

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 27TH FEBRUARY 2024 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	TREASURER
	ANGELA HEANEY	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	DREW COLLIER	COMMITTEE MEMBER
	MARY GIBSON	COMMITTEE MEMBER
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER
	FLORENCE DIOKA	COMMITTEE MEMBER (ZOOM)(from item 4.0)
	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

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Chairperson welcomed everyone to the meeting. The Director read out an email from Rachel Cooper who requested a Leave of Absence from Committee for 3 months due to a very busy work schedule. Rachel is struggling with the time commitments at the moment and feels this will be resolved in the coming weeks. Committee approved this request.

1.1 Apologies

RACHEL COOPER	COMMITTEE MEMBER (LOA)
ALLAN STEWART	COMMITTEE MEMBER (LOA)
ROSEMARY GALLAGHER	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 30th January 2024

The Minute of the Management Committee meeting held on 30th January 2024 was approved by Committee.

2.2 Confidential Minute of Committee Meeting 30th January 2024

The Confidential Minute of the Management Committee meeting held on 30th January 2024 was approved by Committee.

Florence Dioka arrived at 5.35pm

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted that all items contained within the action's tracker were closed.

4.0 DECLARATION OF INTEREST

Donna Richardson, Gillian Spence and Jordan Henderson declared an interest in relation to item 12.5 AOCB. It was agreed they would leave the meeting when this item was discussed.

5.0 HEALTH & SAFETY REPORT

Committee considered the content of report (copy available). The Depute Director apologised to Committee and advised that she had noted an error contained on page 17 of this report. The error related to the Landlord Safety Manual and the Management Committee members and their positions held. The Depute Director confirmed that she had noted this and updated this information. She confirmed that she had a hard copy with her at this meeting and would be happy to circulate a full electronic copy to Committee on request.

The Depute Director asked Committee to note the content of the report, the Policy Statement and the Committee roles and responsibilities. Committee were asked to sign to acknowledge these in relation to Health and Safety. Those members attending virtually were asked to send an email acknowledging their responsibilities.

6.0 FINANCE REPORTS

6.1 Management Accounts to 31st December 2023

Committee considered the content of report (copy available). The Finance Manager advised that the Associations standalone position is very healthy and this will continue on throughout quarter 4 of the year.

He advised a small calculation error on the asset cover covenant should read 2.9m and not 2.8m for outstanding loan balances, he advised that this will be amended before submitting to the lenders. A member asked for clarification on what a covenant was. The Finance Manager explained that this is a condition attached to our loans. He went on to say that Copperworks did not have any covenants previously and he would prepare some training for Committee on this.

Following discussion Committee approved the Management Accounts to 31st December 2023.

6.2 Final Draft Budget 2024/2025 and 30 Year Projections

Committee considered the content of report (copy available). The Finance Manager advised that the Statement of Comprehensive Income projects a surplus for the financial year. Net assets continue to remain at a health level and 30 Year cashflow balance remains within target levels.

The Finance Manager went on to advise that overall, the budgeted plan is financially viable in the short, medium and long term. He advised has carried out various risk scenarios and the plan is most susceptible to a rent freeze, 10% increases for investments costs and the reintroduction of the pension deficit contributions. However, all risks presented materialise in the latter life of the financial plan and scop to mitigate this in the short to medium term. He would continue to run risk analysis and scenario testing to ensure we monitor increased cost and the effects of these.

A Committee member asked why the covenant on page 40 of the report was set very high for interest rates. The Finance Manager advised that the bank asked that this be no lower than 150% but there's significant covenant headroom that ours outturns at 546%

The Depute Director advised that she has been working alongside the Finance Manager on the 30 Year Financial Projections as she has seen an increase in maintenance costs, she advised that they were currently trying to smooth out this spend while still meeting all of the associations commitments.

A Committee Member asked if salaries were increased from 5.5% to 6% where did the 0.5% come from? The Finance Manager advised that this is a nominal figure that he would input into budgeted projections and without cutting costs elsewhere.

A Committee Member asked to see both 2023/24 and 2024/25 projections so that they are able to compare these figures and updated projections. The Finance Manager agreed to present these at the next budget meeting.

7.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

7.1 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 the Scottish Housing Regulator has removed Copperworks from the Register of Social Landlords. As a result, we can now move forward with the application to deregister Copperworks with OSCR and the Scottish Government's Property Factors Register.

