committee reporting schedule and policy review timetable.

A Committee Member asked for some clarification on why the stock is depreciated, the Finance Manager confirmed that this is made up to the capitalisation of the individual components where lifecycles will differ and these can be seen on note 1 of the annual accounts published each financial year.

6.4 Internal Audit Services 2024-2027

Committee noted the content of report (copy available). Following discussion Committee noted that it is acceptable to retain the services of the same Internal Auditor if the Association is happy with the service provided and value for money can be demonstrated. Committee noted that they received a good service from Quinn Internal Audit and approved continuation of this service for a further 3 years.

Committee also approved the proposed Internal Audit Plan for 2024 – 2025.

6.5 Self-Assessment Review

Committee noted the content of report (copy available). It was noted that steady progress has been made since the self-assessment exercise during 2023.

6.6 Notifiable Events – Confidential Report

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

6.7 Membership Report

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

6.8 Committee Appraisal

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 they are as follows.

- Share **recommend** that the Committee discusses the shared vision and values for the Association in conjunction with senior staff and that there's is an agreement on communicating these to tenants and other stakeholders.
- Share **recommend** that Committee and Association agree on a learning and development plan based on discussions with members and considering the results of the appraisal exercise.

In addition to these recommendations Olwyn confirmed the following;

- 4 Committee members expressed an interest in becoming an Office Bearer.
- 3 Committee members were not sure of addressing the quality of homes and decarbonisation – this should be covered in Committee training.
- 5 Committee members are thinking of standing down in the next 3 years.
- Individual Learning Reports are being drafted and would be shared with Committee members in the coming days.

Committee thanked Olwyn for this report and for coming along to present her findings.

6.9 Fair Work First Statement

Committee noted the content of report (copy available). Committee approved the Joint EVH and Unite Fair Work First Statement to be published on the Associations website.

7.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available). The Depute Director provided the following additional information;

Kitchen/Boiler Renewal Contract

This tender has been appointed to BRB Electrical and currently awaiting program for Year 1.

Window Contract

A separate report for this matter was tabled at the meeting. The Depute Director provided Committee with a copy of the Tender report in relation to this contract. Committee noted the content of report (copy available).

Following discussion Committee agreed to appoint CR Smith for Year 1 works and thereafter would instruct a structural engineer to further achieve a level of certainty over the screens and this will inform future considerations for Years 2 and 3.

Grounds Maintenance Contract

The Depute Director advised that following unsuccessful negotiations with our current contractor we have now moved to procure the service via tender. This Tender was placed on Public Contract Scotland on 21st February 2024 with a deadline for returns of 22nd March 2024. The Depute Director confirmed that our current Contractor John O'Conner's are not willing to extend our contract therefore unfortunately this may mean that the association has no Grounds Maintenance Contractor in place for a short period of time. The Depute Director apologised and advised that due to timings she might need to move this contract forward under 'Urgent Decisions'.

Close Cleaning

The Depute Director advised Allander Cleaning Services were approved as the preferred Contractor under 'Urgent Decisions' on the 4th March (copy of email included with papers) and the Contractor was appointed today. Following a challenge from one of the bidders and given the low tender price due diligence was carried out. This has resulted in a delay in awarding the contractor and again may see a short period with no Contractor in place. The Housing Manager will contact all tenants and owners via text to provide an update.

7.2 Roystonhill Masterplan

The Depute Director advised that a scheme proposal has been submitted to NRS for consideration and is currently awaiting approval of this. The Depute Director continues to chase this approval and will update Committee as appropriate.

7.3 Triangle Site

The Depute Director advised that she has nothing further to report on the Triangle Site at the moment other than the information already contained within the report. A Committee Member asked for clarification on the materials that will be used in the informal children's area. The Depute Director confirmed that this would be grass.

7.4 Investment Strategy Review

The Depute Director asked Committee permission to postpone this report until April 2024 to allow her time to consider Year 1 costs are as robust as possible before asking Committee to make a decision. Committee agreed to postpone until April 2024.

Maureen Flynn, Alan Brown and Clare O'Donnell all declared an interest in item 7.5 and left the room while a discussion took place.

7.5 RDT Request to lease SVHA

Committee noted the content of report (copy available). Following discussion Committee approved for a piece of land owned by Spire View to be leased to Rosemount Development Trust for a period of 25 years subject to lenders consent or the removal of security. Committee also granted authority to the Director to progress with the preparation of the appropriate documentation.