Only one item is outstanding on the due diligence register and this will be concluded by 31st March 2024.

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

The Director also advised Committee that SHR had recently been provided with a copy of the Transfer Promises Action Plan. SHR noted that the roll out of the Tenant Bonus Scheme to Spire View tenants was not on the Action Plan however we agreed to record this on the plan and mark as complete. SHR also noted that we said we would consider introducing a tenant portal. The Director was able to confirm that this was being progressed with quotes received from our current housing software provider (SDM) as well as an alternative provider. Again, this item will be added to the Transfer Promises Action Plan and recorded as 'ongoing'. A separate report on our housing software will be provided to Committee in the near future.

The Director advised that most items on the Integration Plan are now complete. The Tenant Satisfaction Survey later this year and our Internal Audit Programme will address the remaining 2 items on the Plan.

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.

7.2 Potential Transfer of Engagements (Blochairn)

The Director advised that there is nothing further to report on this matter at the moment other than to say Blochairn are making steady progress on providing the information we have requested. A full report will be provided at the appropriate time.

7.3 Wider Role Projects 2024/25

Committee considered the content of report (copy available). The Director gave a verbal overview of the main areas contained within the report and outlined the progress made in regards to funding applications:

Energy Redress Fund

Application submitted to Energy Redress Fund on 20th February 2024 which if successful will allow us to continue to provide the energy teams service for a further 2 years. The outcome of this bid should be known around April 2024.

Hub Staffing

As we were unsuccessful in securing further funding, only the Volunteer Co-ordinator remains in post at the Hub supported by the Corporate Governance Officer. The Volunteer Co-ordinator post is funded until 31st March 2025. We will soon commence seeking further funding for this post. A full report will be presented at the appropriate time.

7.4 Notifiable Event Report – Standard Security at Triangle Site

Committee noted the content of the report confirming that a Notifiable Event had been submitted to SHR. This was in relation to Committee approval of the Standard Security over the triangle site, approved in

January 2024. The submission was made in accordance with our Protocol for Reporting Notifiable Events. The Director advised Committee that SHR have confirmed that no further information is required regarding this Notifiable Event and therefore this item has now been closed.

7.5 Business Plan 2024 - 2027

Committee considered the content of report (copy available).

Following some general discussion, Committee **noted** and **approved** the first part of the Business Plan attached to the report. The Director confirmed that part 2 of the Business Plan will be presented in March 2024. The Director advised that she would also bring the Committee Reporting Schedule and Policy Review Timetable for the coming year.

A Committee Member advised that he had noted some minor spelling mistakes within the first part of the Business Plan, and he would forward these to the Director for consideration.

7.6 Tenant and Owner Satisfaction Survey 2024

Committee noted the content of report (copy available). Following discussion Committee approved progressing of option 2 contained within the proposal from Research Resource.

7.7 Membership Report

Committee noted the content of report (copy available). Committee approved 3 membership applications and the use of the seal. Committee also noted an error contained within the report with regards to an applicant's name.

7.8 Committee Appraisal

The Corporate Governance Officer advised that all Self-Assessment surveys have now been completed, she thanked everyone for assisting with this. Olwyn Gaffney from SHARE is currently collating this information and will devise individual learning plans along with an organisational training plan. Olwyn will present her findings on this to Committee in March 2024.

8.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

8.1 Planned / Cyclical Maintenance Report

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

Kitchen/Boiler Renewal Contract

The tender for these works came back higher than anticipated. The Depute Director advised that this is not considered unusual given the current economic position of the market. A cost saving exercise has been carried out to establish if any cost savings could be made. Unfortunately, they were not able to identify any significant saving without affecting the overall quality of the contract. The QS recommends that we proceed with appointment of BRB Electrical to progress works programmed Year 1 and carry out a more robust assessment of projected costs for Years 2 and 3 as the contract proceeds and we gain a higher degree of cost certainty. Committee discussed this matter and agreed to award the contract to BRB Electrical as recommended. At the end of Year 1 the QS will carry out a cost analysis exercise to determine the costs for years 2 and 3 regarding budgeted versus actual spend.

Window Contract

Tender report will be presented in March 2024.

Stairways and Balustrades

The Depute Director advised that these works are progressing and going well.

Painterwork

The Depute Director advised that an Estate walkabouts are being progressed by the senior management team to consider works required. Once complete, a report with recommendations will be presented to Committee.

Grounds Maintenance Contract

The Depute Director advised that although she had entered into negotiations with our current contractor with a view to extend this service, the contractor has indicated that they plan to seek a 29% uplift on the current price. The Depute Director advised that she and the QS felt this was unacceptable. Therefore, Committee agreed to proceed with a competitive tender for this service. She is hopeful that we will be able to move on this as soon as possible however she plans to put a contingency in place to ensure there is no break in this service at 1st April 2024.

Close Cleaning

The Depute Director advised that 2 Office Bearers opened 8 tenders this evening and she will now check these figures over. She advised that given timescales final decision for awarding this contact may need to be done under 'Urgent Measures'. However, she would advise Committee of this once the relevant checks have been carried out.

A Committee Member asked the Depute Director about the process of checking arithmetic for tenders. She advised that this is conducted by our QS for larger tenders. However, for smaller tenders such as this, checks would be conducted by herself.

A Committee Member reported an issue with broken steps and handrail at 7 James Nisbet Street. The Depute Director advised that she would have these inspected.

8.2 Roystonhill Masterplan

The Depute Director advised that a scheme proposal has been submitted to NRS for consideration. Feedback is awaited. However, as previously reported, this does not formally commit the Association to development proposals, it is merely an indication of whether funding will be made available for the project. The preferred bidder has indicated they hope to conclude purchase of the site by 31st March 2024.

8.3 Triangle Site

The Depute Director advised that she has nothing further to report on the Triangle Site at the moment. A pre-start meeting will be held next week, and a full update report will be provided next month.

8.4 98 James Nisbet Street - Licence to Help 4 the Homeless

Committee noted the content of report (copy available). Committee authorised the Director/ Depute Director to proceed with cancellation/[progression with a termination Notice should conditions requested be met by the licence.

9.0 HOUSING MANAGEMENT REPORTS

9.1 Urgent Decisions – Allocation

The Housing Manager apologised to Committee. An allocation was carried out during December 2023 under 'Urgent Decision' this should have then been reported to full Committee in January 2024 and staff failed to do this. The Housing Manager advised that the allocation was carried out in line with our policy and procedure and recorded in the Urgent Decisions register.

9.2 GCC Refugee Property Lease

Committee noted the content of report (copy available). Following discussion Committee agreed to convert the current GCC Refugee Property Lease into an SST.

10.0 POLICY REVIEW

10.1 Allocation Policy

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

10.2 Rent Policy

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

10.3 Factoring Written Statement of Service

The Housing Manager advised that our Solicitors Harper MacLeod had been carrying out a full review of our Written Statement of Services, she advised that a draft was received this morning and went on to advise that she needed some more time to consider the content of this. She advised that this matter is still outstanding in the ToE Intergration Plan but hopes to have this concluded as soon as possible. A full report will be presented to Committee at the appropriate time.

10.4 Charitable Donations Policy

Committee noted the content of report (copy available). Committee considered the revised draft Charitable Donations 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 26th March 2024 at 5.30pm.

12.0 A.O.C.B

12.1 GWSF Membership

Committee discussed the benefits of GWSF membership and agreed to affiliate from 1st April 2024 at the cost of £4,241.00.

12.2 Debit Card

The Finance Manager advised that following recent issues with the company credit card and subsequent agreement with Committee to seek a debit card for the association, he was now seeking Committee permission to sign a debit card application. Committee discussed these issues faced and scenarios in which the debit card may be used. The Finance Manager confirmed that a robust debit card procedure is now in place. A Committee Member requested that a Risk Assessment is also completed on the use of a debit card.

Committee approved the signature of this application form by the Director and 3 signatories. As previously agreed the signatories are the Director, Charlie Lunn, Maureen Flynn and Alan Brown.

12.3 SFHA Member Elect

The Director advised that SFHA have contacted the association and asked that Committee nominate a Committee Member to be their main point of contact. Charlie Lunn volunteered to be the appointed person. The Corporate Governance Officer will contact SFHA and update this information.

12.4 Stage 3 Funding

The Depute Director advised that the association has sought funding for a significant Stage 3 Adaptation which has now been approved by Glasgow City Council.

12.5 Confidential Staffing Report

A separate confidential minute is available for this item.

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