8.0 HOUSING MANAGEMENT REPORTS

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

Committee noted the content of report (copy available). Committee approved all write offs contained within the report.

A Committee Member asked why some of the accounts date back to 2017 and had not been written off before now. The Housing Manager confirmed that this is due to a variety of reasons but most likely as these people have engaged with us at some stage and provided additional contact details or a forwarding address then moved on again and we have not been successful in locating them.

9.0 FINANCE REPORTS

9.1 IT– Housing Software Provider

The Finance Manager advised Committee that Spire View has used SDM Housing Software since 1995, it worked well until recently when the company was taken over that ultimately seen a change in the price structure, this also resulted in a change of key personnel which resulted in a decline in the support we would normally expect to achieve. The Finance Manager advised that the technology has also not had the investment we would expect and is currently being housed on a virtual server. This is delaying the association from being able to move forward with technology as planned and proving expensive.

He advised that he has carried out extensive research and identified Home Master as an appropriate replacement, Home Masterwork with 38 other RSL's in Scotland and feedback from a selection of these has been very positive. The Finance manager advised that he had hoped to have a full report for Committee in

time for tonight's meeting however he advised that the legal agreements are still being checked over by our Solicitors therefore he will provide this report in April 2024.

A Committee member asked if the Senior Management team had spoken to any of the other 38 housing associations already using the software to find out how the migration of this system went as in his experience this can often prove difficult. The Finance Manager advised that they had carried out site visits already and considered this information.

The Director added that to allow us to continue to comply with Cyber Essentials our Housing Software needs to be cloud based. SDM is not a cloud-based system and they do not have any plans to move to cloud based therefore it is costing the association to find work around for this.

A full report will be provided at the next meeting.

9.2 External Auditor Tender

Committee noted the content of report (copy available). Committee noted the tender process and the tenders received. Following discussion Committee agreed to recommend appointment of CT as the external Auditors to members at the AGM in September 2024.

10.0 POLICY REVIEW

10.1 Factoring Written Statement of Services

Committee noted the content of report (copy available). Committee considered the revised draft Written Statement of Service and agreed to issue these to the former Copperworks Owners.

10.2 Tenant Participation Strategy

The Housing Manager advised that production of this year Tenant Participation Strategy has been delayed slightly and asked for Committee approval to bring this back to Committee in May 2024. The Housing Manager advised that following a recent advert in the newsletter requesting tenants' involvement in the drafting of the Tenant Participation she was delighted that 9 tenants responded. With this in mind we then commissioned Lesley Baird formerly of The Tenant Participation Advisory Service to assist us in setting up a focus group and working with these tenants as an independent consultant to ensure we capture the tenant views and priorities into this Strategy. The Housing Manager advised that to allow these works to be carried out she requested a postponement of this Strategy until May. Committee approved this request.

10.3 Complaints Handling Procedure

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

10.4 Unacceptable Actions Policy

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

10.5 Treasury Management Policy

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

11.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 30th April 2024 at 5.30pm.

12.0 A.O.C.B

12.1 Strategy and Development Funding Plan

The Depute Director advised that NRS requested that the association submit a SDFP by 29th April 2024. She went on to advise that she plans to include the Millburn Street site in this submission and confirmed that the association has no other development plans at the moment. Committee approved this submission to NRS.

12.2 Director's Appraisal

The Director advised that it is now to commence this year's staff appraisal process and arrangements have been made for the Chairperson and Vice Chairperson to carry this out on **Wednesday 3rd April at 2pm.**

All other staff appraisals will be carried out thereafter.

12.3 EVH Employers Ballot

Fiona Murphy, Mags Brownlie, Donna Richardson, Jordan Henderson and Gillian Spence had all declared an interest in item 12.3 and left the meeting whilst this discussion took place.

Committee agreed to vote 'yes' in the Ballot and instructed the Director to complete and return the Ballot Paper to EVH.

12.4 Committee Training and Conference Budget

The Chairperson advised that it had come to his attention that the association was nearing reaching the budget limit for Committee Conferences during 2023/2024. He asked Committee to be mindful of how many they wish to attend each year and the cost of this. He advised that consideration may need to be given to limiting how many each member is able to go to going forward.

Meeting closed at 7.25pm

Minute taken by Gillian Spence and Fiona Murphy

I certify that the above minute has been approved as a true and accurate reflection of the proceedings.

Signed (Chair) _____

Date _____